

Minutes of the Corporation
held on Thursday 9th September 2021 at 8.00 am
By Microsoft Teams

Birmingham Metropolitan College

| Present | Apologies |
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| Sir Dexter Hutt (DH) | Michele Larmour (ML) |
| Hilary Smyth-Allen (HSA) | Naghma Nadiri (NN) |
| Prof. Prue Huddleston (PH) | Kashema Wray (KW) |
| Pat Carvalho (PC) | |
| Helen Miles (HM) | |
| Angela Myers (AM) | |
| Alaric Rae (AR) | |
| Asha Devi (AD) | |
| Peter Croom (PCR) | |
| Gobinder Gill (GG) | |
| Natalie Alleyne (NA) | |
| Iqbal Mohammed (IM) | |
| Christine Tolley (CT) | |
| In Attendance | |
| Stephen Belling (SB) | |
| Simon Eaton (SE) | |

| Reference | Agenda item |
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| | Welcome |
| | DH welcomed all present to the meeting including GG, newly elected Staff Governor for his first Board meeting. |
| 1 | Apologies |
| | Apologies were received from ML, NA, NN and KW. |
| | Declarations of Interest |

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| | No declarations were received in addition to those contained in the College's Register of Interests. |
| 2.1 | Minutes of the meeting held on Thursday 8th July 92021 |
| | <p>The minutes of the meeting held on 8th July 2021 were approved.</p> <p>IT WAS RESOLVED THAT: C21/22:01</p> <p>The minutes of the meeting held on 8th July 2021 be approved.</p> |
| 2.2 | Matters Arising and Action Log |
| | <p>There were no matters arising.</p> <p>Action Log</p> <p>Value of Estate</p> <p>SE advised that valuations on 2 sites have been provided as part of the Barclays loan reset process. Quotations on getting valuations for the remaining sites will be obtained and instructions sought from Audit Committee on next steps.</p> <p>Pre- Covid Data</p> <p>SE advised that comparisons on pre- data income are provided where viable but Covid and changes to the estate made comparisons difficult.</p> <p>AR advised of the need for reassurance that income targets were realistic, reasonable, appropriately stretching and affirmed by data.</p> |
| 3. | Principal's Report |
| | <p>PC emphasised the following points from the Principal's Briefing in the Board Pack:</p> <p><i>Regarding Academic Results:</i></p> <ul style="list-style-type: none"> • English and Maths results have improved. • Historic issues regarding the quality of practice in engineering have had an impact on the achievements of adult learners. • Predictions of 86- 7 % for 16- 18 achievements are pleasing. The quality of assessment has been good. • Some results have yet to be received. <p>Regarding the return to college:</p> <ul style="list-style-type: none"> • Sites are alive, staff look raring to go and students look purposeful. • GG advised that it is good to have face to face again and sensed students happy to be back. |

- NA advised staff appreciating face to face delivery and sense of there being a really good atmosphere.

Regarding Covid:

1. SLT continue to monitor the Covid situation, and meetings take place on each site on a weekly basis with each Vice Principal.
2. Staff Guidance on SharePoint has been provided.
3. Risk assessments and individual risk assessments continue to be undertaken on an as needs basis.
4. Mask wearing is encouraged but at this point cannot be made compulsory.
5. We continue to provide home testing kits and are encouraging twice weekly home testing.
6. There is a room on each college site to do Lateral Flow tests.

Regarding Strategy:

- The senior leadership team met three times to consider strategic development. Two meetings per term have been scheduled for ongoing strategic work.
- Key themes for development with all staff are social action, what makes a high performing team, communication and wellbeing.
- Information has been obtained through a survey undertaken by teams and a full Ofsted based survey is has been sent to each member of staff.
- The intention is to ensure everyone has a shared understanding of where we are, where we want to get to, and how we will get there.

Regarding Ofsted Inspection:

- Materials have been produced to demonstrate current achievements and progress since the last.
- Consultants from CLICK (<https://www.click-cms.co.uk/>) have carried out some preliminary inspection.

Governors Questions and Observations

1. Are there any measures in place to deal with those who are anxious about returning to the college? (CT)

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| | <p>PC advised that Individual risk assessments continue to be done on an as needs basis. Weekly meetings continue to ensure ongoing monitoring of the Covid situation.</p> <p>2. How will we ensure consultation on 2030 vision will involve all staff contributing and being really behind it? (AM)</p> <p>PC advised that a number of different ways would be used to ensure that everyone has an opportunity to be involved in the process. These would include Focus Groups, Team meetings and conversations with individuals.</p> <p>3. Is it correct that we are not yet able to qualify for Higher Technical Qualification funding because of the college's Ofsted status? (DH)</p> <p>PC advised that it was; that the award of a Grade 2 by Ofsted before Christmas would change the position; conversations are taking place with the Department for Education about the unfairness of this condition given the delays to Ofsted inspections caused by Covid; and, conversations are taking place with the Combined Authority to explore how development funding might be made available to help the college meet local demand.</p> |
| 4. | Annual Strategic Plan and Adult Education Budget (AEB) Strategy |
| 4 (i) | <p>PC advised</p> <ul style="list-style-type: none"> • The plan follows the format used last year. • The overarching priorities have not been changed. • Curriculum content has been updated to take account of reviews undertaken during the Star Chamber process. • A bespoke Adult Education Strategy has been included. • Further consideration is being given to opportunities arising from the National Skills Fund and addressing priorities identified by the Combined Authority in particular how life-long learning opportunities connect with learners effectively. The structure for taking up these opportunities should be in place by January 2022. <p>Governors Questions and Observations</p> <p>1. It is important to be clear about how the college is responding to the demand challenge. (AR)</p> <p>PC advised that the Beatbreaks report commissioned by the college was to inform how the college connects with young people. Key points to note from the report were that people see themselves as creative, having the desire to be part of something that demonstrates social value and, experiencing a lack of confidence.</p> <p>2. It is good that consideration is given to wider skills development as these are important for employers. (PH)</p> <p>3. Have we got any pop-up shops in communities to see what BMet offers? (AM)</p> |

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| | <p>PC advised that meetings are taking place with organisations in Perry Common to discuss how to connect with communities more effectively.</p> <p>4. Would it be possible to offer courses out of hours and online? (GG)</p> <p>PC advised that online courses can be considered. The key will be to ensure any offer takes account of people's circumstances and include remote working.</p> <p>IT WAS RESOLVED THAT</p> <p>C21/22: 02</p> <p>The 2021-2022 Strategic Plan and Adult Education Budget Plan be approved.</p> |
| 4(ii) | Key Performance Indicators Update Report |
| | <p>PC presented the Key Performance Indicators Update Report and advised:</p> <ul style="list-style-type: none"> • The proposed indicators are similar to the ones considered by the Board in July. • The KPIs not met last year are to be addressed during the next academic year. • Non-strategic actions have been removed. • The focus on student's feedback has been increased. • The staff Turnover KPI now relates to the SIR (Staff Individualised Record) data produced for the FE sector. • Cash days have been included as they are an important consideration for the FE Commissioners and the Education and Skills Funding Agency. <p>1.How will industrial upskilling be tackled, achieved and monitored to avoid a disconnect between education and business? (CT)</p> <p>PC advised that all staff are required to find an industrial placement with a specific focus on range of subjects regarded as relevant by the college.</p> <p>2.Are we collecting exit interview data? (NA)</p> <p>PC advised that exit interview data is being collected and is to be reviewed by SLT on a monthly basis.</p> <p>3. The Council's Jobs and Skills team may be able to assist with connecting learners to opportunities (AD)</p> <p>IT WAS RESOLVED THAT</p> <p>C21/22: 03</p> <p>The Key Performance Indicators proposed in the Key Performance Indicators Report be approved.</p> |

| 5. | Finance Report |
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| | <p>SE advised that:</p> <ul style="list-style-type: none"> the draft out- turn for the last academic year was being finalised. Covid Relief can be retained and has positively affected the end of year position. There is a significant reduction in income in the coming year without a great reduction in pay costs because of a reduction in the 16-18 allocation last year and reduced number of Adult Learner Loans and Higher Education Funding. <p>1. Will the mid- year budget process take account of the rise in National Insurance Payments expected next year? (HL)</p> <p>SE confirmed an Autumn budget would take account of planned restructures, new income streams and all relevant factors such as the rise in National Insurance Payments.</p> <p>2. On 16-18 numbers, there is a reference to additional growth of 3%; On what basis will that be achieved? (AR)</p> <p>SE advised £150K is based on current allocation for the coming year</p> <p>3. Will the college be affected by any of the ratios used by the ESFA to assess the college's financial health? (HSA)</p> <p>SE advised the outturn ratios will be healthier than anticipated because of Covid Relief. The position regarding the cash generation ratios can be assessed when the WMCA repayment schedule has been agreed.</p> <p>Key to progress is to increase the trading figure which will be key measures for both the banks and the ESFA.</p> <p>There are currently 140 enrolments more than last year.</p> <p>Registers and attendance are being monitored to ensure quick and full support is given to students who might be struggling.</p> <p>4. What happens if we have more students than our grant allocation? (AM)</p> <p>SE advised that LAG funding is provided in the following year. If however there is an excess of over 100 students, an application for in year funding can be made.</p> <p>5. What assumptions are made about withdrawal rates? (IM)</p> <p>SE advised that the assumed rate of loss is 12 % which includes both “no shows” and withdrawals during the first 42 days of learning. It has been 12% for the last 3 years.</p> <p>6. How have other colleges performed? (AR)</p> |

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| | <p>SE advised that other colleges were referring to a lower level of 16- 18 recruitments.</p> <p>IT WAS RESOLVED THAT</p> <p>C21/22: 04</p> <p>The financial report be noted.</p> |
| 6. | Capital Transformation Bid Process |
| | <p>SE referred to the Capital Transformation Bid report and advised:</p> <ul style="list-style-type: none"> • The stage 1 bid submitted by the College had been successful. • It was now necessary to submit a stage 2 bid providing more detail about the proposals and reducing the overall cost of the bid by 10% . • It was possible to achieve the 10% reduction by reducing the amount of work set out in the college maintenance plan. • The current budget does not allow the college to make a 30% contribution to implement the bid proposals. • It is recommended that a bid be submitted with the requested 10% reduction and reduced level of contribution. <p>IT WAS RESOLVED THAT</p> <p>C21/22: 05</p> <p>Submission of the Stage 2 bid to the Further Education Capital Transfer Fund be approved.</p> <p>C21/2 :06</p> <p>The Finance Committee review and confirm that the submission authorised by Corporation is in line with this approval.</p> <p>C21/22:07</p> <p>The Corporation affirm it has the capacity to manage the project set out in the Stage 2 bid to the Further Education Capital Transformation Fund.</p> |
| 7. | Governance |
| | <p>SB referred to the report regarding proposed amendment of the Instrument and Articles and Governance</p> <p>IT WAS RESOLVED THAT</p> <p>C21/22: 08</p> <p>The Instrument and Articles of Governance be amended to allow 3 student governors to be appointed.</p> |

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| | <p>Regarding Link Governor Programme</p> <p>SB referred to the proposed growth and development of the Link Governor Scheme to extend to other aspects of the college and involve others who might want to be involved with the college in advance, or instead of being a Governor.</p> <p>IT WAS RESOLVED THAT:</p> <p>C 21/22: 09</p> <p>A link governor scheme be grown and developed.</p> <p>Regarding Strategy Planning Day</p> <p>After discussion it was agreed that the first half of the day would be led by the Black Fe Leadership group looking at what it means to be an anti- racist organisation and consideration of the 10- point plan and the afternoon would involve a strategic planning session looking to what would be required of BMet in 2030 from students, stakeholders and employers.</p> <p>Department for Education Consultation</p> <p>PC advised of work being done by the college to submit a response to the Department for Education consultation on future accountabilities in the FE Sector. Submissions need to be made by 24th September.</p> |
| 8. | Any Other Business |
| | <p>CFO</p> <p>PC advised that the CFO was willing to remain in post until December 2023</p> <p>IT WAS RESOLVED THAT</p> <p>C21/22:10</p> <p>The CFO's contract be extended to December 2023.</p> |

Signed: 

Chair: Sir Dexter Hutt