

**Minutes of the Corporation
held on Thursday 17th March 2022 at 8.00 am
By Microsoft Teams**

Birmingham Metropolitan College

Present	Apologies
Sir Dexter Hutt (DH)	Christine Tolley (CT)
Prof. Prue Huddleston (PH)	Afzal Hussain (AH)
Hilary Smyth-Allen (HSA)	
Helen Miles (HM)	
Pat Carvalho (PC)	
Angela Myers (AM)	
Alaric Rae (AR)	
Peter Croom (PCR)	
Iqbal Mohammed (IM)	
Sharon Isaacs (SI)	
Natalie Alleyne (NA)	
Gobinder Gill (GG)	
Leah AliHussain (LA)	
Kashema Wray (KW)	
Anjali Singh (AS)	
In attendance	
Stephen Belling (SB)	
Simon Eaton (SE)	
Andy Crowter (AC)	

Reference	Agenda item
	Welcome
	DH welcomed all present to the meeting and introduced AS as a new Student Governor for Matthew Boulton.
1	Apologies
	Apologies were received from CT and AH.
1	Declarations of Interest
	HSA advised of her work in relation to the Community Renewal Fund initiative involving the college. No other declarations were received in addition to those contained in the College's Register of Interests.
2.1	Minutes of the meeting held on Thursday 16th December 2021
	The minutes of the meeting held on Thursday 16 th December were reviewed. Amendments were requested in relation to those in attendance, initials in cross references, the reference to Skills Network and reference to cash balance.

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	<p>IT WAS RESOLVED THAT: C21/22:24</p> <p>Subject to agreed amendments, the minutes of the meeting held on Thursday 16th December 2021 be approved.</p>
2.2	<p>Matters Arising and Action Log</p>
	<p>There were no matters arising.</p> <p>Progress of matters itemised in the Action Log was noted.</p>
2.3	<p>Chairman's Action</p>
	<p>SB presented the Chairman's Action report in the Corporation Pack in respect of approving the award of a contract for Management Information Services.</p> <p>IT WAS RESOLVED THAT C21/22: 25</p> <p>The Chairman's Action Report be noted.</p>
3	<p>Principal's Briefing</p>
	<p>PC referred to the Principal's Briefing in the Corporation Board Pack and emphasised the following: -</p> <ul style="list-style-type: none"> • A key focus point is in- year progress in respect of the college's delivery of adult education because it influences what allocations are made by WMCA (West Midland Combined Authority) for the next academic year. Negotiations are currently taking place with WMCA. • The college faced challenges coming out of Covid and taking account of the level of employment in the region. • Analysis showed that the prime reason for learners not enrolling at Sutton was their having found employment. • The college's response to this has been to develop Sector Based Work Academy Programmes (SWAPS) with employers, for example Finnings, who are developing programmes to support their new employees. • The Department of Work and Pensions (DWP) has not been requiring claimants to take part in programmes and this has affected the number of applicants. In recent weeks the DWP has changed its approach to SWAPS. • An analysis of funding, structures, and curriculum in relation to High Needs has been undertaken and the college is now working with Derby College and Western College (A centre of Excellence) who have a Department of Education contract to support other colleges with Special Educational Needs provision. (SEN). A first meeting will take place in April. • A meeting has taken place with Birmingham City Council's Director of Children and Family Services who is now referring to Local Market Intelligence and Data produced by EMSI to inform the council's strategy on skills and transition to college. This is the same data used by the college and should help align our offer more effectively with the Council. • Work done in collaboration with Witton Lodge Community Association has really helped inform the college's offer to local communities. • The college is participating in the launch of a Ladywood and Perry Bar collaboration, a multi-disciplinary collaboration between Witton Lodge Community Association, the Local Authority, DWP and the NHS – with a specific approach to supporting communities. The College is also part of a subgroup looking at partnership and skills and there is an understanding that the college is being in the right places to participate in strategic discussions concerning its aims and objectives.

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	<ul style="list-style-type: none"> • The college has had an initial meeting with FLARE, an organisation that is developing ways to measure the impact of work concerning Equality, Diversity and Inclusion and, anti- racism. It involves surveys with staff and students using artificial intelligence to generate recommendations and monitor outcomes at course level. FLARE is working with 100 schools and universities. The college will review whether the system will fit with its current work in this area. <p>Governors' Observations and Questions</p> <p>1. Are WMCA open to reviewing targets post Covid? (DH)</p> <p>PC advised that they are not.</p> <p>2. What are the concerns regarding the Common Wealth Games training programmes? (AR)</p> <p>PC advised:</p> <ul style="list-style-type: none"> • There are ongoing difficulties regarding the Security Training Programme. WMCA selected independent training providers and as a result South and City College has withdrawn from offering this training programme. BMet may also need to withdraw. • Recruitment for participation in the Stewarding programme is proving difficult as DWP are not mandating / requiring claimants to participate and WMCA have stipulated that applicants need to be unemployed or economically inactive. Conversations are ongoing to widen the participation criteria. <p>3. What will be the impact of the requirement to provide each student with an additional 40 hours of learning? (PH)</p> <p>PC advised that the college has not yet seen the final detail of the requirement. It is clear that it is not like for like teaching and that it will be possible to provide it in different way such as with mentoring, through the college's tutorial programme and other ways in which students can be brought together for learning. We anticipate approximately 10 additional hours of direct delivery and 30 through other development activity.</p> <p>4. Is the Catch- Up Fund linked to 40 hours and how is it being used? (AM)</p> <p>PC advised that:</p> <ul style="list-style-type: none"> • The Catch- Up Fund is not linked to the 40 hours • To date, £60k has been used from an allocation of £100k. • Support has been provided in a range of ways including work with parents to help them support learners and initiatives to support attendance. <p>5. Has there been an improvement in attendance as a result of these initiatives? (SI)</p> <ul style="list-style-type: none"> • An improvement was noted before half term. • Attendance is being reviewed on a weekly basis. • The current position is 87% attendance. • Covid continues to be a key factor. • The key focus is on achieving.
4	KPI Progress Report
	<p>SE presented the KPI report in the Board Pack and emphasised the following points:</p> <p>Regarding KPI 1-1. 16-18 learners are over allocation this year by 65 and that is reflected in the allocation being awarded for 2022-23.</p>

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	<p>Regarding KPI 1.2 There is an increase for applications for 2022-23 particularly in relation to engineering at James Watt.</p> <p>Regarding KPI 1.3 and 1.4 The position regarding the Adult Education relates to AEB and what is being seen generally by other colleges in the region.</p> <p>Regarding KPI 2.1 the indicator will not be met because of the most recent Ofsted grading.</p> <p>Regarding KPI 2.2 retention remains good: it has reduced from February but remains within target.</p> <p>Regarding KPI 2.6 student attendance is below the target of 90%</p> <p>Regarding KPI 3.1 real work experience should start to grow as the academic year progresses.</p> <p>Regarding KPI 3.5 staff upskilling tends to happen toward the end of the academic year.</p> <p>Regarding KPI 4.5 staff turnover is an issue.</p> <p>PC advised that salary is an increasing issue for staff. A strategy is being developed with HR to focus on issues around retention, progression and sustainability.</p> <p>Governors' Questions and Observations.</p> <ol style="list-style-type: none"> 1. Is the 16- 18 growth related to demographics/ are other colleges seeing the same thing? (AR) SE advised that the demographics suggest there will be further growth in this area. The college is anticipating a return to enrolment levels experienced before Covid. 2. Do we know which staff are leaving? (NA) PC advised that a new HR dashboard is being developed which will incorporate a range of Key Performance Indicators and enable a more detailed analysis to be made. 3. Can the extra 40 hours help the staffing issue? (AM) PC advised that it could, but the main issue is the loss of income arising from lag funding. 4. Are exit interviews held with all members of staff? (PCR) PC confirmed that they are. Reasons cited for leaving include closeness to home and associated reduction in transport costs and opportunities for progression. HSA noted that recruitment in the Tech industry is challenging because of demand in the private sector and what it can offer. 5. It will be helpful to identify what other benefits can be emphasised as part of the package and identifying what the talent pool for progression is. (SI) 6. Open days appear to have been busier than in previous years. (GG) 7. Has the college capitalised on parents visiting the college with their children? (SI) PC confirmed that it has. <p>IT WAS RESOLVED THAT: C21/22:26</p> <p>The contents of the KPI report be noted.</p>
5	Report from ASQD Committee.
	PH referred to ASQD update Report in the Board Pack and the links to business conducted at the ASQD Deep Dive on 13 th January and Committee meeting on 10 th February and emphasised the following:

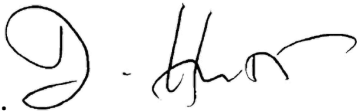
Reference	Agenda item
	<ul style="list-style-type: none"> • The Deep Dive provided the opportunity for a forensic consideration of matters arising from the Ofsted Inspection and implementation of a new Tutorial Programme for learners. • The Committee were assured that detailed plans were in place to address issues raised by the Ofsted Inspection. • Links in the Update Report to newsletters produced by the Tutorial team provide good evidence of work being done by the Tutorial team. • The new Teaching and Learning Dashboard is a very positive development and should help provide Ofsted Inspectors with evidence that Governors are aware of what the current issues and what is being done to address them. • The Quality Improvement Plan required by the college has been updated to take account of the Ofsted Inspection. • The Annual Safeguarding Report was considered in detail by the Committee and was commended to the Corporation for approval. • Committee was assured that matters arising from the college’s work with the Commonwealth Games were being effectively managed. <p>IT WAS RESOLVED THAT:</p> <p>C21/27: The 2020-21 Annual Safeguarding Report be approved.</p> <p>C21/28: The contents of the update provided from the ASQD Committee be noted.</p>
6	Report from Finance Committee
	<p>PCR referred to Finance Committee Update Report and the links to business conducted at the Finance Committee meeting on 8th March and emphasised the following:</p> <ul style="list-style-type: none"> • The Committee had focussed on the Quarter 2 Management Accounts; the Business Planning process and reports regarding the Ethnicity Pay Gap and Gender Pay Gap. • At this point in time the college is forecasting an overall shortfall of Income for the year of just under £600 for reasons that are not unique to BMet. • The college’s commitments to the Local Government Pension Scheme will be reviewed next year and are likely to have an impact on business planning. <p>IT WAS RESOLVED THAT:</p> <p>C21/29: The Ethnicity Pay Gap Report be approved.</p> <p>C21/30: The Gender Pay Gap Report be approved.</p> <p>C21/31: The contents of the update provided from the Finance Committee be noted.</p>
7	Report from the Audit Committee
	<p>HM referred to the Audit Committee Update Report in the Board Pack and the links to business conducted at the Audit Committee meeting on 3rd December 2021 and emphasised:</p> <ul style="list-style-type: none"> • Initiatives were being undertaken to revitalise the work of the Health and Safety Committee.

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	<ul style="list-style-type: none"> • The college’s approach to risk was being reviewed with BDO with a particular focus on the risk environment post Covid, ensuring that the Banks are satisfied with the college’s performance and the importance of high quality provision across the college. • A review of the Audit Recommendation Tracker showed that good progress was being made. • The Committee was assured that contract work is being given sufficient attention, noted the good work being done by the Contracts Compliance Officer and need to ensure there is sufficient back up support. • The Committee was assured that Governors were being given a high degree of visibility on how things are progressing in the college. • Work is being done by the college to take account of the subcontracting assurance framework that has been published by the ESFA and will come into effect in the new academic year. <p>IT WAS RESOLVED THAT: C21/22: 32</p> <p>The contents of the update provided from the Audit Committee be noted.</p>
8	<p>Link Governors Report</p>
	<p>LA reported on her attendance of part of the Black FE Leadership Group Annual Conference. The sessions had explored how things could be done differently in colleges and how things were being developed by others. The conference offered helpful resources for those who don’t have any.</p> <p>PH reported on links with the Vice Principal for External Development and noted:</p> <ul style="list-style-type: none"> • How the role involved consulting with a staff on a wide range of issues and initiatives. • How the work being undertaken was appropriate, brought results and demonstrated that the college is thinking about the future. • Collaboration and growth will be linked to what is happening in the wider community and what is being undertaken elsewhere. • Initiatives undertaken to promote the college’s work engaging with employers have involved giving a joint presentation at an international conference last summer, submitting an article to an academic journal and hosting senior academics from New York University who were impressed with the college’s work with the business community and will use the college as a case study in a future publication. • The Link Governor role involves providing a sounding board for the Vice Principal of External Development, liaising with the Director of Higher Education and sitting on the college’s Academic Board. • A future focus will be how the Higher Education Strategy can be further developed. <p>AM reported on links with the Matthew Boulton campus, Teaching and Learning and safeguarding and noted:</p> <ul style="list-style-type: none"> • Participation in a few Walk- throughs which involve observing classes but not providing any feedback: AM observed progress being made and the value of the pace of progress being increased. A future focus will be ESOL and foundation learning. • Safeguarding involves attendance at the Safeguarding Committee which is attended by the Principal. The college has matters in hand and this was confirmed by Ofsted.

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	<ul style="list-style-type: none"> • Link work has involved sharing the practice and experience of Learning Conversations with Teaching and Learning Coaches to support staff. The practice was developed by Laurie Thomas at Brunel University and involves learners identifying what they are seeking to achieve, what the desired outcomes will be and their strategies for achieving those outcomes. • This might also be a resource used to assist with the inclusion of 40 additional hours in learning provision. • The Teaching and Learning coaches are good, really skilled and brilliant at what they do.
9	Sustainability Update
	<p>AC gave a presentation regarding the college's work in relation to sustainability which referred to the Association of College's Code of Conduct and requirements regarding carbon reduction and environmental sustainability and the 3 stages covered by the Further Education Climate Action Road Map (Emerging, Established and Leading). AC advised that:</p> <p>The college's current focus was on completing the second stage of being Established which involves:</p> <ol style="list-style-type: none"> a. Gathering college views on sustainability b. Establishing a Sustainability Strategy Group c. Upskilling on measuring emissions d. Measuring the college's carbon footprint e. Meeting with leaders to set a net zero target f. Publishing targets g. Signing the Global Climate letter - superseded by Race to Zero h. Ensuring recycling / signage is available in every building i. Delivering carbon literacy training to staff and students j. Implementing strategies to reduce energy use k. Negotiating with food suppliers for sustainable food options l. Developing and implementing a plan to measure Scope 3 emissions <p>A Sustainability Strategy Group had been established and the date for an inaugural meeting had been set.</p> <p>The college has worked with the Carbon Trust to measure its carbon foot print.</p> <p>The college plans to work with the new maintenance contractor when appointed, to agree the college's plan for achieving Net-zero.</p> <p>Whilst energy use comparisons are difficult because of how the college operated during Covid, work done by the college in relation to insulation and boiler controls appear to have significantly reduced the college's use of gas.</p> <p>Governors' Observations and Questions</p> <p>1. What are Scope 3 emissions? (DH)</p> <p>AC advised that:</p> <ul style="list-style-type: none"> • Scope 1 emissions are those which are created by BMet. • Scope 2 emissions are those which BMet generate but not on our college sites. • Scope 3 emissions are those created by 3rd Parties because of our requirements e.g. business travel. <p>2. What sort of costs are involved in getting to Net Zero and following the FE Route Map? (DH)</p> <p>AC advised:</p>

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	<ul style="list-style-type: none"> • Early stages of the process are designed to be low cost. • Significant investment is needed in plant and equipment to get to Net Zero. <p>HSA note the risk of cost penalties for not reaching net zero.</p> <p>3. What are the plans for electric car chargers? (AM)</p> <p>AC advised:</p> <ul style="list-style-type: none"> • Costings have been obtained • The college is working with an organisation whose technicians are trained by the college. • 4 are to be fitted at the James Watt Campus and others will be installed on the other college sites. <p>4. What is the approach to leaving lights on in class rooms and stairwells? GG</p> <p>AC advised that the Planned Maintenance Programme over the next 4 years includes replacing lighting with low energy light bulbs and moving activation centres which are already in place at the Matthew Boulton site.</p> <p>5. Might there be measures to restrict lift usage? (GG)</p> <p>AC advised consideration is being given to using swipe cards to access lifts.</p> <p>6. Does the Roadmap refer to need to change culture of a work place? (DH)</p> <p>AC confirmed that stage 3 of the road map involved work on changing culture and in particular, including the issue of sustainability in college curriculum.</p> <p>PC advised there is already a lot of social action activities taking place across the college. The needs are to ensure there is greater communication about what is already being done and consider further promoting the use of public transport. Some local authorities are contemplating imposing charges for organisations offering car parking places.</p> <p>7. The college needs to ensure that it's procurement policy factors in the requirements regarding Net Zero (AR)</p>
10	Any Other Business
	<p>Race and Equality Network</p> <p>NA advised that the Race and Equality Network want to use BMet's work with the Black FE Leadership Group as a Case Study.</p> <p>Vice Chair</p> <p>DH commended the appointment of HM to become a Vice Chair of the Corporation.</p> <p>IT WAS RESOLVED THAT</p> <p>C21/22: 33</p> <p>Helen Miles become a Vice Chair of the Corporation.</p> <p>Contract for Reprographic Equipment and Associated Support Services</p> <p>SB advised that a full procurement exercise was being undertaken in respect the proposed award of a new contract for reprographic equipment. Given the need to award the contract before the next meeting of the Corporation and organise the replacement programme with the minimum disruption to the academic calendar, a request was made for authority, be delegated to Finance Committee Members to approve he award.</p>

Reference	Agenda item
	<p data-bbox="280 159 552 181">IT WAS RESOLVED THAT</p> <p data-bbox="280 215 360 237">C21/34</p> <p data-bbox="280 271 1426 327">Delegated Authority be given to the Finance Committee Members to approve the award of a contract for Reprographic equipment following completion of a full procurement exercise.</p> <p data-bbox="280 349 448 371">Vote of Thanks</p> <p data-bbox="280 405 1410 461">DH advised that Asha Devi was leaving the Corporation in order to attend to new work commitments arising out of a promotion and proposed a vote of thanks for he contribution to the work of the college.</p> <p data-bbox="280 495 552 517">IT WAS RESOLVED THAT</p> <p data-bbox="280 551 360 573">C21/ 35</p> <p data-bbox="280 607 1283 629">The Board's thanks be conveyed to Asha Devi for her contribution to the work of the college</p> <p data-bbox="280 663 1002 685">There being no other business the meeting concluded at 10.00 am</p>

Signed:  _____

Chair: Dexter Hutt