

**Minutes of the Corporation  
 held on Thursday 16 December 2021 at 8.00 am  
 By Microsoft Teams**

**Birmingham Metropolitan College**

Present	Apologies
Sir Dexter Hutt (DH)	Iqbal Mohammed (IM)
Prof. Prue Huddleston (PH)	Christine Tolley (CT)
Pat Carvalho (PC)	Hilary Smyth-Allen (HSA)
Helen Miles (HM)	Natalie Alleyne (NA)
Angela Myers (AM)	
Alaric Rae (AR)	
Asha Devi (AD)	
Peter Croom (PCR)	
Sharon Isaacs (SI)	
Afzal Hussain (AH)	
Gobinder Gill (GG)	
Mubasher Rasul (MR)	
In attendance	
Stephen Belling (SB)	
Simon Eaton (SE)	
Mark Dawson (MD) from KPMG	

Reference	Agenda item
	<b>Welcome</b>
	DH welcomed all present to the meeting and introduced SI, AH, and MR as new Governors.
	<b>Apologies</b>
	Apologies were received from CT.
	<b>Declarations of Interest</b>
	No declarations were received in addition to those contained in the College's Register of Interests.
1 (i)	<b>Minutes of the meeting held on Thursday 9<sup>th</sup> September 2021</b>
	The minutes of the meeting held on Thursday 9 <sup>th</sup> September were reviewed.  <b>IT WAS RESOLVED THAT:</b> <b>C21/22:11</b>  <b>The minutes of the meeting held on Thursday 9<sup>th</sup> September 2021 be approved.</b>

1 (ii)	<b>Matters Arising and Action Log</b>
	<p>There were no matters arising.</p> <p>Progress of matters itemised in the Action Log was noted.</p>
2	<b>Principals Update</b>
	See further below
3	<b>KPI report</b>
	<p>SE presented the KPI report in the Board Pack and emphasised the following points:</p> <ul style="list-style-type: none"> <li>• Regarding KPI 1.3 (WMCA Funding Priorities) it was expected that progress toward achieving Combined Authority Funding Priorities would be made by the end of the academic year.</li> <li>• Regarding KPI 1.5 (Leavers going into employment) it was expected that the number of leavers going into employment would improve toward the end of the year when many learners leave the college.</li> <li>• Regarding KPI 2.6 (Student Attendance) it was to be noted that student attendance did drop significantly in November and December and that would affect future KPI reports. Investigations are taking place to understand the reasons for this drop.</li> <li>• Regarding KPIs 3.1, 3.2 and 3.4 (Equipping our students for the future) progress was anticipated as the year progresses and the opportunities for work experience and industry placements unfold. 4 Sector Based Work Academies have been established to date.</li> <li>• Regarding KPI 4 (Being an inspiring place to work.) it was to be noted all elements were green on track and would remain so even taking into account the KPI for staff turn-over being reduced to 9%.</li> <li>• Regarding KPI 5 (Having a strong financial base to invest in a sustainable future) the current position is affected by the college having a strong balance sheet at the end of last year and shortfall in income this year.</li> </ul> <p><b>Governors' Observations and Questions</b></p> <p><b>1. What is the frequency of reporting? (AD)</b></p> <p>SE Advised the Table would be updated each month for review by the Senior Leadership Team and reported on at relevant Committee Meetings. The Financial KPI's are reported on automatically in the monthly management accounts.</p> <p>2. Can the report please be a rolling report so that movement can be tracked and trends identified? (AD)</p> <p><b>3. Do the KPI's need to be adjusted to take account of Ofsted findings? (AR)</b></p> <p>PC advised that the KPIs would be reviewed to take account of the Ofsted findings.</p> <p><b>4. What is the explanation for the lower than expected position regarding KPI 1.5 about numbers going into employment? (DH)</b></p> <p>SE advised that the figures do not yet take account of information the college expects to gain from J2, the organisation collecting destination data for the college. At this point 60% of learners engaging in the college's Sector Based Work Academy programmes are securing employment which is the highest success rate in the region.</p> <p>PC advised that collecting destination information is also dependent upon when learners finish college. A report can be produced to explain where it is hard to gain information about destinations.</p> <p><b>5. How is the college ensuring attendance is as high as possible during the most important time of year for learning? (GG)</b></p>

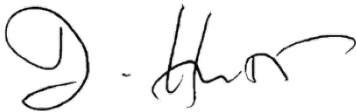
	<p>PC advised the college's approach to addressing low attendance is being reviewed taking into account the current position regarding Covid, the practices that were adopted during the last year, reiterating the knowledge that attendance is a major factor in achieving success, and confirming that assessments this year will be by way of exams and not self-assessed grades.</p> <p><b>6. Is positive messaging being used to encourage attendance? (AR)</b></p> <p>PC advised that positive messaging is being used to encourage attendance.</p> <p><b>IT WAS RESOLVED THAT: C21/22:12</b></p> <p><b>The contents of the KPI report be noted</b></p>
4.	<p><b>Report from ASQD Committee.</b></p>
	<p>PH referred to ASQD update Report in the Board Pack and the links to business conducted at the ASQD meeting on 2<sup>nd</sup> December and emphasised the following:</p> <ul style="list-style-type: none"> <li>• All Governors would be welcome to attend the ASQD Deep Dives.</li> <li>• The college's new Quality Improvement Plan would place an increased focus on provision for adults, their engagement with maths and use of the Adults Smart Assessor IT programme to track apprenticeship processes.</li> <li>• The Complaints and Compliments report provided Governors with evidence of what was being monitored and included what was working well.</li> <li>• Governors had updated their knowledge of the college safeguarding processes at their May Strategy Day and had approved the new Safeguarding and Prevent Policy.</li> <li>• The requirements for Quality Assessment relating to Higher Education had been met.</li> </ul> <p>AM commended Governors to see the documentary produced by David Baddiel in relation to the impact of social media on mental health which can be viewed on the following link <a href="#">BBC iPlayer - David Baddiel: Social Media, Anger and Us</a></p>
5.	<p><b>Report from Finance Committee</b></p>
	<p>PCR referred to Finance Committee Update Report and the links to business conducted at the Finance Committee meetings on 28<sup>th</sup> September and 30<sup>th</sup> November 2021 and emphasised the following:</p> <ul style="list-style-type: none"> <li>• Finance Committee meetings are more efficient and now involved regular business as legacy issues have been addressed.</li> <li>• The key point to note from the July and October Management accounts is that initiatives are being taken to address the shortfall in anticipated income amounting to £1.1 million. It is anticipated this shortfall will cause the college to be in breach of one of its banking covenants and as a result, conversations are taking place with the banks so that this issue can be addressed.</li> </ul> <p>SE advised that the college is forecasting a breach to occur in July 2022 and has raised this with the college's banks and the Education and Skills Funding Agency. Conversations are also taking place with the external auditors KPMG to determine whether the forecast breach will constitute a material uncertainty that has to be referred to in the Financial Statements concerning the 2020- 2021 accounting period. At this point the 2020- 2021 accounts are being prepared on the basis that there is no reportable material uncertainty.</p> <p><b>Governors' Observations and Questions</b></p>

	<p><b>1. Do we have living wage accreditation (AD)?</b></p> <p>SE advised that the college did not yet have accreditation because of the requirements regarding supply chains which could not yet be achieved.</p> <p><b>2. Is the forecast breach of covenant technical or substantive and what actions could be taken by the college? (AH)</b></p> <p>SE advised that the breach is technical in nature as the college has sufficient cash to meet its debts despite having to set a deficit budget. All three of the college lenders have advised that they will review the position at the end of Quarter 2 and revisit the covenants as required.</p> <p><b>IT WAS RESOLVED THAT:</b></p> <p><b>C21/22: 13</b>  <b>The updated Financial Regulations commended by the Finance Committee be approved.</b></p> <p><b>C21/22: 14</b>  <b>The Fees Policy for 2022-2023 be approved</b></p> <p><b>C21/22: 15</b>  <b>The Living Wage should be paid to all BMet staff from 1<sup>st</sup> January 2022</b></p> <p><b>C21/22: 16</b>  <b>The proposed subcontract to The Skills Network Limited be approved.</b></p> <p><b>C21/22: 17</b>  <b>The proposed subcontract to the Learning Curve Group Ltd. be approved.</b></p>
6.	<p><b>Report from the Audit Committee</b></p>
	<p>HM referred to Audit Committee update Report in the Board Pack and the links to business conducted at the Audit Committee meeting on 3<sup>rd</sup> December 2021 and emphasised:</p> <ul style="list-style-type: none"> <li>• The low level of insurance claims during 2020-21 and the Committee’s request for an analysis of historical claims to assess likely future claims.</li> <li>• Confirmation that the college was alert to the interplay between Health and Safety, incidents of violence and social media.</li> <li>• The Risk Register had been reviewed and work would be done in relation to Risk Appetite to make sure the Register remained fresh and alive.</li> <li>• Confirmation that the Whistle Blowing and Anti- Bribery Policies operated in a way that would also address acts of omission.</li> <li>• The internal Audit plan for the current academic year focussed on areas where the value of audit would be most apparent.</li> <li>• A plan is in place to address the recommendations made in an external audit report in relation to subcontracting.</li> </ul> <p><b>Governors’ Observations and Questions</b></p> <p><b>1. It will be good for staff to receive updates on policy updates. (GG)</b></p> <p><b>2. Are recent Incidents at the James Watt campus resolved? (GG)</b></p> <p>PC advised that recent incidents had been resolved. Conversations had taken place with the police to gain an increased presence in the area. Conversations are also being had with the local M.P to optimise collaboration with the local community,</p> <p><b>3. The Council’s Safer communities group may be able to assist with potential funding requests for measures to address local concerns. (AD)</b></p>

	<p><b>IT WAS RESOLVED THAT:</b>  <b>C21/22: 17</b>  <b>The proposed Fraud and Theft Policy be approved</b></p> <p><b>C21/22:18</b>  <b>The proposed Anti- Bribery Policy be approved.</b></p> <p><b>C21/22:19</b>  <b>The proposed Conflicts Policy be approved.</b></p> <p><b>C21/22:20</b>  <b>The proposed Gifts and Hospitality Policy be approved.</b></p> <p><b>C21/22:21</b>  <b>The proposed Whistle Blowing Policy be approved.</b></p>
<b>7.</b>	<b>2020-2021 Financial Statements and Annual Report</b>
	<p>MD advised that the external audit for the year 2020-2021 had been completed and that a clean opinion on all aspects of the audit was expected; the KPMG report provided an explanation of the audit process, set out key findings on page 5 and identified 4 significant risks for the Governors to consider. Assurances were being sought from the bank to determine whether or not there needed to be a reference to a material uncertainty in the Financial Statements.</p> <p><b>IT WAS RESOLVED THAT:</b>  <b>C21/22: 22</b>  <b>The Accounts and reports for the 2020- 2021 academic year be approved.</b></p> <p><b>C21/22 :23</b>  <b>The content of the Letter of Representation be approved.</b></p>
<b>Item 2 cont.</b>	<b>Principal's Update</b>
	<p>PC referred to the Principal's Briefing in the Corporation Board Pack and emphasised the following: -</p> <ul style="list-style-type: none"> <li>• The college had re-joined the Colab Group which involved a collaboration with the largest colleges in England; an initial meeting had resulted in 5 apprenticeships being offered to the college which will generate an income of £55k.</li> <li>• The hub established with Fujiitsu was a significant achievement which would help the college to develop a significant partnership focussing on Health Sciences.</li> <li>• A Hydraforce apprentice in the engineering department at James Watt had been awarded apprentice of the year.</li> <li>• The college is live to the potential need for hybrid working in the wake of Covid developments.</li> <li>• Work is being done to address the £1.1 million shortfall in the Adult Education Budget.</li> <li>• Initiatives arising from our partnership with the Commonwealth Games are unfolding.</li> </ul>
	<b>Follow up to Ofsted Inspection</b>
	<p>PC gave a short presentation regarding feedback provided by Ofsted Inspectors at the end of their inspection week commencing 6<sup>th</sup> December emphasising:</p> <ul style="list-style-type: none"> <li>• In respect of Adult Education, the need to take account of factors affecting the individual needs of learners, an activity which does not attract funding.</li> <li>• In respect of Apprenticeships, the college was close to Outstanding status; surveys undertaken with employers, parents, students and apprentices said that the college is responsive and that employers were pleased with the quality of apprentices.</li> </ul>

	<ul style="list-style-type: none"> <li>• In respect of High Need it was noted students in main programmes achieve as well if not above their peers but it had not been possible to provide evidence of the assessment made at the start of the learners journey. It was noted that staff were well qualified to deliver.</li> <li>• All issues raised by Ofsted could be addressed with relative ease.</li> <li>• Behaviour and Personal development were classified as Good.</li> <li>• As two issues had been rated as Requiring Improvement it was necessary to classify Leadership and Management as also Requiring Improvement.</li> <li>• An Ofsted Monitoring visit could take place any time within the next 7- 13 months and a full inspection could be undertaken in the next 13- 30 months.</li> <li>• Many improvements were noted: the Focus should now be on being Outstanding and ensuring there is consistency in practice across the college.</li> </ul> <p><b>Governors' Observations and Questions</b></p> <ol style="list-style-type: none"> <li>1. The Director of Quality did a really good job as the college's nominee for Ofsted. (AM)</li> <li>2. <b><i>Does the College's Self-Assessment Report need to be amended? (AM)</i></b> PC advised that it would be amended to take account of the Ofsted Inspection.</li> </ol>
<b>8.</b>	<b>Any Other Business</b>
	There being no other business the meeting concluded at 10.00 am

Signed: \_\_\_\_\_



**Chair:** Sir Dexter Hutt