

**Minutes of the Corporation
held on Thursday 6 October 2022 at 4.00pm
Matthew Boulton Campus and By Microsoft Teams**

Birmingham Metropolitan College

Present	Apologies
Sir Dexter Hutt (DH)	Iqbal Hussain (IM)
Prof. Prue Huddleston (PH)	Gobinder Gill (GG)
Hilary Smyth-Allen (HSA)	
Helen Miles (HM) via Teams	
Pat Carvalho (PC)	
Angela Myers (AM)	
Alaric Rae (AR) via Teams	
Ianthe Wassell (IW) via Teams	
Christine Tolley (CT) via Teams	
Peter Croom (PCR)	
Afzal Hussain (AH)	
Sharon Isaacs (SI) via Teams	
In attendance	
Stephen Belling (SB)	
Simon Eaton (SE)	

Reference	Agenda item
	Welcome
	DH welcomed all present to the meeting, the start of the new academic year and IW as a new Staff Governor.
	Apologies
	Apologies were received from IM and GB
	Declarations of Interest
	HSA declared an interest in relation to a Fintech project with the college involving Strategic Development Funding. No other declarations were received in addition to those contained in the College's Register of Interests.
1.1	Minutes of the meeting held on Thursday 7 th July 2022
	The minutes of the meeting held on Thursday 7 th July were reviewed. IT WAS RESOLVED THAT: C22/23: 1 The minutes of the meeting held on Thursday 7th July be approved.
1.2	Matters Arising and Action Log
	There were no matters arising. Progress of matters itemised in the Action Log was noted.

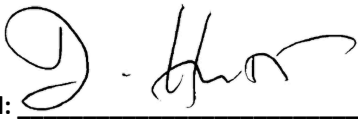
Reference	Agenda item
2	Principal's Briefing
	<p>PC referred to the Principal's Briefing in the Corporation Board Pack and emphasised the following: -</p> <ul style="list-style-type: none"> • The focus of conversation on the UCAS panel at the Tory Party Conference had been the life- long entitlement in Further Education. • The Strategic Development Fund bid in relation to Fin Tech in the region had been successful. <p>Regarding achievements in relation to 16- 18 students</p> <ul style="list-style-type: none"> • Achievement currently= 79 % and may reach 80%. • Pass rate = 88%. • Increases made at Level 1. • Slight decrease in relation to Level 2 and 3 achievement rates. • Initial analysis indicates this relates to the return to exams and not a loss of learning from the previous year. • Individual curriculum areas are being reviewed to identify what changes are required. <p>Regarding achievements relating to adult provision</p> <ul style="list-style-type: none"> • Pass rate 77%. • Increased at Level 1. • Increase at Levels 2 and 3 is lower. • There will be a deep dive review of Level 3 teaching with a specific focus on the transition of learners from year1 to year 2. The review will include a focus on, but not be limited to A levels. • Factors to be considered in relation the review of achievements include the post covid return to exams and lost learning through Covid. <p>Regarding Sector developments</p> <ul style="list-style-type: none"> • DFE consultation on the future of further education signals strong future intent. • A single Adult Skills Fund (ASF) is anticipated by the ESFA. • It is hoped Combined Authorities will adopt similar principles to those informing the ASF. • Funding rages are to be increased for priority focus areas. • 3% of the ASF can be used for co- designing programmes with employers with reference to 3 conditions all of which are met by the college. • Accountability reports will be required to demonstrate alignment with local skills and improvement plans which in the West Midlands, will sit with three Local Enterprise Partnerships. • A new Further Education dashboard will be created which will allow for comparisons to be made with different colleges. • There is a drive to improve data in relation to learner destinations. • The role of the Further Education Commissioners is to be further developed. BMet has been involved in the piloting of that role. <p>Regarding Erdington Skills Centre. (ESC)</p> <ul style="list-style-type: none"> • An incident arose outside of the centre. • Business is now returning to normal. • Senior managers are visiting the centre throughout the week. • An action plan has been put in place to address concerns about the learning environment which includes the introduction of turnstiles and moving the common room to the ground floor. • Turn styles will be introduced at ESC. • It is important to remember this is the first instance that has arisen ESC. <p>Governors Observations and Questions</p> <ol style="list-style-type: none"> 1. It is important to note that the incident was handled well (DH) 2. <i>Did the college have all the knowledge it would be expected to have in relation to the students? (AR)</i> <p>PC advised the college had all the knowledge it would have been expected to have given the uncertainties surrounding the facts relating to some of the students involved in the incident.</p>

Reference	Agenda item
	<p>3. <i>Is there a plan for feasibility of preventative measures at other sites (IW)?</i></p> <p>PC advised circumstances had been reviewed on each site all of which were very different. Works had been done to the entrance area at Matthew Boulton to address security issues. The fencing around the 6th Form Centre at Sutton was being strengthened.</p> <p>4. <i>Is there a telephone alarm system at Erdington to advise people to stay away from the premises? (CT)</i></p> <p>SE advised there is a lock down policy and procedure. The current system involves the fire alarm. Options are being reviewed to boost the ability to use mobile phones and radios.</p> <p>5. The incident was handled well. Perception and experience are important to create a positive learning environment and care is needed to ensure a hostile environment is not inadvertently created. (AH)</p> <p>6. <i>When is the Ofsted monitoring visit expected? (DH)</i></p> <p>PC advised that a monitoring visit was expected to take place anytime between October and May 2023.</p> <p>7. <i>Does a Self- Assessment have to be submitted in advance of the visit? (HSA)?</i></p> <p>PC confirmed that a self- assessment in advance of the Ofsted visit was not needed.</p> <p>8. <i>Was the college affected by the late award of BTech results? (AM)</i></p> <p>PC confirmed that the college was affected by the late award of BTech results.</p> <p>9. <i>Is there any comparison of the college's results with the national profile? (IW)</i></p> <p>PC advised that the 2018 national profile was not a good point of reference for making comparisons. New national comparisons were expected to be viable in early 2023.</p> <p>10. <i>What analysis will be done in respect of underperformance? (SI)</i></p> <p>PC advised that a full analysis will be undertaken, and the results will be brought to a future ASQD Committee meeting for further review.</p> <p>11. <i>Overall, is the college on track for making good progress? (AR)</i></p> <p>PC advised good progress was being made. More students are being attracted to the college and quality is being maintained alongside growth. More work can be done to make further improvements. A full analysis will be provided to ASQD which in turn would be reported to Governors.</p> <p>12. <i>How is the college performing in relation to other colleges in the region? (AH)</i></p> <p>PC advised that from a review of regional data the college is on a par with other colleges in relation to adult provision and middling in relation to 16-18 provision.</p> <p>13. <i>Are there specific areas that should be better? (AH)</i></p> <p>PC advised data in five specific areas was being reviewed to ensure accuracy and that specific issues would be presented to ASQD for further consideration.</p> <p>14. <i>What has caused strike action in other colleges? (DH)</i></p> <p>PC advised that strike action appeared to be being taken for a range of reasons particular to each college.</p> <p>IT WAS RESOLVED THAT:</p> <p>C22/23:2 The contents of the Principal's Briefing be noted.</p>

Reference	Agenda item
	<p>C22/23:3 Security should be reviewed as a future agenda item for Corporation.</p>
Item 3	KPI Progress Report
	<p>SE presented the KPI report in the Board Pack and emphasised the following key points:</p> <ul style="list-style-type: none"> • The report reflects the end of year position for the 2021- 2022 academic year. • KPI 1.4 and 1.5 were affected by late learner withdrawals. • KPI 4.4 reflected a nationally reported 37 year high of long- term sickness • KPI 5.4 will be reviewed for the new academic year. <p>Governors Questions and Observations</p> <p>1. Do the KPI's indicate the college is too ambitious or is having performance issues in relation to adult provision (AH)?</p> <p>PC advised the following factors informed the position regarding adult provision:</p> <ul style="list-style-type: none"> • A review of 2018 delivery showed a high level of Level 1 delivery. • WMCA limited the amount of level 1 delivery which led to a £4 million reduction in provision. • Lower than expected provision in relation to rail had a negative impact. • In 2021-2022 WMCA did not make any financial allowance for Covid. • A new strategy had now been deployed to develop the college's provision for adults. • The college anticipated achieving budget in 2022- 2023 <p>2. The methodology for reviewing KPI 2.3 needs to be reviewed to take account of grading (PH)</p> <p>IT WAS RESOLVED THAT:</p> <p>C22/ 23: 4</p> <p>The contents of the KPI report be noted.</p>
Item 4	Finance Committee Update
	<p>PCR referred to the Finance Committee Update Report in the Board pack and emphasised the following:</p> <ul style="list-style-type: none"> • The first month's management accounts had been reviewed. • EBITDA was broadly in line with budget. • Income streams were £552k adverse to budget but understood to relate to phasing of income and so no variation to budget expected in the long term. • Committee considered the impact of enrolment, future energy costs and issues associated with cost-of- living concerns. • A budget reforecast at the end of quarter 1 would be important. • The ability to comply with banking covenants was of concern and would be the subject of ongoing conversations with the Banks. • Committee commended the following for approval by the Corporation: <ul style="list-style-type: none"> ○ Approval of updated Financial Regulations ○ Award of Maintenance Contract for cleaning services to Solo Services Limited ○ Approval of Subcontracts awarded in accordance with principles approved by Corporation on 7th July 2022. <p>Governors' Observations and Questions</p> <p>1. What are the possible consequences of banking covenants being breached? (AH)</p> <p>SE advised:</p> <ul style="list-style-type: none"> • In the worst- case scenario, banks can demand the repayment of loans and push a college into administration. • covenants are designed to provide an early warning system for lenders. • The college needs to demonstrate that it is a going concern.

Reference	Agenda item
	<ul style="list-style-type: none"> • During 2021-2022 the college was able to illustrate that it could control costs. • The current year will be to demonstrate that income levels can be improved. • The college is able to demonstrate that it has secured more learners and been able to make costs savings. • Greater income will be received in 2022-2023 and full compliance with banking covenants in the future is expected. <p>IT WAS RESOLVED THAT</p> <p>C22/ 23:5 The content of the Finance Committee Update be noted and amendments to the Finance Regulations be approved.</p> <p>C22/ 23:6 The award of 3- year maintenance services contract to CBRE, with the ability to extend for a 4th and 5th year be approved.</p> <p>C22/23:7 The award of the following subcontracts be confirmed and approved:</p> <ul style="list-style-type: none"> • Redstone Associate Limited in relation to rail provision • Learning Curve Group Limited in relation to online learning Programmes to support provision in relation to IT Skills, Business Skills and Professional Services • The Skills Network limited to support provision for Health Care and Digital Skills Training • City of Birmingham Rockets Basketball Club CiC Sport to provide enrichment which complements, supports, and enriches BMet provision • West Bromwich Albion Foundation to provide sport enrichment that complements, supports, and enriches BMet Provision. • Aston Villa Women’s Football Club Limited to provide sport enrichment that complements, supports, and enriches BMet Provision. • Mercury Training Services Limited to provide specialist security services training. • Skern Lodge to provide team building support as required by Employers • Siemens Mobility Limited to provide specialist technical provision as required by Employers • Birmingham City University to provide the 4th year of an engineering degree as required by Employers.
Item 5	Student Voice
	<p>SB presented the information contained within the PowerPoint presentation provided with the Corporation Pack in relation to Student Voice in the college and emphasised the following:</p> <ul style="list-style-type: none"> • The 12 ways in which student feedback was obtained in the college. • Plans for nurturing the development of Student Councils on the three campuses. • How the student enrichment calendar is being developed. • The college’s assessment of current challenges faced by students including in particular mental health <p>Governors’ Observations and Questions</p> <ol style="list-style-type: none"> 1. The student voice strategy complements a wide range of pastoral support available from student services (IW) 2. Consideration should be given to affiliation to the National Union of Students. (PC) 3. <i>Is support is given to Mental Health First Aiders? (CT)</i> PC confirmed that support was given to Mental Health First Aiders. 4. The ability for students to feed into the Colleges access and participation plan is important. (AR) 5. <i>How is the work of Student Council’s optimised? (HM)</i> SB advised that the Councils have a Terms of Reference which create a framework for how the councils operate and work with other elements of the college.

Reference	Agenda item
	<p>PC advised that the college also ensures that there is wide range of different ways in which students can share their view and express their concerns.</p> <p>IT WAS RESOLVED</p> <p>C22/ 23:8 The content of the Student Voice report regarding plans for 2022-2023 be noted.</p> <p>C22/ 23:9 A follow up report be produced to implementation of the student voice development plans</p>
Item 6	Any Other Business
	There being no other business the meeting was closed.

Signed: 

Chair: Dexter Hutt