

**Minutes of the Corporation
held on Thursday 30th March at 4. 00 pm
James Watt Campus and By Microsoft Teams**

Birmingham Metropolitan College

Present	Apologies
Sir Dexter Hutt (DH)	
Prof. Prue Huddleston (PH)	
Helen Miles (HM)	
Pat Carvalho (PC)	
Angela Myers (AM)	
Alaric Rae (AR) (Via Teams)	
Christine Tolley (CT) (By Teams)	
Peter Croom (PCR)	
Hilary Smyth-Allen (HSA)	
Afzal Hussain (AH)	
Sharon Isaacs (SI)	
Roy Priest (RP) (By Teams)	
Gobinder Gill (GG)	
Ianthe Smith (IS)	
Julie Willis (JW)	
Gary Turton (GT)	
In attendance	
Stephen Belling (SB)	
Simon Eaton (SE)	
Anna Jackson (AJ)	
Fiona Yardley (FY)	
Sue Hopewell (SH) for Agenda Item	

Reference	Agenda item
	Welcome
	DH welcomed all present to the meeting and welcomed GT to the Board as a new independent Governor.
	Declarations of Interest
	No declarations were received in addition to those contained in the College's Register of Interests.
1.1	Minutes of the meeting held on

Reference	Agenda item
	<p>The minutes of the meeting held on 15th December 2022 and 8th January 2023 were reviewed.</p> <p>IT WAS RESOLVED THAT: C22/23: 42</p> <p>Subject to amendment of one typographical error the minutes of the meeting held on 15th December 2022 be approved</p> <p>C22/23: 43</p> <p>Subject to the amendment of one typographical error the minutes of the meeting held on 18th January 2023 be approved</p>
1.2	Matters Arising and Action Log
	Progress made in respect of the actions was noted.
2	Principal's Report
	<p>PC introduced the Principal's Briefing in the Corporation Board Pack and invited questions.</p> <p>Governors' Observations and Questions</p> <p>1. How is progression being nurtured? (SI)</p> <p>AJ advised that a programme of internal "moving up" events has been developed in the college for Level 3 students wishing to move on to HE programmes. There is also a greater focus on showing what wrap around support can be provided to students to assist with the cost- of- living crises.</p> <p>Progression offers will be made after the Easter holidays.</p> <p>Meetings will also take place with students at the end of the year after final assessments.</p> <p>Keep warm activities such as social action work and volunteering will be arranged to maintain a connection over the summer period and encourage a return to college in the new academic year.</p> <p>2. What is determining change on the making of offers to potential students? (AR)</p> <p>PC advised that improvements have been made to the quality of offers made and the process for making them.</p> <p>3. What work is needed to ensure there is an understanding of the impact of further provision by other providers? (AR)</p> <p>PC advised that the matter could be raised with Deborah Cadman at the Governors strategy day in May as well as ensuring others were made aware of the impact of additional provision. Colleges are organising an event to engage with MPs to review provision and policy changes. College WM is with meeting with the Regional Mayor in July.</p> <p>4. How is attendance reviewed by Ofsted? (DH)</p> <p>PC advised that it is considered within the context of a full academic year. It is a key focus for staff throughout the year.</p> <p>5. Are attendance and achievement key indicators in determining quality? (AM)</p> <p>PC advised that attendance and achievement are key indicators in determining quality.</p> <p>6. How have Staff reacted to the pay award? (GT) ?</p> <p>PC advised that staff have historically been accepting of where the college is at financially and appear to have been appreciative of the pay award. The stance taken by unions next year may however require the college to be prepared for industrial action.</p>

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	<p>IT WAS RESOLVED THAT C22/23: 44 The content of the Principal’s March 2023 Report be note</p>
W	ASQD Committee Update
	<p>PH referred to the ASQD Update report in the Corporation Pack and emphasised the following:-</p> <ul style="list-style-type: none"> • Harborne academy had no plans to become part of a Joint Academy. • Work is being done to develop a new Diversity and Inclusion Strategy. • Greater collaboration between staff and managers were noted in relation to ESOL provision. • Additional funding from the local authority has supported improvements relating to SEN provision. • The teaching and Learning Dashboard enables governors to scrutinise such things as progression more effectively. • Good safeguarding practice continues and AM confirms that the systems for the management of safeguarding concerns are robust. • A review of complaints and compliments has not generated any significant concerns. <p>Governors’ Observations and Questions</p> <p>1. How soon can we hope to receive the next Ofsted inspection? (AR)</p> <p>PC advised that an inspection might take place in the autumn term.</p> <p>IT WAS RESOLVED THAT C22/23: 45 Key Points in the ASQD Update Report be noted.</p> <p>C22/23: 46 The 2021- 2022 Annual Safeguarding Report be approved</p> <p>C22/23:47 The 2021- 2022 Diversity and Inclusion Report be approved.</p>
4	Quality Improvement Plan
	<p>SH introduce the Quality Improvement Plan report and brought the following watch points to the Board’s attention: - -</p> <ul style="list-style-type: none"> • The new Pro Monitor IT system has been implemented to help with consistency and effective use is being monitored • Concerns about students meeting assessment date targets are being addressed ensuring tutors ensure all learners are effectively engaged prior to exams and assessment dates. • Staff shortages have had an impact on some initiatives relating to student recruitment for next year. This was addressed by extending the deadlines for activities and changing the interview process. This approach has had a positive effect. • The Quality team are continuing to monitor the working arrangements between the curriculum team and Inclusive support team to ensure EHCP plans are working effectively to nurture student independence. • A Click consultant is coming to do a further progress review of the ESOL team in the autumn term to ensure agreed actions have been taken and progress is on track.

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	<ul style="list-style-type: none"> • The Quality team continue to monitor the quality of provision for apprentices even though this received a Good rating. There have been some difficulties with students' use of the Cognasist Programme designed to support students with learning support needs. This is a focus of attention for the team to ensure its full value is realised for learners. • A review of why funding claims are delayed identified that the reason often relates to getting information from Employers. Work is now being done with Employers to try and address the delay. • Further work is being done with teams struggling to use the Smart Assessor IT programme effectively. <p>Governors' Observations and Questions</p> <p>1. What are the issues raised in relation to wider skills development? (PH)</p> <p>SH advised that some students on apprenticeship programmes were not receiving the Prevent and Fundamental British Values training. The tutorial team are working with teams to ensure this is addressed.</p> <p>2. What actions are being taken in relation to attendance and progression and when are results expected ? (AH)</p> <p>SH advised the following actions have been taken: -</p> <ul style="list-style-type: none"> • Many students have been working from home because of mental health concerns- work is being done to encourage them back into the college as it is felt this will have a positive effect. • Students non attending English and Maths classes are being met and walked to class by tutors • Strategies are being reviewed at Termly Review Boards as a standing agenda item • Student action plans are being created which have to be signed by students • Where considered likely to be effective consideration is being given to disciplinary action <p>These actions appear to be having a short-term impact but need to be monitored on a continual basis to ensure long term improvement.</p> <p>AJ advised: -</p> <ul style="list-style-type: none"> • Positive behaviour strategies are being devised • Attendance awards were made at Christmas to heighten the awareness and focus on the issue • Tutor and Super Tutor roles are being reviewed to create a focus on improving communications with parents • All of these strategies will be deployed at the start of the new academic year <p>The college expects all of these measures to have an effect during the next academic year.</p> <p>PC advised that key to success is really understanding the circumstances of the learner alongside real engagement with the parent.</p> <p>IT WAS RESOLVED THAT C22/23: 48 The content of the Quality Improvement Plan Report be noted</p>
5	Finance Committee Update
	PCR referred to the Finance Committee Update report in the Corporation Pack and emphasised the following: <ul style="list-style-type: none"> • GT has now joined the Finance Committee. • Estimated end of year outturn is expected to be £0.5m better than budget. • Income is £650K behind budget but mitigated by savings from pay roll and unfilled posts. • Income will include 900K in year additional funding for 16- 18. • The gap relating to AEB income is expected to close during the academic year.

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	<ul style="list-style-type: none"> • The college’s financial health would be classified as “good” if the breach of banking covenants didn’t automatically mean that the loan had to be paid within on year. • The college continues to be in discussions with the Department of Education’s Programme Management Office about a reduction in loan payments. • A series of a meetings is due to take place with the ESFA and West Midlands Combined Authority regarding future allocations. • The Capital Transformation Fund project is on track. • The CFO recruitment process has started. <p>No further questions were raised in relation to the Finance Committee Update Report.</p> <p>IT WAS RESOLVED THAT</p> <p>C22/23:49 The January Management accounts be noted.</p> <p>C22/23: 50 Key points in the Finance Committee Update Report be noted.</p>
6	Audit Committee Update
	<p>HM referred to the Audit Committee Update report in the Corporation Pack and emphasised the following:</p> <p>Regarding health and safety, Committee: -</p> <ul style="list-style-type: none"> • were content with the content and quality of the report; • noted that first aid training can now be delivered in house on an as needs basis; • noted that Health and Safety Committee meetings are positive and well attended <p>Regarding contract compliance, Committee noted : -</p> <ul style="list-style-type: none"> • previous communication issues with some subcontractors had been addressed; • the need to ensure ongoing monitoring of subcontracting staff having up to date safeguarding training; • systems had been in place to create contingency plans when one of the college’s subcontractors got into financial difficulties. <p>Regarding the internal safeguarding audit Report, Committee: -</p> <ul style="list-style-type: none"> • were satisfied with the content of the report; • noted that substantial assurance had been provided; and • were advised that all low priority action points had been actioned. <p>Regarding risk management and assurance Committee noted that: -</p> <ul style="list-style-type: none"> • as a result of work done to review and update the assurance map committee were able to see what areas they would like to be reviewed further by the Senior Leadership Team; and • an updated assurance map would be reviewed in June. <p>IT WAS RESOLVED THAT</p> <p>C 22-23: 51 The content of the Autumn Health and Safety Report be noted.</p> <p>22/23: 52 The content of the Contract Compliance Report be noted.</p> <p>C22/23:53 Key points in the Audit Committee Update Report be noted.</p>

Reference	Agenda item
7	<p data-bbox="264 159 384 185">KPI Report</p> <p data-bbox="264 215 1219 241">SE presented the KPI report in the Board Pack and emphasised the following key points:</p> <ul data-bbox="264 271 1326 398" style="list-style-type: none"> • WMCA income is improving month on month. • Apprenticeship income is expected to increase during the academic year. • Sector Based Work Academy Programmes are above target and expected to increase further. • The drop in sickness absence is expected to continue. <p data-bbox="264 456 700 483">Governors Observations and Questions</p> <p data-bbox="264 512 927 539">1. What would be the one major concern to highlight (AR)</p> <p data-bbox="312 568 1414 624">SE advised that key watch points related to apprenticeship provision, optimising in year funding , and ensuring the ability to deliver to large new cohorts.</p> <p data-bbox="264 654 531 680">IT WAS RESOLVED THAT</p> <p data-bbox="264 710 392 736">C 22/23: 54</p> <p data-bbox="264 766 798 792">The content of the February KPI report be noted.</p>
8	<p data-bbox="264 808 504 835">Security Presentation</p> <p data-bbox="264 864 1414 891">AJ advised the following actions had been taken in respect of a student incident on the Sutton Campus:</p> <ul data-bbox="312 920 1458 1541" style="list-style-type: none"> • A full investigation has been completed in accordance with college policy. • All students were suspended whilst the investigation took place. • The outcome of the investigation lead to some permanent and some temporary exclusions. • Clear CCTV footage enabled identification of main perpetrators and sight of good student conduct to inform decision making. • Security arrangements have been reviewed . A new additional permanent member of the security team has been appointed to support security across the wider estate and new pedestrian gates have been installed to create a single point of entrance to the college. • A series of meetings took place with parents, students, and unions. • There have been no follow up incidents and it is felt this was an isolated event. • 16 of 22 actions arising from the incident have been implemented including the provision of car park stickers and provision of de- escalation training. <p data-bbox="264 1570 1401 1626">SI confirmed she was content that the incident had been reviewed properly and appropriate actions had been taken</p> <p data-bbox="264 1655 887 1682">In respect of the Erdington Skills Centre SE advised that: -</p> <ul data-bbox="312 1711 1369 2002" style="list-style-type: none"> • Turnstiles has been installed and were now the single access point. • The hours of the safety officer have been increased. • The reception area has a control button which enables doors to be locked. • A mobile phone booster has been installed to ensure a mobile phone signal can be obtained. • The Common Room is moving to the ground floor behind reception area. <p data-bbox="264 2031 1458 2087">Work at the front entrance of the Matthew Boulton campus have been transformational. The college campus has been strengthened and separated from the public space.</p>

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	<p>Governors Observations and Questions</p> <p>1. <i>Is CCTV coverage of road outside the Erdington Skills Centre possible (DH)?</i></p> <p>SE advised that there was sufficient line of clear sight to determine whether or not it was necessary to lock doors.</p> <p>IT WAS RESOLVED THAT</p> <p>C 22/23:55</p> <p>The security update report be noted.</p>
9	Governance Report
	<p>SB presented the Governance Report in the Corporation Pack seeking approval to the award of a subcontract to the Aim Apprenticeships Limited for learner Find Services following receipt of approval from the Combined Authority and authority to support changes to the Memorandum and Articles of Association of Harborne Academy</p> <p>IT WAS RESOLVED THAT</p> <p>C 22/23: 56</p> <p>Approval be given in principle to the proposed changes to the Memorandum and Articles of Association subject to be clarification as to the rationale for removing a staff trustee.</p> <p>C22/23 : 57</p> <p>The college enter into a subcontract with the Aim Apprenticeships Limited for leaner Find Services in accordance with the approval of the West Midlands Combined Authority</p>
Item 10	Any Other Business
	There being no other business the meeting was closed at 6.00 pm

Signed: _____



Chair: Dexter Hutt