

**Minutes of the Corporation
held on Thursday 3 October 2024 at 4. 00 pm
Matthew Boulton Campus and By Microsoft Teams**

Birmingham Metropolitan College

Present	Apologies
Sir Dexter Hutt (DH)	Peter Croom (PCR)
Prof. Prue Huddleston (PH)	Brandon Chu (BC)
Helen Miles (HM)	Simon Harris (SH)
Pat Carvalho (PC)	
Angela Myers (AM)	
Alaric Rae (AR)	
Afzal Hussain (AH)	
Roy Priest (RP)	
Lorain Morrison (LM)	
Peter Morrison (PM)	
David Brooks (DB)	
Glenice Alison (GA)	
Gary Turton (GT)	
Sharon Isaacs(SI)	
Simiso Ndlovu (SN)	
Samir Aljaff (SA)	
In attendance	
Stephen Belling (SB)	
Anna Jackson (AJ)	
Fiona Yardley (FY)	

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Reference	Agenda item
	Welcome
	DH welcomed GA, SN and SA to the Corporation Board and everyone to the first meeting of the new academic year.
	Declarations of Interest
	No further declarations were received in addition to those contained in the College's Register of Interests.
1.1/1.2	Minutes

Reference	Agenda item
	<p>The minutes of the meeting held on 4th July were reviewed.</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/ 01</p> <p>The minutes of the meeting held of 4th July 2024 be approved.</p>
1.3	Matters Arising and Action Log
	The contents of the action log were noted.
2	Principal's Report
	<p>PC gave a presentation that complemented the Principal's report in the Corporation Pack and emphasised the following:</p> <ul style="list-style-type: none"> • Student attendance and the process of withdrawals were being tightly managed and the "Swap don't drop campaign" was being promoted earlier than it was in the last academic year. • The college had recruited above its Department of Education (DoE) target of 4897 (at the time of reporting 5232) and the current rate of attrition was 3.4 % The national average for a good college would be in the region of 6-7 %. • Applications for additional in year funding can be made if in excess of 500 additional learners are enrolled. • The aim is to ensure that attendance does not drop below 80% • Adult recruitment is going well and is positively affected by the promotional work being done by the DoE in relation to Level 3 Bootcamps and the West Midland Combined Authority's change of financial assessment thresholds. • Apprenticeship enrolment is progressing well, a pipe line has been created and the college expects to realise its target position for the term. • The overall achievement level is currently 81.7% and may increase to 82%- the national average is currently 84% but is being moderated by the DoE. • Work to further develop adult achievement levels is ongoing. <p>1. How have other colleges fared- taking account of demographics? (AR)</p> <p>PC advised that at the time of reporting:</p> <ul style="list-style-type: none"> • Solihull appeared to have met targets but not seen huge growth. • All colleges are struggling with their T- level recruitment and are subject to clawback requirements. <p>2. What appear to be growth areas for the college? (DH)</p> <p>PC advised:</p> <ul style="list-style-type: none"> • Growth areas appear to be Engineering, Construction, Health and Social Care and Teaching. • In line with other college's, Higher Education enrolment levels have not increased as anticipated. Enrolment has been in line with last year but not grown as expected. The main reason for this is attributed to the reduction in entry criteria by universities responding to the reduction in international students.

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	<ul style="list-style-type: none"> • The negative impact on budget is being partially off- set by an increase in adult enrolment. • A review of strategy will take place after conversations with partner universities and the impact of reduced international student numbers has been fully assessed. <p>3. Why are adult enrolments increasing? (AH)</p> <p>AJ was of the view that it related to the mix and balance of the adult offer.</p> <p>4. How are increased achievement levels recognised? (DH)</p> <p>AJ advised increased achievement levels are recognised :</p> <ul style="list-style-type: none"> • In staff awards • Self- Assessment validations • The internal publication of results <p>5. Are any interventions used to encourage and increase student attendance levels? (SA)</p> <p>PC advised the induction process was designed to encourage and incentivise attendance.</p> <p>AJ advised that individual departments had the authority to design incentives relevant to their curriculum area.</p> <p>6. DH congratulated PC on her appointment to the role of President of the Association of Colleges.</p> <p>7. AR asked that staff be commended for the successful in- take of students for the new academic year.</p> <p>IT WAS RESOLVED THAT C24/25/ 02</p> <p>The content of the Principal’s October Report be noted .</p> <p>C24/25/ 03</p> <p>A letter of Appreciation from the Governors be issued to staff after the final enrolment figures had been established.</p>
3(i)	Finance Update Report
	<p>GT referred to the Update report in the Corporation Pack and advised:</p> <ul style="list-style-type: none"> • The month one /August Management Accounts had been produced in accordance with best practice and suggested that, with the exception of Higher Education enrolment numbers, everything appeared to be going well. • The Quarter One review will provide an opportunity to review the original budget against projected income figures following enrolment. • There is likely to be clawback amounting to £179k in respect of T- level delivery falling short of target. • The increased pay costs compared with last year take account of the Real Living Wage now being paid. • 16-18 enrolment is line with 2023- 2024. • 19 Plus enrolment is stronger than in previous years. . • Apprenticeship enrolment is under target but enrolments are still being processed. • The Year end accounts will be reviewed in December and are expected to be classified as “ Good” by the ESFA.

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	<ul style="list-style-type: none"> • The Capital Works programme is on track and on budget. • Committee have reviewed the proposed award of two contracts and commend them to Corporation for approval : <ul style="list-style-type: none"> ○ A 2 year agreement for the provision of water supply services with Wave. ○ a 3 +2 year contract for the provision of insurance services with Aviva. • Committee noted completion of the procurement exercise in relation to the award of a contract for support with rail provision and commended confirmation of the appointment of Crown Rail and Environmental Services Ltd • Committee had noted that Department of Education consent was being sought to arrange settlement of an employment dispute in accordance with the Managing Public Money Requirements. <p>Governors Questions and Observations</p> <p>1. <i>Has the reclassification of the Further Education as part of the public sector had an effect on the cost of insurance premiums ? (HM)</i></p> <p>FY advised that no impact had been noted to date.</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/ 04</p> <p>The content of the Finance Update Report be noted.</p> <p>C24/25/ 05</p> <p>The award of a contract to Wave for the provision of water supply services for a period of 2 years be approved.</p> <p>C24/25/ 06</p> <p>The award of a contract to Aviva for the provision of insurance services on 3-year contract with the option to review for a further 2 years be approved.</p> <p>C24/25/ 07</p> <p>The appointment of Crown and Environmental Services Ltd for the provision of support with BMet’s rail provision be ratified and approved.</p>
4	<p>Key Performance Indicators (KPI's) Review</p>
	<p>FY presented the end of year 2023-2024 Key Performance Indicators report and emphasised the following:</p> <ul style="list-style-type: none"> • Permitted Learner Find Services had been commissioned to address the shortfall in out of areas subcontracting delivery. • The work experience target level had been a new KPI and would need to be adjusted to take account of the requirements of two-year programmes. • SWAP and Gateways targets would be reviewed by the Business Development Team. • Industry upskilling data was still being harvested and the final figure was expected to rise beyond the current level of 73.9 % <p>Governors Questions and Observations.</p> <p>1. <i>What are the criteria for classifying something as an Industry Placement(PH)?</i></p> <p>AJ advised one day involving something that impacts on teaching and learning and is then shared within a learning group can be classified as an Industry Placement.</p>

Reference	Agenda item
	<p>2. What was the reason for SWAPS and Gateway programmes being below target? (AJM)</p> <p>PC advised the main reasons were a major partner resolving to operate outside of the UK and the City Council reducing their partnership working as a result of its financial challenges.</p> <p>3. Do the Key Performance Indicators continue to focus on right touch points (AH)?</p> <p>PC confirmed that the Key Performance Indicators are focused on the key aspects relating to teaching and learning and remain the correct focus to become an outstanding college. A key focus for the future however will be a review of the learning environment for students.</p> <p>IT WAS RESOLVED THAT</p> <p>C24/25/ 08</p> <p>The content of the October KPI Report be noted.</p>
5	Governors Strategy Day Planning
	<p>SB presented proposals for the Governor Strategy day in respect of meeting students.</p> <p>Governors advised they wanted to: -</p> <ul style="list-style-type: none"> • visit all sites; • be able to go into any class room; and • have an open agenda.
6	Any Other Business
	<p>SN raised concerns regarding the toilet facilities at James Watt.</p> <p>It was noted that these would be referred to the Director of Estates.</p> <p>SN enquired whether student Governors could have a space where they could meet with other students.</p> <p>AJ advised this had been done in previous years and could be arranged again,</p> <p>There being no other business the meeting was closed at 6.00 pm</p>

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Signed:



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Chair: Sir Dexter Hutt