



**Minutes of the meeting of the Corporation of Birmingham Metropolitan College
of Further and Higher Education
held in the Boardroom at Matthew Boulton campus
on Wednesday 17th March 2010 at 8.30 am**

Present: Mr D Edmonds (Chair)
Mr T Lipscombe (Deputy Chair)
Dr C Braddock (Principal)
Mr A Burley (AB)
Mr K Culliford (KC)
Mrs M Dufaye (Staff Member) (MD)
Mr B Gambles (BG)
Mr D Gould (DG)
Ms A Halai (AH)
Mr D Latham (Staff Member) (DL)
Ms C Mayne (Student Member) (CM)
Mr A Mangal (AM)
Mr S Pearce (SP)
Mrs J Richard (JAR)
Dr J Rimmer (JR)
Mr S Sharma (SS)
Mrs G Swanton (GS)

In Attendance: Mr C Hill (Executive Director IT & Estates) (CH)
Dr R Minett (Executive Director) (RM)
Mr B Pattni (Executive Director Finance & Data Management) (BP)
Mrs C Bennett (Clerk to the Corporation) (CEB)

Welcome and Apologies for Absence

Apologies were received from Mr N Frankland, Ms R Boyne, Ms C Levine and Ms S Binning.

Declarations of Interest

David Latham declared that he was a UCU Officer.

Item 1 – Minutes of the Corporation Meeting held on 16 December 2009

1.1 It was noted that David Gould actually attended the meeting on 16 December 2009. The Clerk confirmed that this amendment would be made.

- 1.2 In relation to Item 7 (ii) (minute 7.3), SS confirmed that the Audit Committee's Annual Report to the Corporation had been accepted subject to one or two minor amendments.
- 1.3 The public and confidential minutes of the meeting of the Corporation on 16 December 2009 were approved subject to the above amendments.

Matters Arising

Financial Management and Control Evaluation Report ("FMCE") – For Note

BP explained the position in relation to the College's FMCE report which must be submitted to the LSC on an annual basis or if there are no changes to it, the College must confirm that there are no changes. BP clarified that confirmation was sent to the LSC in January 2010 confirming there were no changes.

Item 2 – Safeguarding Presentation

- 2.1 This item was led by RM in the form of a presentation entitled "Safeguarding and Child Protection".
- 2.2 RM explained to members what the responsibilities are in Further Education in terms of safeguarding and child protection. He also gave a brief outline of the policies and procedures relating to safeguarding that are recommended and to what extent those policies and procedures were in place. In most cases they had been completed or were almost complete.
- 2.3 RM went on to say that all staff, including governors need to have completed the online safeguarding training to at least Level 1 and for those staff who work intensively and frequently with learners need to complete Level 2. This was almost complete. In addition, certain staff members (Safeguarders, the Principal, nominated Governor, HR staff) need to complete Level 3 but the College was still waiting for the online package for this and Debbie Fletcher (as designated Senior Officer of Safeguarding) was liaising with the NSPCC in relation to this.
- 2.4 In terms of CRB checks, RM confirmed that there was in place a central list that all appropriate checks had been carried out on all staff as well as governors/trustees and volunteers. RM confirmed that this was in place for staff. The Clerk to the Corporation explained that CRB checks were in place for members in relation to their respective colleges prior to the merger but that members would be asked to complete a CRB check specifically for BMETC. The Clerk to the Corporation confirmed that this was in hand.
- 2.5 Referrals were discussed and TL asked what type of referrals they were. RM confirmed that some were suicide threats, some related to bullying and there were a number of referrals discussed relating to young Asian girls being forced to return to Asia. RM stated that all referrals were similar to what other colleges were experiencing.

- 2.6 RM stated that there had been an increase in referrals and it was thought that the reasons for this related to the downturn in the economy exacerbating Birmingham's social problems, the change in reporting lines since the merger and the increased awareness of safeguarding amongst staff.
- 2.7 It was confirmed that SS was the current nominated Governor in relation to safeguarding although noted that he had not been required to assist thus far.

Item 3 – Draft minutes of the Academic Standards and Quality Development Committee meeting held on 11 March 2010 (Verbal Report)

- 3.1 Due to the close proximity of the date of the Academic Standards and Quality Development Committee meeting that took place on 11 March 2010 to this Corporation meeting, it was agreed that the Chair for that committee (JR) presented a verbal report and draft minutes would be brought to the next Academic Standards and Quality Development Committee meeting and Corporation meeting for approval.
- 3.2 JR gave a brief explanation of the main issues discussed at the Committee meeting on 11 March 2010, the main issues being as follows:
- the College SAR was still a working draft but coming along well;
 - key reporting dates were changing from February to November;
 - the majority of provision was found to be good;
 - there are a range of improvement strategies in place as part of the self-assessment process;
 - the College had been awarded various accreditations and awards;
 - the Committee particularly liked “the BMET Way initiative”.
- 3.3 JR stated that the Committee had noted that more regular meetings were needed and the timing of meetings needed to be looked at in order to enable full reporting to Corporation.

Item 4 – Draft minutes of the Riverside and Estates Committee meeting held on 9 February 2010

- 4.1 AB briefly outlined the issues discussed at the Riverside and Estates meeting that took place on 9 February 2010, in particular in relation to the options available (both in terms of alternatives and funding) for the Riverside campus in light of LSC funding being pulled.
- 4.2 The Principal explained to Corporation that there were possible alternative avenues to pursue in terms of funding such as the City Council and management would be reporting back to the Riverside and Estates Committee as matters progressed.
- 4.3 AB clarified to the Corporation the College's position with regard to Riverside, that being that it remains committed to the project but further scenario planning is required due to the financial challenges in terms of the funding position that the College finds itself in.

- 4.4 AB confirmed that the Committee had approved the College's approach to the Riverside project and made this recommendation to the Corporation. Resolved by Corporation.
- 4.5 AB confirmed that with regard to other estates issues, the Committee had noted the space planning position 2010/11 and the options from 2011 onwards and had approved the overall strategy for summer works (noting that detailed proposals were to follow).

***Item 5 – Draft minutes of the Strategy, Finance and Business Development Committee held on 4 February 2010**

- 5.1 The Chair led this item in his capacity as Chair of the Strategy, Finance and Business Development Committee. The Chair stated that this item was for note only save to say that the main issues discussed at the Committee meeting on 4 February 2010 related to the Riverside Project and the Harborne Hill Academy initiative.
- 5.2 The Chair confirmed to Corporation that the Committee had approved the College's approach to the Academy proposal and recommended that Corporation continue to support the Academy initiative going forward. Resolved by Corporation.

Item 6 – Draft minutes of the Audit Committee held on 7 and 16 December 2009 respectively

- 6.1 SS (Chair of the Audit Committee) reported back to the Corporation on the items discussed at the Committee meetings on 7 and 16 December 2009 respectively. SS stated that following the Audit Committee meetings on 7 and 16 December 2009, the Audit Committee had agreed to make the following recommendations to Corporation:
- to recommend the Risk Register;
 - that the College's external auditors' report be noted and recommended to Corporation;
 - to recommend that the letters of representation prepared by the College's external auditors be sent.
- 6.2 SS stated that there was nothing further to add to what he stated under 6.1 above and Item 1 (approval of minutes) with regard to the draft minutes of the Audit Committee meetings that took place on 7 and 16 December 2009.

Item 7 – Update on Funding Allocations – Potential Implications

Confidential Item.

Item 8 – Corporation Membership

- 8.1 This item was led by the Clerk to the Corporation and the Principal. The Clerk provided the Corporation with an explanation of the member recruitment process and in particular how successful it had been in terms of number of applications and calibre of candidates. The Clerk stated that Governance and Search Committee had approved the proposal to invite eight new members to the Corporation with effect from 1 April 2010. The eight individuals are as follows:
- Stephen Brittan
 - Sue Nixon
 - Liam Nolan
 - Ian Oakes
 - Vij Randeniya
 - Clive Stone
 - Louise Teboul
 - Jane Williams
- 8.2 Further, the Clerk to the Corporation added that the following members were retiring with effect from 31 March 2010:
- Ros Boyne
 - Keith Culliford
 - Neil Frankland
 - Brian Gambles
 - David Gould
 - Andeep Mangal
 - Janet Richard
 - Sanjay Sharma
- 8.3 The Principal gave a brief synopsis of each of the eight individuals and explained that as part of the selection process individual skill sets were examined to take into account the requirements of the Corporation. Equality and Diversity issues were also taken into account.
- 8.4 A detailed discussion then took place amongst those present. JR asked whether there was a potential conflict situation with Clive Stone being appointed as Managing Director of the College's catering provider? The Clerk to the Corporation explained that this matter had been looked into and it would only become an issue if Corporation business related directly to Clive Stone's business and in that scenario Clive would be asked to leave a meeting and/or would not be able to vote. The Deputy Chair commented on the number of members retiring at one time but added that it is excellent to get such a high number of high calibre individuals and it is what the College needs going forward.
- 8.5 The Chair confirmed that the member appointments and retirements had been approved at the recent Governance and Search Committee meeting but looked to Corporation to endorse the decision.

- 8.6 The Chair wished to formally thank those members retiring for the tremendous amount of work that they had undertaken as part of the Corporation which was often above and beyond the call of duty. The Chair added that it was the members' commitment that made things happen for the College, such as the merger and for that he wished to thank those members.
- 8.7 The Principal endorsed the words of the Chair and said that there were other opportunities on the horizon that may be of interest to the retiring members such as volunteers for the Schools Academies Programme.
- 8.8 The Deputy Chair also endorsed the words of the Chair and the Principal and added that in his capacity as former Chair of the Corporation of the former Matthew Boulton College, he particularly wished to thank those members retiring who were also former members of Matthew Boulton College Corporation for all of their hard work and commitment at that time.

Resolved:

That the eight individuals selected as part of the member recruitment process be invited to join the Corporation with effect from 1 April 2010 and that those members listed in 8.2 above retire from the Corporation with effect from 31 March 2010.

***Item 9 – Management Accounts for the seven months ending 28 February 2010**

- 9.1 This item was for note only. BP informed members that the College was on track for achieving targets.
- 9.2 SS stated that the current ratio on page 7 of the report needs to be presented properly and the Chair agreed to note the report subject to this amendment.

Item 10 – Update on Contracts Harmonisation

Confidential Item.

Item 11 – Approval of Corporation Policies

- 11.1 This item was for information only and was led by the Clerk to the Corporation. The Clerk asked if anyone had any comments on the draft Whistleblowing Policy or the draft Freedom of Information Act Policy.
- 11.2 No comments were received on the Whistleblowing policy and it was approved by Corporation.
- 11.3 GS commented that she had one or two suggestions in relation to part 7 in relation to cost of copying. The Clerk and GS agreed to discuss separately.
- 11.4 SP added that it is good practice to make the policy applicable to contractors, as well as employees.

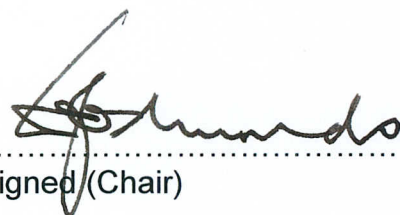
11.5 Subject to the above amendments, the Freedom of Information Act Policy was approved by Corporation.

Any Other Business

KC stated that he would not be able to attend the presentation meal taking place on 23 March 2010 and just wanted to say thank you to his fellow members and wish the College well going forward. The Chair thanked KC for all of his hard work as a member of the Corporation.

Date of Next meeting - 14 July 2010

The meeting ended at 10am.



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Signed (Chair)

14 July 2010

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Date