



**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 14<sup>th</sup> July 2010 at 8.30 am**

**Present:**

Mr D Edmonds (Chair)	Mr T Lipscombe (Deputy Chair)
Dr C Braddock (Principal)	Mr A Burley (AB)
Mrs M Dufaye (Staff Member) (MD)	Ms A Halai (AH)
Ms C Mayne (Student Member) (CM)	Ms S Pearce (SP)
Dr J Rimmer (JR)	Mrs G Swanton (GS)
Ms J Williams (JW)	Mr S Brittan (SB)
Prof I Oakes (IO)	Ms L Teboul (LT)
Mr L Nolan (LN)	Mr V Randeniya (VR)
Ms S Nixon (SN)	

**In Attendance:**

Mr C Hill (Executive Director IT & Estates) (CH)  
Dr R Minett (Executive Director) (RM)  
Mr B Pattni (Executive Director Finance & Resources) (BP)  
Mrs S Banks (Interim Clerk)

**Appointment of Interim Clerk**

It was proposed that Sue Banks be appointed as Interim Clerk in Catherine Bennett's maternity absence. This was approved.

On behalf of the Corporation the Chair conveyed congratulations to Catherine Bennett (Clerk to the Corporation) on the recent arrival of her baby girl.

**Welcome and Apologies for Absence**

Apologies were received from Mr C Stone and Ms S Binning. The Chair welcomed members, especially the new members who were attending their first Corporation meeting.

**Ratification of new Corporation members**

At the last Corporation meeting on 17<sup>th</sup> March it was agreed to invite eight new members to the Corporation with effect from 1 April 2010. The Chair and the Principal explained that at the Governance and Search Committee meeting on 13<sup>th</sup> May 2010 it was proposed and approved that a second intake of new Governors

would be appointed with effect from 1<sup>st</sup> August 2010. This consisted of seven members as follows:

- Andrew Madden
- Veronica Docherty
- Raj Mack
- Sally Davis
- Gareth Evans
- Kate Canty
- Gurjeet Kaur Bains

This proposal from the Governance and Search Committee was now put forward to the full Corporation to be endorsed.

The Chair also referred to the fact that the Deputy Chair and himself would be retiring after this meeting. At the Governance and Search Committee meeting on 13 May 2010 it was proposed that the new Chair be Vij Randeniya and the new Deputy Chair would be Jane Williams with effect from 1 August 2010.

This proposal was also put forward from the Governance and Search Committee to the full Corporation to be endorsed.

**Resolved:**

- i) The seven members listed above were appointed as Corporation members from 1<sup>st</sup> August 2010.
- ii) Vij Randeniya to be the Chair to the Corporation and Jane Williams to be Deputy Chair to the Corporation with effect from 1<sup>st</sup> August 2010.

**Declarations of Interest**

There were no declarations of interest.

**Item 1 – Minutes of the Corporation meeting held on 17<sup>th</sup> March 2010**

The public and confidential minutes were accepted as a true record of the meeting on 17<sup>th</sup> March 2010.

**Matters Arising**

**Item 2.7** It was confirmed that the current nominated Governor for Safeguarding was Jane Williams now that Sanjay Sharma had retired.

## **Item 2 – Safeguarding Policy**

RM presented the Safeguarding Policy saying that a more detailed presentation had been given at the two previous meetings. Some amendments had been made to this policy to note and approve.

### **Resolved:**

That the Safeguarding Policy be approved and Jane Williams be appointed as the nominated Governor for Safeguarding .

## **Item 3 – Update on SAR**

- 3.1 RM explained that every college had a SAR (Self Assessment Report) posted each year on the Ofsted Gateway. This was to show Ofsted the state of the college and when they felt it appropriate to inspect. Because of the merger of the two systems (Sutton and Matthew Boulton) it was felt appropriate not to publish the SAR in the last 12 months until we are able to show this year's achievement results. It would not show the newly merged college in a true light.
- 3.2 Before the publication of this report the results would be very much improved This would be ready for September/October 2010. The SAR would be published for the new merged college.
- 3.3 RM also explained that the SAR covered senior management workshops, workshops for all directorates (curriculum and support), course evaluation reviews, staff development days, comprehensive internal reviews. Also achievements and success rates for last year plus any improvement measures taken. This would all be finalised by September.
- 3.4 Reports on safeguarding are also included and RM confirmed that this had been reported to the Academic Standards and Quality Development Committee.
- 3.5 The Principal confirmed that the SAR would be looked at in detail at the Corporation Residential in October. She stated that advice had been taken from inspectors not to release the SAR for the two separate colleges as long as it was shown in a statement on the portal. LN replied that this was not unusual to hold back until a more relevant SAR has been produced.

### **Resolved:**

That the Corporation support the Executive in finalising the SAR for the merged college by October 2010.

#### **Item 4 – Financial forecasts for 2010/11, 2011/12 and 2012/2013**

- 4.1 BP confirmed that a set of these forecasts had been presented last month to Strategy, Finance & Business Development Committee and these had been slightly amended.
- 4.2 The Sensitivity Analysis is linked to the College's Risk Register.
- 4.3 The total turnover for 2009/10 shows £66,068,000 but this is expected to fall as we approach 2012-13 because of the cuts in funding.
- 4.4 The Principal explained that the turnover figures would rise when the Harborne Academy accounts were formally included. BP stated that the figures would then be re-submitted in a new set of financial forecasts.
- 4.5 BP confirmed that the fixed assets remain strong with continuing investment through the life of the forecasts.
- 4.6 The pay award for staff would be deferred until later in the year, following inspection. The Principal confirmed that though a pay award had been budgeted for the College no request would be made for approval until later in the year.
- 4.7 Financial grade of the College remains 'outstanding' throughout the three years of the financial forecasts.
- 4.8 The Deputy Chair stated that the accounts were very clear and praised BP on how well such a large budget was accurately managed.
- 4.9 SP asked whether BP would be reporting on the West Midlands Pension current valuation and BP replied that this had not yet been received from Mercers, the College's actuarial advisors, but as soon as the information was available it would be included within the revised financial forecasts.

#### **Resolved:**

That the Corporation approve the Financial Forecasts for 2010/11, 2011/12 and 2012/13.

#### **Item 5 – Management Accounts ending 31 May 2010**

- 5.1 The Chair confirmed that these projections had been scrutinised at the last Strategy, Finance & Business Development Committee and were now for members to note. He stated that if any member required any detail they could contact BP.
- 5.2 The Chair felt that the Residential would be a time when these could be reviewed and he endorsed the excellent way in which the accounts and the forecasts had been presented.

## **Resolved:**

That the Corporation noted the Management Accounts ending 31 May 2010.

## **Item 6 – Reports from Committees**

### **6.1 Strategy, Finance & Business Development Committee meetings held on 13 May 2010 and 18 June 2010**

The Chair and the Principal went through the main points:

- Harborne Academy  
Strongly supported by Birmingham City Council and due to be finalised by the end of July/early August.
- Summer Works  
Ongoing refurbishment and maintenance during the summer period whilst students are away. This had been agreed by the Strategy, Finance & Business Development Committee within the approved budgets.
- Process of Staffing Reductions and Re-organisation  
The Principal reported that the 90 days consultation period was reaching the final stages of selection with 55 Voluntary Redundancies at this point in time. The College remained on target to meet the necessary savings.
- The Chair confirmed that Nigel Davies, who had now moved to Leeds for a promotion, had presented a detailed KPIs report to the last Strategy, Finance & Business Development Committee meeting.
- AB confirmed that although we had lost the funding for the Riverside project for the moment, the planning consent had been approved. Therefore the College were exploring alternative funding sources and he stated that the contractors were still keen to be involved. The only ongoing cost at the moment for this project was the cost of the ground maintenance. The Principal confirmed that this would be a substantive item for the Residential agenda in October.

## **Resolved:**

That the Corporation noted and approved the minutes from the Strategy, Finance & Development Committee meetings on 13 May and 18 June 2010.

### **6.2 Governance & Search Committee meetings held on 13 May 2010 and 18 June 2010**

The Chair confirmed that one of the Staff Governors, David Latham, had resigned. The Chair offered his congratulations on the re-election of Marina Dufaye (Business Support Governor) and the election of Jason Allen (Academic Governor) as from 1<sup>st</sup> August 2010.

**Resolved:**

That the Corporation noted and approved the minutes from the Governance & Search Committee meetings on 13 May and 18 June 2010.

**6.3 Audit Committee meetings held on 17 March 2010 and 25 June 2010**

As the new Chair of the Audit Committee SP thanked Sanjay Sharma formally for his services as previous Chair to the Audit Committee.

SP asked that members ratify the minutes following confirmation from Sanjay Sharma for the meetings prior to 25 June.

SP highlighted points raised at the Audit meetings with five internal audit reports recording substantial assurance. SP commended the College on the excellent work in producing such pleasing reports.

SP suggested the auditors produce a new report to be presented to Audit Committee meetings based on progress of high priority and follow-up actions.

SP commented that the Committee agreed all risks had been identified and the Audit fee for external audit was confirmed as £29,750.

The Chair offered SP his best wishes for his newly appointed Chairmanship of the Audit Committee.

**Resolved:**

That the Corporation noted and approved the minutes from the Audit Committee meetings held on 17 March and 25 June 2010.

**6.4 Employment Committee meeting held on 25 June 2010**

As Chair of the Employment Committee GS reported to the Corporation on the harmonising of existing College Policies and Procedures. These were reviewed in conjunction with the unions. She felt that these policies had been fully scrutinised by the Committee and would recommend them for approval.

A new Equality and Diversity policy for staff had now been completed as this was required under the new Equality legislation. Important data had been collected and analysed and was reviewed on a regular basis.

The Chair thanked GS for her contribution to the Corporation and as Chair of the Employment Committee.

**Resolved:**

That the Corporation noted and approved the minutes from the Employment Committee meeting held on 25 June 2010.

## **6.5 Academic Standards and Quality Development Committee meetings held on 11 March 2010 and 29 June 2010**

As Chair of the Committee JR reported on three main areas that had been discussed in detail at the recent meetings:-

- BMET Achievements and Awards  
JR felt that all the recipients of the various achievements and awards (shown in the recent MET News) should be commended.
- Learner Voice  
This being a very important stride forward in recent years including the Student Portal and Student MET News which are actively used by students. Student focus groups actively involve students with important people in the college (eg students discussing with Estates Manager about the instalment of a cash machine).
- The Six Month Programme of Staff Development for over 200 managers  
JR confirmed that this was an excellent and extensive programme.

The Chair thanked JR for his contribution to the College and in recent months his role as Chair to the Academic Standards and Quality Development Committee.

## **6.6 Remuneration Committee meeting held on 14 July 2010**

The Chair confirmed that the meeting had been held prior to this meeting today. The meeting involved the Principal's 2009/10 achievement of targets and objectives and the same were agreed for the next academic year 2010/2011. The pay award was also reviewed (mentioned earlier in this meeting) and it was agreed to hold back on this. No pay award any different to all other college staff for the Principal – this will be looked at again at a future review meeting.

The Principal reported on two additional Senior Postholders. This was a re-designation from the Principal to current roles within the senior management team. The Committee said that some refinement was to be made to Senior Postholders Disciplinary Procedures (draft) and also contracts were still being discussed. All details would be taken to the next Corporation meeting.

*AH left the meeting*

## **Item 7 – The Colleges of the West Midlands**

- 7.1 The Principal stated that this was information on the proposed establishment of Colleges in the West Midlands operating in a collaboration format for contract income and for a 'Shared Services' model. This would mean there would be a best value mechanism to bid for other services.

- 7.2 The 157 Group (up to 7 regional colleges) are leading the regional developments to create this structure for the West Midlands although the legal structure was not put in place yet.
- 7.3 The Principal confirmed that members would be brought up to date with the developments at the residential in October.
- 7.4 MD asked if this reduced the need for mergers with other colleges. The Principal replied that this was not related to mergers, mergers were expected to occur with the changes in government funding.
- 7.5 The Principal asked members for their endorsement to carry on proceeding with the developments.

**Resolved:**

That the Principal carry on with developing the proposed collaborative working and shared services model of colleges in the West Midlands region.

**Item 8 – Schedule of meetings 2010/11**

The Principal asked members if they had any objection to the membership of the sub-committees as shown on the Draft Calendar 2010/11. The calendar would be re-issued to members with Draft removed so that members could diary the dates.

**Resolved:**

The Calendar for 2010/11 was noted. The meeting dates and the membership of the sub-committees were agreed.

**Item 9 - Preparation for Residential on 7<sup>th</sup> and 8<sup>th</sup> October 2010**

The Principal asked members to note the background papers in readiness for the residential in October. She confirmed that an agenda would be set out prior to this and further information would be sent out during the Summer. She felt that this would give members an opportunity to bring forward any thoughts regarding the impact on FE and how we position ourselves.

**Any other business**

The Chair bid farewell to members and confirmed what a 'stimulating experience' he had encountered over the past 14 years as a Governor. He felt very proud of the way the organisation had developed and felt sure the College was set up well for the future.

*Presentations were then made to retiring Governors.*

Signed (Chair) .....

Date ..... 24/1/11 .....