**Minutes of the Corporation**  
**held on Thursday 21st h March 2024 at 4. 00 pm**   
**James Watt Campus and By Microsoft Teams**

**Birmingham Metropolitan College**

|  |  |
| --- | --- |
| **Present** | **Apologies** |
| Sir Dexter Hutt (DH) | Gary Turton (GT) |
| Prof. Prue Huddleston (PH) | Christine Tolley (CT) |
| Helen Miles (HM) | Sharon Isaacs(SI) |
| Pat Carvalho (PC) |  |
| Angela Myers (AM) |  |
| Alaric Rae (AR) ( Via Teams) |  |
| Peter Croom (PCR) ( Online) |  |
| Hilary Smyth-Allen (HSA) ( Online) |  |
| Afzal Hussain (AH) |  |
| Roy Priest (RP) |  |
| Lorain Morrison (LM) |  |
| Peter Morrison (PM) |  |
| Ianthe Smith (IS) |  |
| David Brooks (DB) |  |
| Freya Patrick (FP) |  |
| Melody Falcon (MF) |  |
| **In attendance** |  |
| Stephen Belling (SB) |  |
| Anna Jackson (AJ) |  |
| Fiona Yardley (FY) |  |
| Simon Harris (SH) |  |

| **Reference** | **Agenda item** |
| --- | --- |
|  | **Welcome** |
|  | DH welcomed all present to the meeting and welcomed LM and PM to the Board as a new independent Governors. |
|  | **Declarations of Interest** |
|  | **HM advised of her trustee status on the Sutton Trust**  **No further declarations were received in addition to those contained in the College’s Register of Interests.**  **confirmed self- assessment approved** |
|  | **Matters Arising** |
|  | PH advised that in accordance with the delegated authority given to her by Corporation, she had approved the final version of the College’s Self- Assessment Review. |
| 1.1 | **Minutes of the meeting held on 14 December 2023** |
|  | The minutes of the meeting held on 14 December were reviewed.  **IT WAS RESOLVED THAT:**  **C23/24 35**  **The minutes of the meeting held on 14th December 2023 be approved.** |
| 1.2 | **Action Log** |
|  | Progress made in respect of the actions was noted. |
| **2** | **Principals Report** |
|  | PC referred to the Principals Update Report and emphasised the following key points  **Regarding Skills Development:**   * Much uncertainty exists around curriculum reforms and the impact on Level 3 provision.      * Students are engaging well with our T level provision and there is some exceptional good practice with employers. * Applications for 2024- 2025 are currently 1 % behind last year’s overall target. * Local Skills and Innovation Fund work is progressing well. * Work with the North Birmingham Action plan is going well and being recommended to Government as good practice.   **Regarding the quality of learning experience:**   * Prediction assessments are being used to inform support plans for students. * Students won significant awards in the Planet Earth Games – Best Student and Best Student Reflection.   **Regarding Equipping Students for the future**:   * The learning environment has been significantly improved by the Transformation Fund works * The recent culture days were a great success. * A wide range of extracurricular events will take place during the rest of the year. * Planning for 2024-2025 is under and away to add a specific focus on sustainability , green skills, social value and their connectivity with health, well being and resilience.   **Regarding the work environment for staff.**   * The college is on track to agree a new staff contract in May. * Negotiations with unions are good and there and there is a shared understanding on the pressures being faced by the sector and how they are being responded to.   **Regarding the college’s financial base:**   * The capital works programme is going well and the team led by Andrew Crowter is to be thanked.   **Governors’ Observations and Questions**   1. ***How will funding through Birmingham City Council relating to SEN needs be addressed? (DH)***   PC advised that recommendations would be made by local colleges to BCC and the Regional Skills Commissioner.   1. ***How will the college respond to increased competition in the 16- 18 market place? (AR)***   PC advised that colleges have to take account of the need to offer T levels which schools are not obliged to consider. Much depend on what education reforms are suggested following the election and it is likely students will not make choices until exam results are published. The college needs to be prepared to respond to interest in August and September.  **IT WAS RESOLVED THAT**  **C23/24: 36**  **The content of the Principals March 2024 Report be noted.** |
| 3 | KPI Report |
|  | FY presented the KPI report and advised:   * The level of 16-18 applications is being monitored on a weekly basis and additional resources have been invested in a digital campaign to address to raise the profile of BMet’s offer. * A data cleansing exercise is being undertaken to review the Additional Learner Support levels of income. * Additional resource is being deployed to achieve distance learning targets. * Work is being done to optimise progression from Level 2 to level 3. * Free breakfast provision is being extended to encourage ongoing attendance levels.   **Governors’ Observations and Questions**   1. ***Has free breakfast initiative been positive? (RP)***   A Ja confirmed that it has helped improve attendance and that £23K has been invested in this initiative.   1. ***Is distance learning a viable long term development strategy? (AR)***   PC advised that the model being deployed has been successfully implemented by other colleges. The strategy will be reviewed on a regular basis to assess ongoing value and viability.  **IT WAS RESOLVED THAT**  **C23/24: 37**  The content of the KPI Update report be noted. |
| **4** | **Local Accountability Agreement Update Report** |
|  | AJ referred to the Local Accountability Update report and advised: -   * The Department for Education confirmed their contentment with progress made with implementing the plan in the Annual Conversation Meeting * A draft plan for 2024- 2025 would be presented to Governors on the 9th May Strategy day.   **IT WAS RESOLVED THAT**  **C23/24: 38**  The content of the Local Accountability Agreement update report be noted |
| **5** | **ASQD Committee update** |
|  | PH referred to the ASQD Update report in the Corporation Pack and advised :-   * The T level Deep Dive evidenced the extent of work that had gone into helping the start of T level delivery go well. * Staff have been supported well and there are already examples of excellent practice. * Presentations provided in relation to the resources and usage of AI were informative and will enable Committee to scrutinise and challenge effectively in the future. * Reporting on implementation of the Quality Improvement Plan is comprehensive and incisive and suitably on track; Committee was assured that staff are aware of areas requiring attention and that appropriate focus is being given where needed. * The Quality Dash board facilitates scrutiny and challenge to a department level on matters such as outcomes , attendance, punctuality and what is being done to bring out required improvements. * Committee was able to see that learning walks are taking place and that 1-1s are happening where required. * Feedback from the Student Conference in January has been good. * FP and MF confirmed that the conference had gone well and that many ideas for the future and further improvements had been collected and would be reviewed for future implementation. * Committee had reviewed and commended the proposed Diversity and Inclusion strategy for 2024- 28 and noted that it would be presented to full Corporation on 9th May as part of a wider BMEt Culture Strategy.   **IT WAS RESOLVED THAT**  **C23/24: 39**  **The Key Points in the ASQD Update Report be noted.** |
| **6** | **Finance Committee Update** |
|  | PCR referred to the Finance Committee Update report in the Corporation Pack and advised :   * Approval had been given to the college becoming a full member of the Institute of Technology after full consideration of the value, benefits, mechanics and cost implications for the college. * The process of appointing an interim Finance Director and new full time Finance Director was in progress. * Adequate plans for utilising continency funding from the FE Capital Works Transformation Fund projects were in place. * Harborne Academy are awaiting financial and legal advice regarding their future development plans and how they will deal with the financial loan provided by BMet as part of the sponsorship arrangements.   PC referred to work that had been undertaken with Local Skills and Improvement Funding and advised:   * Funding had been provided to develop work streams around: * Electrification and Battery Technology * Low carbon construction and future housing * Wider green skills * Essential digital skills for employment * Advance digital and AI Machine (dental) * Employer engagement * SBH had overseen an excellent piece of work to increase the quality of employer engagement and produce sector specific reports. * New branding and marketing initiatives have been undertaken to help employers engage more effectively with the FE sector in the region.     **Governors Questions and Observations**   1. ***What is being done to reduce the college’s reliance on agency funding in the engineering department? (AH)***   PC advised the challenge arises from candidates being able to secure better remuneration in industry. A recruitment exercise is in progress and it is hoped a suitable appointment can be made.  **IT WAS RESOLVED THAT**  **C23/24: 40**  **The January Management accounts be noted.**  **C23/24: 41**  **Membership of the IoT be ratified.**  **C23/24: 42**  **The updated Anti Bribery Policy be approved.**  **C23/24: 43**  **The college be authorised to undertake permitted work with Learning Curve Ltd and deploy Learner Find services that support the college’s out of area development work.** |
| **7** | **Audit Committee Update** |
|  | HM referred to the Audit Committee Update report in the Corporation Pack and emphasised the following:   * Health and Safety practice continued to be undertaken well. * The college is continuing to develop its approach and capacity to manage a wide range of crises management scenarios. * The college has secured ESFA assured status for its management of subcontracts for the next three years. * Internal Audit reports have provided acceptable assurances in relation to Health and Safety, HE Regulatory compliance and management of the IT estate. * Issues arising from the Learner Number Systems audit are identical to those found in the sector and Committee was assured that actions required are being taken and an update will be provided to the Committee in June 2024. * Risk Management is being undertaken in accordance with the new framework developed with the Audit Committee and the Senior Leadership team. * Committee reviewed work being done to address cyber security risks and development of the IT estate which will enable Governors to execute their scrutiny and challenge roles more effectively.   **IT WAS RESOLVED THAT**  **C23/24: 44 The Audit Update Report be noted.**    **C23/24: 45 the revised Health and Safety Policy be approved.**  **C23/24:46 The updated Fraud and Theft Policy be approved.** |
| **8** | **Remuneration Committee Update** |
|  | DH referred to the Remuneration Committee Update report in the Corporation Pack and advised that the committee had:   * reviewed Senior Post Holder Objectives for 2022- 2023 and determined that they had been met * reviewed and agreed Senior Post Holder Objectives for 2023- 2024   **IT WAS RESOLVED THAT**  **C23/24: 47**  The content of the Remuneration Committee Update be noted. |
| **9** | **Governance and Search Committee Update** |
|  | DH referred to the Governance and Search Committee Update report in the Corporation Pack and emphasised the following:-   * The review undertaken by committee of the feedback from the annual appraisal with the Chair of Governors * Succession planning for a new Chair of Governors * Progress made in respect of the Governance Action Plan * Suggestions for further improving the involvement of ASQD with the budget planning process   **IT WAS RESOLVED THAT**  **C23/24: 48**  **The content of the Governance and Search Committee Update be noted.** |
| **10** | **Student Governor Interim Appointment Protocol** |
|  | SB presented the Student Governor Interim Appointment Protocol report in the pack and the rationale behind proposing Student Councils having the ability to make interim appointments during a student Governor’s term of office.  I**T WAS RESOLVED THAT**  **C23/24: 49**  **Student Councils be given the authority to make interim appointments for the remaining period of office if a student governor retires or stands down before the end of an academic year.** |
| **Item 10** | **Any Other Business** |
|  | There being no other business the meeting was closed at 6.00 pm  Signed    Chair- Sir Dexter Hutt |