**Minutes of the Corporation**  
**held on Thursday 5th October 2023 at 4.00pm**   
**Matthew Boulton Campus and By Microsoft Teams**

**Birmingham Metropolitan College**

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| **Present** | **Apologies** |
| Sir Dexter Hutt (DH) | Christine Tolley (CT) |
| Prof. Prue Huddleston (PH) | Julie Willis (JW) |
| Helen Miles (HM) |  |
| Pat Carvalho (PC) |  |
| Hilary Smyth-Allen (HSA) |  |
| Angela Myers (AM) |  |
| Alaric Rae (AR) |  |
| Peter Croom (PCR) (via Teams) |  |
| Afzal Hussain (AH) |  |
| Sharon Isaacs (SI) (Via Teams) |  |
| Gary Turton (GT) |  |
| Roy Priest (RP) |  |
| Ianthe Smith (IS) |  |
| David Brooks (DB) |  |
| Fatema Begum (FB) |  |
| Melody Falcon (MF) |  |
| Freya Patrick (FP) |  |
| **In attendance** |  |
| Stephen Belling (SB) |  |
| Simon Eaton (SE) |  |
| Anna Jackson (AJ) |  |
| Fiona Yardley (FY) |  |
| Sue Hopewell (SH) |  |
| Suzie Branch- Haddow (SBH) |  |
| Ben Gamble (BG) |  |

| **Reference** | **Agenda item** |
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|  | **Welcome** |
|  | DH welcomed all present to the meeting and welcomed DB, FB, MF and FP as new members of the Board. |
|  | **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** |
|  | The minutes of the meeting held on 6th July 2023 were reviewed.  **IT WAS RESOLVED THAT:**  **C23/24 01**  **The minutes of the meeting held on 6th July 2023 be approved.** |
| 1.2 | **Matters Arising and Action Log** |
|  | Progress in respect of matters in the action log was noted.  PC advised that proposals for cover arrangements were still being reviewed with unions but an agreement to reduce teaching hours to support flexibilities within a team was already having a positive impact. |
| **Item 2** | **Principal’s Report** |
|  | DH noted the comprehensive content of the update report and PC provided the following further update: -  ***Regarding Enrolment***  **16- 18** is close to what was planned and the position will be confirmed after the 42- day threshold has been reached. MB has done particularly well in terms of recruitment.  **Adults provision** is currently over target overall.  **HE** has not achieved this year’s higher- level target set because of the introduction of T- levels but does amount to growth from last year. Four T- level programmes have commenced this year and two will follow next year. The college has two years to achieve target enrolment numbers.  Apprenticeship recruitment is lower than target but impact on college income is dependent on which type of apprenticeship is taken up. A full review will be undertaken as part of the Quarter 1 review process.  ***Regarding Attendance***  The focus on attendance including work with parents has been effective. Increase attendance levels have been achieved in all areas including English and Maths.  ***Regarding Achievements***  A BMet apprentice in the food and drink industry has been nominated by the Association of Colleges as an apprentice of the year.  Students studying travel and tourism have won an international competition and invited to take part in an awards ceremony overseas.  **Governors Observations and Questions**   1. ***What’s is affecting recruitment at James Watt (AH) ?***   PC advised that enrolment has increased because of increased interest in ESOL with construction and engineering.   1. ***Will increased numbers require an increase in staffing levels? (RP)***   PC advised requirements were reviewed on a constant basis. Current requirements are being managed effectively without the need for further recruitment.   1. ***What is affecting recruitment at Sutton ? (AH)***  * PC advised that numbers are lower than anticipated and that this is likely to be because of: -   + Sport coaching programmes being scheduled to come on stream later in the year.   + Adult numbers being lower than expected; this is being addressed through discussions with the College’s Employer Board;   + Target setting that was possibly too ambitious.  1. ***Does the Section 114 Notice served by Birmingham City Council (BCC) have any consequences for the college? (AM)***   PC advised High Needs support is funded directly by the Department for Education and so not affected. Adult provision is funded by the WMCA so not affected. BCC has stated that education is protected so not anticipated to have any negative impact. Employability programmes are no longer available and so the college has found alternative placements for learners so that provision can continue. |
| **Item 3** | **Finance Committee Update** |
|  | PCR referred to the Finance Committee Update report in the Corporation Pack and emphasised the following:   * Management accounts on track and will be reviewed in quarter 1 * The ESFA grant had been increased and was to be used for paying awards. * Grant monies received had been invested to generate additional income. * Risk issues had been noted by the management team and were being monitored. * The college’s financial health classification is now good. * A delay in getting the charge in place for the ESFA over the Erdington Skills Centre has been incurred by the ESFA / * 50 % of the FECTF capital works programme has been completed and is ahead of schedule. * An overspend has been incurred on the Sutton Site and an application has been submitted to the Department of Education to realign the budget. * The award of the following contracts for a period of 5 years, was commended following procurement exercises undertaken during the summer, subject to a satisfactory annual review and receipt of funding:-   + The Albion Foundation with a contract full life value of £110k   + Aston Villa Women’s Football Club Limited with a contract full life value of £210K   + City of Birmingham Rockets Basketball Club CIC with a contract full life value of £621,250k * A Value for Money statement needs to be incorporated in to the Financial Regulations to comply with recommendations arising from the internal audit process. * The Subcontracting and Supply Chain Policy needs to be updated to include a reference to how is covered by the college’s due diligence process.   **IT WAS RESOLVED THAT**  **C23/24 2**  The August Management accounts be noted.  **C23/24 3**  The following subcontracts be approved for a period of 5 years subject to a satisfactory annual review and receipt of funding:-   * The Albion Foundation with a contract full life value of £110k * Aston Villa Women’s Football Club Limited with a contract full life value of £210K * City of Birmingham Rockets Basketball Club CIC with a contract full life value of £621,250k   **C23/24 4**  The proposed Value for Money statement be incorporated into the Financial Regulations.  **C23/24 5**  The Subcontracting and Supply Chain Policy be updated to include a reference to what information is required by the college when carrying out a due diligence exercise.  **23/24 6**  Key points in the Finance Committee Update Report be noted. |
| **Item 4** | **Safeguarding Policy Review and Update** |
|  | SB presented the revised Safeguarding Policy for review and approval by Governors.  **Governors’ Questions and observations**   1. ***Does monitoring and filtering have to be safeguarding lead? (DH)***   PC advised that monitoring and filtering duties do have to be overseen by the safeguarding lead.   1. AM advised that Kay Barton Williams oversees and manages a very thorough safeguarding management framework.   **IT WAS RESOLVED THAT**  **C23/24 7**  **The updated Safeguarding Policy be approved.** |
| **Item 5** | **Chair’s Feedback on 1-1 meetings with Governors as part of the annual appraisal process** |
|  | DH presented the Feedback report in the Corporation pack and emphasised: -   * The need for someone to support the AM in respect of the safeguarding role. * the desire to review the term of office of staff governors.   **C23/24 8**  The company secretary enquire of previous staff governors their views on an extended term of office. |
| **Item 6** | **Ofsted** |
|  | AJ: SH, SBH and BG provided Governors with reports on progress made in respect of Ofsted requirements made following the 2021 inspection and how the college would meet current requirements and expectations and in particular: -   * how the college was meeting the requirements of stakeholders; * how curriculum plans had been developed; * how the college is contributing to the skills agenda; * how work experience was being delivered; * the impact of staff CPD on the learner’s experience; * observations made by Further Education Commissioners working with the college in respect of High Needs and apprenticeships; * observations made by CLICK consultants in respect of High Needs Provision; and * visits to Harrow and Uxbridge College to review best practice and inform BMet provision;   **Governors’ Questions and observations**   1. It would be helpful to have sight of the top 20 employers in the region and how much the college is working with them. (AH) 2. ***How confident are we that the college has made the improvements required by the last Ofsted Inspection? (AH)***   PC advised following the Self-Assessment process, she would assess the college as being good with no areas of inadequacy; work undertaken by the college has had a genuine impact on consistency and the focus is now on work needed to be outstanding.   1. ***How does the college put its “ best foot forward? (HSA***)   AJ advised leadership decisions had involved a review of roles and responsibilities, the development of specialisms, development and support work with middle managers; and enrichment of college culture through working with the theme of BMet be brilliant; being an anti- racist college and High Performing Teams.  SBH advised that for the first time in 8 years Bmet has been awarded 4 industry awards.   1. ***To what extent is Ofsted concerned with the learning process? (AM)***   PC advised that teaching and learning strategies remain fundamental to their assessment.   1. ***Do students have targets ? (SI)***   BG confirmed that targets are set and significant work has been done to make sure the quality of those targets is good.   1. ***Do we have a policy relating to genitive Artificial Intelligence? (HSA).***   PC confirmed that the college does a policy to inform the college’s response to this issue.   1. ***What is the position at James Watt regarding the recent incident taking place in the college car park? (AM)***   PC advised that neither the victim nor perpetrator were BMet Students. Communications with students and their parents has been good. Work to reconfigure the front of James Watt is being fast forwarded. The incident does not appear to have had any negative impact on student attendance. |
| **Item 7** | **Managing Public Money Review** |
|  | SE advised that no business or transactions were in progress requiring consideration under the Managing Public Money Regulations. |
| **Item 8** | **Any Other Business** |
|  | There being no other business the meeting was closed at 6.00pm.  Signed    Chair- Sir Dexter Hutt |