

## Minutes of the Corporation Meeting

held on 9 November 2016

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*Present* Leslie Williams (*Chair*), Ian Jewkes (*Vice Chair*),  
Joanne Williams (*Interim Principal*), Mark Johnson, Helene Jones,  
Allison Matthews, Peter Mitchell, Harvey Owen,

*In attendance* Jacquie Carman (*Director of Finance and Corporate Services*)  
Julia Stevens (*Organisational Development Director*)  
Jennifer Sunter (*Clerk to the Corporation*)

### 1 Apologies

Apologies were received on behalf of Jane Chan, Geoffrey Elliott, Karen Cocker and Monika Zilionyte.

### 2 Declarations of Interest

There were none.

### 3 Minutes of Meeting held 28 September 2016 and Matters Arising

The minutes of meeting held 28 September 2016, including the confidential minute of that meeting, were approved as a correct record.

The Clerk confirmed that of actions listed, 4.2a of 18 July 2016, progress against the Annual Plan 2016/2017 was reported under the agenda, as scheduled.

### 4 Governance

#### 4.1 Interim Principal and Governance Roles

The Clerk noted as a matter of record that Joanne Williams had, as Interim Principal, taken on the governance role, both as a member of the Corporation and of the Search and Governance Committee.

#### 4.2 South Black Country Education Limited – Private Members Agreement (Shareholders Agreement) Confidential

As per confidential minute.

## 5 Strategic Overview

### 5.1 Strategic Priorities and Review of Risk

Joanne Williams reported that the College was progressing well. However, there was a potential small reduction in 16-18 and HE student recruitment against target. A Higher Education recruitment drive was in place for January 2017. Any financial implications would be fully elaborated for members in the budget review on 30 November 2016.

Joanne Williams also updated members on developments in student tracking and monitoring, with work undertaken by Daniel Grant.

Leslie Williams asked about Higher Education and Apprenticeship targets. Jacquie Carman responded that additional growth bids were being submitted for Adult Apprenticeships.

Members noted the update on work being done to further embed English and maths into lessons and that to educate and raise awareness on Safeguarding and Prevent.

Members further noted the work on staff development and the launch of the new College website.

### 5.2 Multi Academy Trust Developments

As per confidential minute.

### 5.3 Annual Plan Monthly Monitoring Report

Joanne Williams highlighted two targets risk rated red, in relation to increasing Higher Education and Apprenticeship income by 20%. Members noted that failure to achieve the targets would impact on the College's surplus position.

### 5.4 Investment and Property – Estates Update

As the College had completed its planned major building work, members agreed it was appropriate to assess moving forward. This included increasing student social space, with plans to potentially extend Block 8 and a review of College coach 'pull-ins'.

Ian Jewkes shared the positive comments about the Whittingham Road campus he had heard on a recent College Open Day event.

**Action 5.4a** It was agreed that a more detailed Estates Plan addressing December through to July 2017 be provided for the Corporation meeting, 30 November 2016.

## **6 Monthly Performance Information**

### **6.1 Finance**

Members received the monthly update confirming the positive financial position.

### **6.2 Students Learning and Teaching**

In response to questions from Leslie Williams, Joanne Williams illustrated what steps were taken through an intervention panel, triggered if a subject had performance below the national benchmark. This emphasised the range of actions and the ongoing interventions, until an area improved.

Jacque Carman explained that the data report provided had been restructured. Performance was good in relation to sector benchmarks, however, English and Maths remained a challenge and a risk.

Leslie Williams recognised yearly improvement and acknowledged that this was achieved across a very broad curriculum base.

Health and Beauty data was noted for improvements due to strong student tracking and monitoring. All lesson observations in the area had achieved a Grade 1.

Travel and Tourism were commended as the strongest subject area.

### **6.3 Staff and Accommodation**

Joanne Williams reported that the College Nursery refurbishment had been completed and informed members that all teaching rooms were being assessed following a rigorous evaluation tool developed by Jacque Carman.

Leslie Williams asked if a summary of the evaluation could be provided.

**Action 6.3a It was agreed that summary evaluation of teaching room assessments would be provided as part of the Estates Plan for the Corporation meeting on 30 November 2016.**

## **7 Finance Reports**

### **7.1 Students' Union Annual Accounts 2015/16 – confidential**

Jacque Carman presented the Students' Union Annual Accounts for 2015/2016, in which there were no issues of concern. Primary expenditure had been on student enrichment activities and charitable donations. Jacque Carman further outlined changes to staff supporting the Students' Union.

As the Students' Union had accumulated reserves it was agreed that they be encouraged to increase support for student enrichment. Helene Jones suggested that they might wish to consider undertaking events for new students. Jacque Carman also indicated projects that could be addressed in response to the 'you said, we did' student consultation process.

**The Corporation noted the Students' Union Annual Accounts 2015/16 and the initial budget for 2016/17, and approved the award of the Annual Grant up to a value of £1,000, as specified in the report, on condition that the Students' Union address appropriate further dispersal of reserves.**

**The Corporation resolved that the Principal be authorised to action payment of these resources, based on the recommendation of the Director of Finance and Corporate Services, following the audit of the final accounts**

## **7.2 Bursary Fund and Student Finance Final Outturn**

Members received the details of student financial support for 2015/2016, which had been audited and was fully incorporated into the annual accounts.

Jacque Carman provided an overview of changes to allocation for 2016/2017 which was tightly controlled. There was reduced funding for 16-18 year olds, which would be managed. Close monthly monitoring would be continued.

The report was noted.

## **8 Students, Teaching and Learning**

### **8.1 Human Resources and Staff Development Review 2015/2016**

Julia Stevens provided the headline points from the previous year's review. Staffing levels reflected planned for reductions whilst conversely recruitment had been very busy with sixty three appointments. Absence had fallen to 2.32% and staff benefits including occupational health had been utilised. Over five thousand learning opportunities had also been undertaken by staff, both internally and externally.

Leslie Williams and Ian Jewkes asked about dismissals and settlement agreements. Joanne Williams described performance management expectations, confirmed that there had been no common trend and that settlements made had been proportionate.

The report was noted.

### **8.2 Equality and Diversity Annual Report**

Julia Stevens confirmed that the College had been reaccredited as a Leader in Diversity and described the wide range of activity and engagement undertaken by staff and students. This included the College winning a Best Practice Award for raising awareness of LGBT and the training of thirty Mental Health First Aiders for staff and students.

In considering data collection and action planning, Julia Stevens explained the need to update plans with additional data on achievement gaps and the aim to expand data collected from staff.

Leslie Williams commended the enthusiasm and progress made, including the increase from 54.1% to 66.9% in staff thinking the College is outstanding in advancing equality of opportunity.

The report was noted.

### **8.3 Prevent Duty Update and Risk Assessment – confidential**

The policy and strategy to address the Prevent Duty had been updated to incorporate College activity and approach to managing risk and responding to events. Students and staff were constantly reminded how to raise concerns.

There were no red rated risks within the Prevent Strategy.

Members discussed the new software e-Safe.

**The Corporation resolved to approve the updated Prevent Strategy dated October 2016 and to receive the Prevent Risk Assessment Update.**

## **9 Any Other Business**

### **9.1 The Clerk reported upcoming dates:**

1 December 2016 – Teachmeet  
1 and 2 December 2016 – Interview for Principal  
12 December 2016 – Corporation Special Meeting

### **9.2 Retirement of Chair**

Leslie Williams reported that he would be standing down as Chair of Corporation and as a governor from Christmas 2016. He thanked members for their support across his term of office.

## **10 Date of Next Meeting**

The next meeting remained as scheduled for 30 November 2016.

The meeting closed at 7.45pm

<b>Actions from meetings</b>			
<b>Ref</b>	<b>Agenda item and action</b>	<b>Date/item for review</b>	<b>Reported by</b>
<b>Corporation Meeting 23 March 2016</b>			
<b>10.3a</b>	<b>Budgeting Policy</b> It was agreed that a key review report would be provided for the Corporation in August or September 2016.  Revised date.	Aug/Sept 2016  30 Nov 2016	JCa
<b>Corporation Meeting 28 September 2016</b>			
<b>8.1</b> <b>8.1a</b>	<b>Report from Faculty Director - A Level Director, Louise Craddock</b> Joanne Williams agreed that results to be provided by Faculty Area would provide a different view.	Sept 2017	JWi
<b>5.7</b> <b>5.7a</b>	<b>External Review and Corporation Residential Planning</b> The Corporation noted the areas for consideration to be developed into an itinerary and agenda for the Corporation Strategic Planning Residential, as scheduled for 13 and 14 January 2017.	Jan 2017	LW/IJ
<b>5.10</b> <b>5.10a</b>	<b>West Midlands Combined Authority – Adult Education Funding</b> Leslie Williams responded that while it was too soon to take an assessment of risk it was appropriate to consider any information arising and draw out options at the Corporation Residential in January 2017.	Jan 2017	JWi
<b>Corporation Meeting 9 November 2016</b>			
<b>5.4a</b>	<b>Investment and Property – Estates Update</b> It was agreed that a more detailed Estates Plan addressing December through to July 2017 be provided for the Corporation meeting, 30 November 2016.	30 November 2016	JWi
<b>6.3a</b>	<b>Staff and Accommodation</b> It was agreed that summary evaluation of teaching room assessments would be provided as part of the Estates Plan for the Corporation meeting on 30 December 2016.	30 November 2016	JCa