

**Greater Brighton Metropolitan College
Board of Governors**

**Minutes of a meeting held at the West Durrington Campus
Monday 25 June 2018 commencing at 4.30pm**

- Present:** Gary Anderson, Natalie Brett, Claire Hopkins, Scott Marshall, Julie Nerney (Chair), Nick Juba (CEO), Martyn Wilks
- In attendance:** Sharon Collett (Principal), Lynn Payne (Interim Governance Advisor) Rhiannon Phinbow (HR Director), Jon Rollings (COO)
- Apologies:** Jenny Brooker (Governance Advisor), Jim Hynes (Staff Governor), Joy Mercer, Anwar Musa (Student Governor), Debbie Waring (Staff Governor)

WELCOME, INTRODUCTIONS AND APOLOGIES

385. The Chair welcomed everyone to the meeting, introductions were made and apologies noted. Prior to the board meeting Governors had attended a 45 minute briefing session from Helena Thomas, Assistant Principal, Curriculum who provided an overview of her area of responsibility, highlighting key areas for discussion. This was an interactive session. Governors thanked the Assistant Principal, Curriculum for her informative presentation.
386. The Chair congratulated everyone who had been involved in the MET Achievers event last week and asked to see a greater level of governor attendance at next year's event.

MINUTES

387. The minutes of the meeting held on 21 May 2018 having been previously circulated to Governors, were agreed as a true record and signed by the Chair.

All Governors were in agreement.

MATTERS ARISING FROM THE MINUTES 21 MAY 2018

388. It was noted that matters arising had been actioned and were complete.

WORTHING COLLEGE

389. The CEO presented his report on the Worthing College Structure Prospects Appraisal (SPA). Governors were asked to discuss the update on the SPA process and note the GB Met Expression of Interest (EOI) and draft bid.
390. Governors felt the educational case for merger was the most challenging issue and discussed how a partnership between Worthing College and GB Met would work in

practice. The various options were highlighted and considered. The type of merger and dates for the development of a full business case, should the bid be successful, were outlined. Governors discussed the impact of another local provider acquiring Worthing College and that the local competition for 16-18 students might intensify. It was noted that the bidders in the process would be presenting to the steering group on 3 and 6 July and that the Chair, CEO and Principal would be presenting on behalf of GB Met.

391. The Chair thanked the Executive team for their excellent work in completing the Expression of Interest (EOI) and Bid.

DRAFT 2018/19 BUDGET

392. The COO presented the draft 2018/19 budget, for Governors to review. He advised them that the final budget and financial plan would come to the board meeting in July, for approval. The COO highlighted the key points in the budget and financial plan. There was a discussion around staff utilisation and class sizes. The Principal advised Governors what steps were currently being considered to make these areas more cost effective, whilst ensuring the best outcome for students.

(Martyn Wilks left the meeting at 5.30 pm)

393. The Chair of the Audit Committee thanked the COO for sharing the budget and financial plan information, ahead of the next board meeting. He expressed some concerns related to the financial position, particularly in relation to cash/working capital. This was discussed, with potential approaches to respond to the position identified.

Governors noted the report

ANNUAL OPERATING PLAN (AOP) 2018/19

394. Governors were asked to approve the Annual Operating Plan (AoP), having considered the draft AoP at the last board meeting. There were suggestions for quantum to be added to some items, with clear measures cited, to achieve the outcomes, on time and within budget. The Chair asked for a reference to time, cost and quality together with a fuller definition of 'complete'.

Action: COO

Governors discussed whether there were any other groups particularly technology groups, that the college could join.

Governors agreed the AoP 2018/19, but with the proviso that if these priorities are challenged by the resources available once the budget is agreed at the next board meeting, there should be an opportunity to reconsider the objectives to ensure they remain realistic.

All Governors were in agreement.

CEO REPORT

Executive Summary

395. The CEO presented his report. It was noted retention remained 1% above target. FE applications for full time courses were 183 below the equivalent position for this time last year and HE applications 138 below the equivalent position last year. Accepted offers of HE places were noted as being 20 below the same point in 2017/18. The CEO advised Governors that the current month's position demonstrated a small improvement in the overall picture with at least five courses picking up, in terms of live applications and acceptances.

RESOLVED: To invite the CEO of Coast to Capital LEP to present their new Strategic Economic Plan at a future meeting.

396. The COO advised Governors that a procurement strategy for the Pelham Redevelopment had been prepared, recommending the use of the SCAPE framework to procure a main contractor. He informed Governors that the selected main contractor was now working on an initial input into the cost planning as part of the pre-appointment assessment.

Quality

397. The Principal informed Governors that the third cycle of Quarterly Performance Reviews had now been completed and this had provided the Executive with a summary of departments progress, against College KPIs or departmental targets. Governors felt there was more to do on the RAG rating with qualitative judgements available rather than just the quantitative data. It was agreed that grading criteria required additional detail to assist understanding of the overall position for curriculum areas.

The Principal gave an overview of predicted achievement to date. A number of curriculum areas were predicted good increases in achievement for both Worthing and Brighton sites but English GCSE and Functional Skills predictions were causing concern. A large number of enrolments continue until the end of July and the overall achievement predictions are therefore incomplete at present.

Governors noted the declining position with regard to Apprenticeships and the Principal advised Governors that the final outcomes would be confirmed in October and achievement predictions showed a more positive picture.

The CEO referred to a reduction in recruitment and specifically which departments had received reduced applications. He also detailed the courses that were recruiting well. The CEO informed Governors that the June HE Open Day at West Durrington had been a success with more than twice the number of potential applicants attending, compared to this time last year. He felt this was a positive start to the 2019/20 recruitment cycle.

Funding and Contract Performance

398. The current position on Apprenticeships, Levy and Non-Levy, was noted. The detail of how the allocation of the Adult Education budget was provisionally aggregated was outlined.

Finance

399. The COO advised Governors of the year to date Income & Expenditure Account detail, which showed a deficit of £387k adverse to budget. EBITDA was noted as £3,034k before the merger costs of £180k and £221k adverse to budget.

HR

400. The HR Director referred to the key points in her report. It was noted that the overall head count had increased by 14 to 1144 although the Establishment number had decreased by 4.8 FTE. In relation to formal HR processes, Governors noted that there was currently one grievance and two disciplinary cases in process. The HR Director advised Governors this was the first matter under the existing Exec team that had proceeded to tribunal.
401. The HR Director reported on appraisals and informed Governors while many of these were continuing to take place within the original completion deadline date of the end of July, some curriculum areas had negotiated new deadlines as a result of the impact of the Phase 4 restructure.
402. In relation to the formal consultation period for Phase 4 of the post-merger restructure, the HR Director confirmed this had now finished and the next step was noted as the selection and process for new posts. It would also explore all redeployment options with staff that remained at risk with the aim of avoiding any compulsory redundancies.

Governors were reminded that they had General Data Protection Regulation training to complete.

Action: Governors

Property

403. Governors noted the report on the Pelham Redevelopment scheme.

The CEO's report was noted.

GRIEVANCE POLICY AND PROCEDURE

404. Governors considered the Grievance Policy and Procedure. The HR Director advised Governors that the policy had been agreed by the Joint Union Working Group and the Executive Team. She highlighted the significant changes in the policy, which were noted. She advised Governors that the single policy had drawn together elements of both the former Northbrook and City College, policies. The Chair asked for tracked changes to be shown on all policies being updated in the future.

ACTION: Executive Team

Governors unanimously approved the Grievance Policy and Procedure.

FE AND HE ADMISSION PROCEDURES

405. Governors had received the FE and HE Admission Procedures. The Principal detailed how the procedures had been updated from the 2017/18 version. In the HE Admission Policy the Principal informed Governors there was now a new statement

following the new Office for Students requirements explaining the college commitment to supporting students who wished to transfer, mid-year or at the end of the year. She informed Governors there was also an update to the student financial support.

Governors unanimously approved the FE and HE Admission Procedures.

HEALTH AND SAFETY MID-YEAR REVIEW

406. The COO presented the review. Governors asked for more detailed commentary and data on the reported incidents for the next report. **ACTION: COO**

The report was noted.

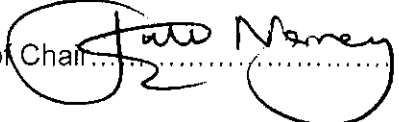
DATE OF NEXT MEETING

407. No other business was raised.
The date of the next meeting was confirmed as:
Monday 30 July 2018 at 4.30pm at the Brighton Central Campus.

MEETING EVALUATION

408. An evaluation of the meeting was led by the Chair with Governors considering if the meeting had been strategic and focused with minimum time spent on matters that the Board could not influence or change. Governors considered where they felt they had added value and made appropriate challenge.
409. The following points were agreed:
- The discussion on the Budget was good
 - Consideration of the report on Worthing College had been useful
 - Governors felt reassured by Chair of Audit's positive challenge and guidance at the meeting, particularly on the budget
 - The AP Curriculum's presentation was considered as very useful and informative. Governors supported continuing the 45 minute presentations before Board meetings.
 - Two Governors advised that they had reflected, and then consciously not raised some issues they had, deciding they were outside the Governor remit and within the Executive role
 - Governors felt that this had been a meeting where performance was good

The meeting closed at 6.30pm.

Signature of Chair  Date 30.7.18