

**Greater Brighton Metropolitan College
Board of Governors**

**PART 1: Minutes of a meeting held at Northbrook MET, West Durrington Campus
boardroom and virtually via Google Meet
Monday 27 July 2020 at 4.30pm**

Present: Duncan Adams, Steve Bassam (Vice-Chair), Sue Berelowitz (Chair),
Natalie Brett, Martin Colyer, Claire Hopkins (Vice-Chair), Jim Hynes
(Staff Governor), Sean Jacob, Maida Mofidi Nasab (Student
Governor), David Russell

In attendance: Jon Rollings (COO), Helena Thomas (Principal), Sarah Box
(Governance Manager), Andy Green (Interim CEO as of 10/08/20)

Apologies: None

WELCOME, INTRODUCTIONS AND APOLOGIES

440. The Chair welcomed Members to the meeting. She noted that this was the Student Governor's final meeting and thanked her for her contribution and wished her well for the future.

441. The Chair also thanked Andy Green for attending ahead of his formal appointment date and noted that although not a member his views would be most welcome.

MINUTES OF THE MEETING OF 29 JUNE 2020

440. The minutes of the meeting held on 29 June 2020 were agreed as a true record, with one amendment to the final bullet point under minute 387 which would be removed. The Chair's electronic signature would be applied.

Part 1 - Minutes of the meeting held on 29 June 2020 - for public record

Part 2 - Minutes of the meeting held on 29 June 2020 - confidential

Approved:

The Board formally approved Parts 1 and 2 of the minutes of the 29 June 2020 as a true and accurate record, subject to the amendment noted above.

Action:

Remove the final bullet point under minute 387 (GM)

ACTIONS ARISING FROM THE MINUTES

441. The Board received and noted a schedule outlining the progress of actions from the minutes of the last meeting which were all complete or due for report at a later date.

442. A confidential minute was taken at this point.

443. A confidential minute was taken at this point.

444. A confidential minute was taken at this point.

DRAFT RECOVERY PLAN – CONFIDENTIAL ITEM

APPROVAL OF 2020/21 FINANCIAL RETURN AND BUDGET

447. A number of meetings of the Finance Working Group had taken place to review in great detail the Base Budget for 2020/21. It was noted that the Base Budget would be superseded by the first year of the Financial Recovery Plan when complete, but that there was a mandatory requirement to submit the Financial Return and Commentary to the ESFA by the 31 July.

448. On this basis, the 2020/21 Financial Return and Budget were recommended to the Board for approval and submission to the ESFA. It was noted that the commentary would be updated to fully reference in each section the work to be undertaken on the financial recovery plan. An updated document would be recirculated to Board members for information.

Resolved:

- ***The Board approved the ESFA Financial Return and Base Budget for 2020/21, noting that the commentary will be updated to reflect the detail of the Recovery Plan.***

Action:

- ***Recirculate the Financial Return commentary to Governors when complete (COO/MC)***

GOVERNANCE REVIEW REPORT

449. The Governance Manager presented the item explaining that the more substantial changes to the Standing Orders had been highlighted in the accompanying paper. The suggested amendments were discussed and the documents approved subject to the required changes.

450. During the discussion, it was noted that a further governor recruitment exercise would be required to support the new Committee structure from January onwards. This would avoid some members sitting on more than one committee and in addition, the recruitment would seek to extend the Board's diversity. The proposed interim membership arrangements would be implemented for the autumn term, although it was noted that one further governor would be required to fully constitute the Audit Committee.

451. Members considered the options for reviewing the HR and People issues within the committee structure and it was agreed that the GM would discuss further with the clerk NLG.

Resolved:

- ***The Board approved the updates to the I&As and Standing Orders subject to the amendments discussed.***
- ***The Board approved the Scheme of Delegation***
- ***The Board approved the Schedules of Business for Board and Committees***

- ***The Board approved the Board and Committee calendar dates***

Action:

- ***Update the I&As and Standing Orders with amendments discussed (GM)***
- ***Consider options for addressing the HR and People issues at committee level (GM)***
- ***Update appointment letters for the Chair and Vice-Chair to reflect the requirement in the Standing Orders to serve until 31 July in the year that their term of office ends. (GM)***

STUDENT VOICE/FOCUS

452. The Student Governor confirmed that she had no issues to raise.

CEO REPORT

Executive Summary

453. The Chair noted the positive position on outcomes from learners, the pulse survey, and the staff awards.

454. The COO noted that Board approval would be required to confirm the extension of securities ahead of the final draw down of the emergency funding from the ESFA. Arrangements for this would be discussed with the Governance Manager.

Quality

455. A confidential minute was taken at this point.

456. Despite very good overall outcomes for learners, there are two programme areas that show some poor performances. These will be analysed as part of a root and branch assessment. This would ensure that the curriculum areas in question were reviewed in depth this review would also incorporate an assessment of the offer h necessary actions required.

457. In relation to the application data, members queried if a detailed analysis had been carried out at course level to understand which were seeing a reduced number of applications. The COO confirmed that this was the case, and any courses that were not viable would be removed. The review process is continuous and takes place until the post-enrolment period is complete.

Funding and Finance

458. The COO explained that while year to date pay is above the phased forecast, this is likely to be offset by reduced non-pay. All teaching for full time students had continued on a virtual basis throughout the pandemic. He noted that the difficulty in recruiting to some teaching roles in construction had resulted in significant agency costs being incurred to cover vacancies.

HR

459. The Chair noted that recruitment to vacancies would be picked up in a separate process outside of the meeting.

460. A confidential minute was taken at this point.

Risk Management

461. The COO advised that risks identified at the June Board meeting had now been incorporated into the schedule. He explained that there had been a full discussion on Risk Management at the recent Audit Committee meeting and that David Russell had provided suggestions to improve articulation of the risks and mitigating actions.

AUDIT COMMITTEE REPORT AND 2019/20 FINANCIAL STATEMENTS AND REGULATORY AUDIT PLAN

462. The Chair of Audit gave an overview of the meeting which had been held on the 13 July 2020. He confirmed that the draft 2019/20 Financial Statements and Regulatory Audit Plan had been received from RSM. The key risks included were the Going Concern testing, which would be required in December. Additional auditing time had been factored in to ensure compliance with the OfS accounts direction. It was noted that the fee would be within the range set out in the plan, but the final amount would be dependent on the work required.

463. A confidential minute was taken at this point.

464. Risk Management had also been discussed as reported earlier in the meeting.

Resolved:

The Board approved the 2019/20 Financial Statements and Regulatory Audit Plan.

REPORT FROM THE STRATEGIC T & F GROUP

465. The Board received the report from the Strategic T & F Group.

Resolved:

The Board noted the report.

SUBCONTRACTING SUPPLY CHAIN FEES AND CHARGES POLICY AND ARRANGEMENTS FOR 2020/21

466. The Board received the subcontracting supply chain fees and charges policy and arrangements for 2020/21.

Resolved:

The Board approved the Subcontracting Supply Chain Fees and Charges Policy and arrangements for 2020/21

ENVIRONMENTAL AND SUSTAINABILITY POLICY

467. It was noted that transport was not included in the policy and the COO confirmed he would review this element.

Resolved:

The Board approved the Environmental and Sustainability Policy.

Action:

Review transport within the policy. (COO)

GB SKILLS REPORT OF ACTIVITY

468. The Board received the GB Skills report of activity.

Resolved:
The Board noted the report.

DATE OF NEXT MEETING

469. The date of the next meeting was confirmed as Tuesday 29 September 2020.

ANY OTHER BUSINESS

470. The Chair noted that Brighton & Hove City Council would be running a workshop to present the data collected on the local skills and business needs. The meeting was likely to take place on 8 September and she invited all to attend.

The COO, Principal, Staff Governor and Student Governor left the meeting

REMUNERATION COMMITTEE REPORT


Recorded separately in Part 3 of the minutes

CONFIDENTIAL STAFFING ITEM

Recorded separately in Part 3 of the minutes.

PART 3 MINUTES OF THE MEETING OF 29 JUNE 2020

Recorded separately in Part 3 of the minutes.


Signature of Chair..... Date...20 October 2020.....