

**Greater Brighton Metropolitan College
Board of Governors**

**Minutes of a meeting held at the West Durrington campus
Monday 26 November 2018 commencing at 4.30pm**

Present: Julie Nerney (Chair), Nick Juba (CEO), Joy Mercer, Claire Hopkins,
Gary Anderson, Jim Hynes (Staff Governor), Martyn Wilks

In attendance: Rhiannon Phinbow (HR Director), Jon Rollings (COO), Helena
Thomas, Lynn Payne (Interim Governance Adviser)

Apologies: Scott Marshall, Natalie Brett, Anwar Musa (Student Governor)
Jenny Brooker (Governance Adviser),

WELCOME, INTRODUCTIONS AND APOLOGIES

49. The Chair welcomed everyone to the meeting and apologies were noted. She spoke about the AoC Conference last week and recommended it as a useful event for Governors in the future.

MINUTES

50. The minutes of the meeting held on 29 October 2018, having been previously circulated to Governors, were agreed as a true record and signed by the Chair.
All Governors were in agreement.

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All Governors were in agreement.

MATTERS ARISING FROM THE MINUTES

52. All matters arising were considered and noted.

APPOINTMENT OF STAFF GOVERNOR

(Jim Hynes was asked to leave the meeting)

53. The Chair spoke about the selection panel that had met to consider the applicants for the office of Staff Governor. She confirmed it had been unanimous that Jim Hynes be appointed as Staff Governor. It was noted his term of office would to be 31 July 2021.

54. Governors were asked

- i) to approve the appointment of Jim Hynes as Staff Governor for a term of 3 years
 - ii) for the Chair to work with the Staff Governor in the last year of his tenure to promote the benefits and opportunities of the role to drive applications and interest to support succession planning.
- Governors agreed the recommendations.**

(Jim Hynes returned to the meeting)

APPOINTMENT OF INTERIM CLERK

55. The Chair advised Governors that she and the CEO had conducted a recruitment process for a fixed term maternity cover for the Clerk's role. Unfortunately this did not result in any appropriate candidates being identified. Relevant networks and agencies were approached to find an interim Clerk as Lynn's base location made her continuing as the current interim challenging. The Chair informed Governors of the interview held with Yolanda Hughes, who lived relatively close to the college and had considerable experience as a Clerk in FE and other education institutions and was also a qualified Company Secretary skilled in Commercial and Corporate Governance.
56. A confidential minute was taken at this point. Please see confidential minute 56-57.
58. The Chair and CEO expressed their grateful thanks to Sue Harman for the significant amount of additional work she'd taken on in the past year in supporting the administration of the Board and to Lynn for her support in the past year as Interim Clerk.

CEO REPORT

Executive Summary

59. The CEO reported on the bespoke leadership development programme, Leading Together, and informed Governors that the programme had received fantastic feedback from participants. It was felt that post-merger it had been important for the Senior Leadership Team to build relationships and the programme had delivered high impact.
60. A confidential minute was taken at this point. Please see confidential minute 60-66.

Quality

67. The Interim Principal reported on the quality of teaching and learning. There were two areas of provision flagged as red. These were attendance in English and Maths and Inclusion.
68. The report on attendance was noted as not providing a full picture of the position as there had been issues with the completeness and accuracy of register class lists with some students not being fully enrolled or transfers having taken place and registers not being adjusted accordingly. Governors noted the importance of having reliable data in the CEO report for them to discharge their operational assurance responsibilities.
69. The total number of 16-18 student withdrawals was noted as 505 consisting of 338 students who were non-starters and 167 students who withdrew from their course before the end of the funding qualifying period. Governors were unable to benchmark this against prior years and asked for comparative data to be provided.

Action: CEO

70. There was a discussion on the Student Voice. It was noted student feedback had been received in the six week review process and that the Student Council had been formed

and had started its programme activity for the year. The Chair asked for the dates of the Student Council meetings to be shared with Governors.

Action: Clerk

Funding and Contract Performance

71. The COO reported on the funding and contract performance in Apprenticeships, carry in, levy and non-levy.
72. The Chair reported on a ministerial announcement at the AoC Conference relating to the reasons for the need to reapply to join the register of approved apprenticeship providers. It was noted that the bar for approval would be raised. The COO advised Governors that the College would need to bid for a new contract in 2019.
73. The COO flagged a risk to FE fees on adult education as some students now had additional remission entitlements following changes to the funding rules.

Action: COO

Finance

74. The COO presented his report advising Governors that a full review of the financial forecast had been undertaken at the end of the first quarter. Governors were advised that the financial position had been aligned to the information presented to the Transactions Unit and Barclays Bank as part of the actions to address the College's current liquidity position.
75. The COO explained that the income reduction was split between Commercial income £200k, Apprenticeship income £200k and £50k in International income. It was noted the reductions had been aligned with the areas where targets had not been achieved in 2017-18.
76. A detailed pay reforecast had been undertaken as part of the Post Enrolment Reviews. The overall impact was an increase in the pay forecast of £300k. It was noted the increase had been offset against the contingency reducing the remaining amount to £200k.
77. A confidential minute was taken at this point. Please see confidential minute 77-84.

HR

85. The HR Director reported on the key items in her report. Governors were pleased to note the progress in the completion of the appraisals.

Property

86. The COO updated Governors on the Pelham Redevelopment scheme. It was confirmed that the planning application would be considered on 5 December 2019. The COO reported that the sale of building on the East of Pelham Street was nearly at the stage of the preferred bidder being confirmed as the best and final offers were currently being reviewed by the College's agent.

87. It was noted that the Transactions Unit and Barclays Bank would need to give their consent before the decision could be made on whether to conclude the contract for the disposal of the site.

Risk Management

88. Governors discussed the latest Key Risk Schedule. It was noted there were eight category red risks and these were considered. The risk scores for these risks had not changed since the last report. Governors noted the key controls and mitigations that were being taken in relation to these key risks.

INSTITUTION LEVEL ACADEMIC HEALTH REPORT (IAHR) 2017-18 ACTION PLAN

89. Governors had received the IAHR report 2017-18 and Action Plan for 2018-19. The CEO informed Governors that the IAHR had been completed in line with the University of Brighton's prescribed format for institutional reviews. It provided an overview and assessment of the quality of Higher Education provision at the College. There was a discussion about the external validation process for the report.
90. Governors raised a series of concerns regarding retention and achievement and plans for improving both of these metrics in the year ahead. Governors also discussed the outcomes of the National Student Survey (NSS) and the action plan for 2018/19.
91. Governors noted the significant emphasis at the Board in the past 12 months on Higher Education and welcomed the time spent on understanding, enhancing and improving the HE student experience at GB Met.

Governors approved the IAHR and Action Plan.

OFFICE FOR STUDENTS (OfS) ANNUAL ACCOUNTABILITY RETURN 2018

92. Governors were asked to approve the OfS Annual Accountability Return 2018.
93. The CEO advised Governors that the submission of an annual assurance statement by the accountable officer was a requirement of the regulatory process during the transition from the Higher Educational Funding Council for England to the OfS.
94. Governors noted that alongside the IAHR, the monthly reporting on HE Key Performance Indicators, the Curriculum Strategy, proposals around internal progression and recruitment, alongside the HE Strategy, had provided a robust overview of HE provision during 2017/18.

Governors approved the Office for Students Annual Accountability Return 2018.

ANNUAL SAFEGUARDING AND PREVENT REPORT

95. Governors were asked to review the 2017-18 annual report on Safeguarding and Prevent activities to be assured that the College was meeting its statutory duties. The report covered the Safeguarding and Prevent arrangements for the College. It detailed the progress made in delivering Safeguarding and Prevent training for staff and students. The report covered the data trends for safeguarding and Prevent 2016-17 and 2017-18 and early data for 2018-19.

96. Governors discussed the latest guidance from DfE on Keeping Children Safe in Education 2018 and noted the impact this would have on college policies and procedures.
97. The CEO advised Governors he was confident that the College had a robust safeguarding assurance framework in place that was monitored and that appropriate action was taken as required. He informed them that the annual report was considered at the Executive team meetings together with considering priorities for the year ahead.
98. The Lead Governor for Safeguarding advised that the policy and practice in safeguarding would be continually under review as there were regular changes in that area. She referred to the changes in the Safeguarding Lead role at the College and the need to have fully trained deputies who could act in the role of the lead safeguarding person if required. It was noted the CEO was currently the Safeguarding Lead for the College.
99. The issues relating to County Lines or VVE were explained and discussed.
100. There was a discussion on the resources in place to support mental health issues. The CEO reported that there was a very robust system in place to support vulnerable students. It was noted there was a funded mental health awareness course available for staff. Governors enquired whether this was also available for students.

Action: HR Director

ANNUAL HEALTH AND SAFETY REPORT AND H & S POLICY

101. The COO went through the Annual Health and Safety Report highlighting the basis of preparation and key elements. Governors were pleased to note the training provided to the Deputy Health and Safety Manager.

Governors reviewed the Health and Safety Report and approved the updated Health and Safety Policy.

SALE OF GLOUCESTER BUILDING (PELHAM CAMPUS)

102. Governors were asked to approve the sale of the Gloucester building in line with the best offer available from the marketing process. The Disposal Recommendation Report (DRR) from the College's agent Cushman and Wakefield was considered. The COO referred to the reasons why the Gloucester building should be marketed separately from the main disposal contained in the professional advice.

A confidential minute was taken at this point. Please see confidential minute 102.

The Transaction Unit had already advised their consent was not needed. The CEO confirmed that the sale proceeds would be ring-fenced for the Pelham project.

The sale of the Gloucester building was approved.

OUTTURN QUALITY DATA 2017/18

The report on the high level overview of the academic performance in 2017/18 was noted.

TERMLY REPORT ON DATA PROTECTION AND FREEDOM OF INFORMATION REQUESTS

103. Governors had received summary report on the Data Protection and Freedom of Information requests. The Chair asked for the origin of data protection information to be included in the next report.

ACTION: COO

SAFEGUARDING AND PREVENT POLICY

104. Governors had considered the updated Safeguarding and Prevent Policy incorporating changes resulting from the statutory guidance to schools and colleges this year on 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children'.

Governors approved the Safeguarding and Prevent Policy

VARIATION OF RESTRUCTURING FACILITY TERMS

105. Governors were advised that during the period in which the college was renegotiating the restructuring fund facility with the Transaction Unit they had agreed to a repayment holiday for the December 2018 and March 2019 payments to support cashflow.

All Governors had considered the letter of 19 November 2018 from the Transactions Unit and specifically approved the terms of the letter and the transactions contemplated by it and resolved to execute, deliver and perform the letter.

DATE OF NEXT MEETING

106. No other business was raised. The date of the next meeting was confirmed as Monday 17 December 2018 at 4.30pm at the Brighton Central campus.

MEETING EVALUATION

107. Governors held an evaluative discussion on the meeting. Notes of the discussion are recorded separately and contribute towards the governor annual self-assessment of the performance of the board.

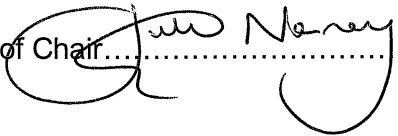
ANY OTHER BUSINESS

108. It was noted the Self-Assessment Report would come to the Board in December. The Chair asked for agreement to work with the Assistant Principal, Teaching Learning and Quality on the governance contribution to this.

Governors were in agreement.

109. The development plans would include reference to the general governance support from the DfE for free funded courses including the Aspiring Principals course.
110. The dinner after the Board meeting on 17 December 2018 would be at the Gallery Restaurant in Brighton.
111. It was noted there would be a presentation on Ofsted from the Acting Principal before the next Board meeting in December.

The meeting closed at 7.05 pm.

Signature of Chair.......... Date 17/12/18.....