

**Greater Brighton Metropolitan College
Board of Governors**

**PART 1: Minutes of a meeting held at the Brighton Central Campus
Monday 28 October 2019 at 4.30pm**

Present: Julie Nerney (Chair), Nick Juba (CEO), Gary Anderson, Natalie Brett,
Jim Hynes (Staff Governor), Claire Hopkins, Scott Marshall

In attendance: Jon Rollings (COO), Rhiannon Phinbow (HRD), Sarah Box
(Governance Manager), Peter Molyneux (observing), Janine Farr-
Bailey (Director of HE) for item 6 only

Apologies: David Russell, Helena Thomas (Principal),

WELCOME, INTRODUCTIONS AND APOLOGIES

46. The Chair welcomed members and also Peter Molyneux, Chair of Sussex Partnership NHS Foundation Trust who was observing the meeting. Apologies were noted from David Russell and the Principal.
47. The Chair extended her congratulations to everyone involved in the recent HE Graduation Ceremony and commented on the joy of seeing GB MET students celebrating their success.
48. Priority areas on where the Board should spend time on the agenda were noted as:
 1. Ofsted inspection feedback and next steps
 2. Apprenticeships
 3. Safeguarding Annual Report
49. The Board were reminded of the evaluation questions which would be considered at the end of the meeting.

MINUTES OF THE MEETING OF 30 September 2019

50. The minutes of the meeting held on 30 September 2019, were agreed as a true record and signed by the Chair.

Part 1 – Minutes of the meeting held 30 September 2019 – for public record

Part 2 – Minutes of the meeting held 30 September 2019 – confidential

Approved:

The Board formally approved the minutes of the 30 September 2019 as a true and accurate record. The Chair of the Board signed the master copy.

MATTERS ARISING FROM THE MINUTES

51. The Committee received and noted a schedule outlining the progress of actions from the minutes of the last meeting which were all complete or due at a later date. The CEO verbally updated on the action relating to minute 228, and explained that no further information had been received from the ESFA. The action relating to minute 212 on the self-referred/tutor referred safeguarding cases would be confirmed in December.

OFSTED INSPECTION FEEDBACK

52. The Chair commented on the extraordinary effort shown by staff prior to, and during, the recent Ofsted inspection and extended the Board's thanks for all the hard work undertaken.
53. Since the inspection, the CEO and Principal had held feedback sessions at all five campuses to discuss the results in further detail. The key message was that the aggregated grade was disappointing, but inspectors had witnessed good practice and the judgement regarding apprenticeships had filtered through and affected the overall grade. The 16-18 provision had just missed a good grading due to some inconsistencies. The grading of the high needs provision - embedded in curriculum rather than the Colleges discreet offer - had been very disappointing due to the strength of the provision for high needs students in this area, and the exceptional outcomes achieved in 2018/19.
54. The CEO commented that important lessons had been learnt from the inspection. Staff were disheartened at the result but keen to show evidence of the good practice in their areas. The final report was delayed by one week and would be received on the Principal's return from annual leave for factual accuracy checking before a final report would be published.
55. In discussion, the Board and Executive team raised the following:
- There was work to be done from a reputation management perspective. A press response had been prepared and the CEO had discussed the outcome with the three Local Authorities and the LEP who had all been supportive. Apprenticeship partners had also been advised.
 - Preparation for monitoring visits was underway. An immediate action plan had been devised following the feedback regarding high needs students and improvements in this area would be assessed prior to Christmas. A further monitoring visit could be expected in 7-13 months, followed by a full inspection in 12-30 months.
 - The quality and validity of the inspection process and the new framework was discussed, and Board members who had been directly involved shared their experiences.
 - The feedback received regarding the Board not responding quickly enough to poor performance areas was considered. Members discussed their accountability and how the Board discharges its duties, particularly in relation to apprenticeships.
 - The inspection feedback received was noted as insightful and valuable and would drive improvements to quality via the SAR and CIP. Both documents would be submitted to Board in November, incorporating all details from the inspection feedback and actions arising.
 - ***A confidential minute was taken at this point.***
 - Members considered the impact on staff who had spent significant time preparing for the visit and how the process had worked during inspection and whether it had been an efficient use of their time.

Action:

***Confirm if staff preparations and involvement had been necessary and appropriate.
(Principal)***

Received:

The Board noted the post-inspection feedback.

STUDENT GOVERNOR RECRUITMENT UPDATE

56. Further to the update at the October Board meeting, it was confirmed that four interviews had taken place following the application closing date. All candidates had impressed with their commitment and enthusiasm, and the position had subsequently been offered to a

student who was on a level 3 music performance and song writing course. The Governance Manager advised that she was working with the student's parent and the Head of Student Services to ensure that that parental consent was received and that due consideration was given to the requirements of the role and the college's safeguarding responsibilities.

57. As a current course representative, the new student governor would be able to utilise the Student Council meetings as a forum for understanding the student voice and ensuring a cross college representative view was communicated to the Board.
58. An induction would take place prior to the November Board meeting, and the Governance Manager and Chair would provide ongoing support.

Approved:

The Board approved the Student Governor's appointment subject to the necessary safeguarding and parental consents being in place.

ACADEMIC HEALTH REPORT

Janine Farr-Bailey joined the meeting.

59. The Director of HE provided an overview of the report, which was required as part of the validation for the College's HE provision. The positive impact of the progression promise on recruitment and meeting target attendance rates were highlighted, which the Board welcomed. It was suggested that the journey of Progression Promise students and their subsequent achievement should be tracked.
60. The widening gap in outcomes for BAME and white students was discussed. However, it was noted that the local BAME demographic is low and therefore achieving the benchmark would always be challenging, It was agreed to confirm if the HE provision was in line with FE on this. Widening participation was a focus of the action plan and it was confirmed that the College met more targets for mature students compared to other providers.
61. The Director of HE described some of the actions being undertaken to address the issues highlighted by the NSS survey, in particular the improved induction process, student voice and ensuring that the student experience is consistent across all courses.
62. It was confirmed that the format of the report would change once UAL begin validation of the HE provision. There would be a period during the teaching out of University of Brighton courses where two reports would be required.

Janine Farr-Bailey left the meeting.

Action:

Confirm if HE and FE BAME demographics are broadly in line. (CEO)

Approved:

The Board approved the Institutional Academic Health Report and action plan.

CEO REPORT

Executive Summary

63. The CEO presented his report and highlighted the key points as follows:

- ***A confidential minute was taken at this point.***
- An updated College-wide Safeguarding Systems Assurance Framework (SSAF) had been introduced in the previous month which would capture enhanced detail of the safeguarding and PREVENT risks.
- The Pelham redevelopment was progressing at pace. The contingency budget had reduced in the month but was still considered appropriate.

- ***A confidential minute was taken at this point.***

Quality

64. The CEO presented the Quality Report in the Principal's absence. The final achievement outcomes and the significant increases for all ages and levels were noted, and he expressed his thanks to the Principal and her senior team for delivering the very significant improvements for 16-18 year olds in such a short space of time. The Chair also commended the impressive data and noted how the impact of the CIP is demonstrated in the results.
65. The progress with the Teacher Learning Communities was highlighted.
66. The Chair advised that David Russell had provided some insight around the provision of quality data to the Board. Whilst the numbers were important, it had been suggested that some discursive text could also be provided to frame and contextualise the teaching and learning within the CEO report.
67. The Chair requested feedback on Day 42 data (withdrawals and retention), it was confirmed that it was still too early but it would be included in November's CEO report.

Action:

Update the Quality report to provide some discursive text in addition to the data. (Principal)

Provide Day 42 data in November CEO report (Principal)

Funding/Contract Performance

68. The COO advised that it was early days in terms of the funding/contract performance data. The key messages were highlighted by the amber rating for apprenticeships, due to previously documented concerns regarding the 2018/19 outturn, with lower levels of achievement and reduced roll-forward recruitment. The AEB would not have its first funding return until December. International had also been rated amber due to the recent Ofsted outcome and the impact this might have on recruitment.

Finance

69. The COO gave an overview of the financial data, explaining that pay and non pay were below budget as expected at this time of year. A reforecast for Q1 would be included in the October Management Accounts/November CEO Report.
70. ***A confidential minute (70-73) was taken at this point.***

HR

74. The HRD advised the Board that level of absence was showing an increase. Particularly long term sickness, which was 15% higher than last year. She confirmed that training for managers was provided in order to assist in their understanding of the formal intervention process, and ensure that absence is managed effectively to support staff back to work.
75. The HRD confirmed that the new appraisal system had been launched and that a training programme had subsequently commenced for all managers with responsibility for appraising staff. The Chair requested access to this training by 17 December.
76. It was confirmed that the Enterprise restructure was going smoothly and that Unions had been consulted. The consultation period would run to 6 November 2019.

Action:

Chair of the Board to receive new appraisal system training by 17/12/19 (HRD)

Property

77. The Chair requested further detail on project milestones to be included in future reports.

78. In response to queries, the COO advised that revised S.278 proposals were being prepared for Redcross Street, and discussions were underway with regard to the planning concerns relating to the width of the pavement and loading bays.
79. Update meetings for staff had been arranged to discuss any concerns about the redevelopment project. There had been a low turnout so communication would continue via intranet updates and display boards.
80. Pedestrian overspill onto Pelham Street had been a concern but increased signage around the site had helped with this issue.
81. The Board registered their concern at the limited furniture budget but recognised the constraints in light of the earlier financial discussions.

Action:

Provide further detail of project milestones in future reports (COO)

Risk Management

82. The Board received the update on Risk Management as detailed in the CEO's report. All risks had been discussed under relevant items.

APPRENTICESHIPS – CONFIDENTIAL ITEM

SAFEGUARDING ANNUAL REPORT

94. The CEO presented the Safeguarding Annual Report for consideration and approval of the priorities for 2019/20. The key points discussed were as follows:
 - ***A confidential minute was taken at this point.***
 - The additional number of referrals to pastoral support in 2018/19. The CEO noted that increasingly there were fewer third sector provisions available, which could account for the rise in numbers. He explained that the pastoral mentor service is a part of the wrap around support provided to vocational learners and is a key service provided by the college. Despite the increase in referrals, the team continued to deliver the same quality of service without an increase in budget.
 - The College's review of the Safeguarding Systems Assurance Framework would provide a more comprehensive articulation of risks, actions and controls, and would also provide the Local Authority with the assurance that the College is considering all aspects of safeguarding.
 - The Board commended the outstanding work delivered by the safeguarding team, and commended their resilience despite the emotional demands placed upon them. Members discussed whether there was enough support and professional training in place for the team, particularly as the service is delivered in house.
 - The CEO commented that he had taken on the role of DSL in the previous year and would be reviewing the structure and roles and responsibilities of the Safeguarding team in the year ahead. Consideration would be given to the structure of training requirements/support to staff as part of that review.

Action:

Confirm changes to the structure of safeguarding team and detail of any training/support requirements via Safeguarding Board and biannual update to Board. (CEO)

Approved:

The Board approved the priorities for 2019/20

GOVERNANCE POLICY FRAMEWORK ANNUAL REVIEW

95. The Chair explained that the Board were regularly required to review the key governance documents and that only minor changes were suggested as highlighted in yellow.

Approved:

The Board approved the amendments to the Instruments & Articles, Standing Orders and associated annexes.

ANNUAL BOARD EFFECTIVENESS REVIEW

96. The Board noted the results from the Board effectiveness survey and annual reviews

97. The Board approved the agreed areas for the Board's development for 2019/20

98. The Board approved the proposed target attendance figures for 2019/20. These were 85% for Board meetings, 80% for Audit Committee and 100% for Remuneration Committee. The minimum attendance will remain published at 80% in the Standing Orders.

REMCO REPORT AND SPH REMUNERATION AND RETENTION OF INCOME POLICY

99. The Board noted the draft minutes from the Remuneration Committee meeting on 7 October 2019.

The Board approved the SPH remuneration and retention of income policy.

Action:

INTERNAL AUDIT PLAN FOR 2019/20

100. The Board approved the Internal Audit Plan for 2019/20.

REGULARITY SELF ASSESSMENT QUESTIONNAIRE

101. The Board approved the Regularity Self Assessment Questionnaire.

MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT

102. The Board approved the updates to the modern slavery and human trafficking statement.

USE OF COLLEGE SEAL REPORT

103. The Board noted the Application of the College Seal report for 2018/19.

ESFA SUB-CONTRACTING ASSURANCE REQUIREMENTS

104. The Board noted the ESFA requirement.

BOURNEVILLE COLLEGE CHECKLIST

105. The Board noted the ESFA checklist.

DATE OF NEXT MEETING

106. The date of the next meeting was confirmed as Monday 25 November 2019 at the West Durrington Campus.

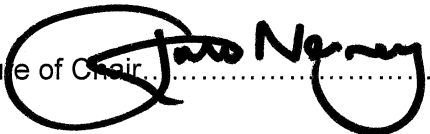
ANY OTHER BUSINESS

107. The Chair reminded Board members that the next meeting would be followed by a dinner in The Gallery restaurant at the West Durrington Campus providing an opportunity to engage with our students and the outputs of their learning on their course.

MEETING EVALUATION

108. Board members provided feedback which was recorded separately.

The meeting closed at 7.05pm.

Signature of Chair.....  Date. **25/11/19**