

**Greater Brighton Metropolitan College
Board of Governors**

**PART 1: Minutes of a meeting held virtually via Google Meet
Monday 29 June 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, Nick Juba (CEO), Maida Mofida Nasab (Student Governor), David Russell

In attendance: Jon Rollings (COO), Helena Thomas (Principal), Sarah Box (Governance Manager), Janine Farr-Bailey (Director of HE) for Item 11 only.

Apologies: None

WELCOME, INTRODUCTIONS AND APOLOGIES

377. The Chair welcomed Members to the meeting.
378. A confidential minute was taken at this point.
379. The high volume of meeting papers was noted and the Chair advised that the new Committee structure would allow for much of the detail to be covered outside of the main Board meetings from September onwards.

MINUTES OF THE MEETING OF 27 APRIL 2020

380. The minutes of the meeting held on 27 April 2020 were agreed as a true record and the Chair's electronic signature would be applied.

Part 1 - Minutes of the meeting held on 27 April 2020 - for public record

Part 2 - Minutes of the meeting held on 27 April 2020 - confidential

Approved:

The Board formally approved the minutes of the 27 April 2020 as a true and accurate record.

ACTIONS ARISING FROM THE MINUTES

381. 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.
382. The Chair noted that an anonymous Board meeting evaluation survey would be circulated the following day for members to provide feedback.

ESFA FINANCIAL NOTICE TO IMPROVE – CONFIDENTIAL ITEM

DRAFT 2020/21 BUDGET – CONFIDENTIAL ITEM

CURRICULUM MANAGEMENT AND SUPPORT: COSTS AND STRUCTURES

392. Item withdrawn

COLLEGE IMPROVEMENT PLAN (CIP): YEAR-END REVIEW

393. The Principal presented the year-end review of the CIP. She explained that the report was split in 5 sections and there had been areas of improvement despite Covid, some areas where progress had stalled due to the pandemic and others where it had impacted directly. She also noted that there were workstreams which would require longer than a year to show improvements to student outcomes and successes, such as apprenticeships.

394. Leadership and Management - significant progress was reported across all 4 areas with many positive outcomes. The work to improve apprenticeships will be more clearly demonstrated through improved outcomes for learners in 2020/21, progress had been made in 2019/20 but the apprenticeship data still includes apprentices who are passed their planned end date. This would be significantly reduced moving into next year and a final end year position would be complete by the end of July.

395. Quality of Education - The Principal drew the Board's attention to the information noted at 2.1 for functional skills and Maths. Progress had been good prior to Covid, but the college closure had impacted the remedial work required to progress the students through the year. Ordinarily functional skills intense delivery and exams continue throughout June and July.

396. Predicted achievement data evidenced that teaching methods had led to good outcomes for students (all ages) at Entry, L2 and L3 all of which are above the benchmark, particularly L2&3. However, outcomes at L1 have improved when compared to last year but are still behind the national average, mainly due to the functional skills delivery described above.

397. The behaviours and attitudes section outlined the work required to improve attendance for L1 and students but it was noted that the achievement data for vocational level 1 is likely to meet the benchmark. The Principal outlined the challenges remaining with L1 attendance and industrial placements. She described how the College had received a very successful Matix inspection report, however, Covid had impacted progress on securing work placements and industrial placements. Further work was also required to build on the progress made with e-Trackr to consistently capture employability skills and activities related to the Gatsby benchmark.

398. A confidential minute was taken at this point.

399. A confidential minute was taken at this point.

400. Progress with the provision for students with high needs had been rated green due to the progress made since the start of the year. She explained that preparations were fully underway to prepare for the September's intake of high needs students.

401. The CEO thanked the Principal for all the work undertaken with the CIP and drew the Board's attention to the Ofsted monitoring visit expected between September and December. He explained the CIP is a key document for Ofsted to review during the visit.

Resolved:

The Board received the year-end CIP review

Action:

Provide high needs trend data for the last two years. (Principal)

GOVERNANCE REVIEW REPORT

402. The Governance Manager assured the Board that the work to update and draft documents to support the new structure was underway. The Board provided feedback on the draft ToR for the Finance Committee and Teaching and Learning Committee, which would be incorporated into the final versions.
403. She noted that the decision on the number of Board meetings required on an annual basis had been deferred at the April meeting. In order to finalise the Schedules of Business and the Board calendar, the Board agreed that it would be helpful to plan for 6 meetings and then reduce to 4 as required.
404. The Board were notified that the temporary amendment to the quoracy arrangements which were put in place at the start of the pandemic were now due for review. It was recommended that the business as usual quoracy arrangements were reinstated as set out in the Standing Orders, this was agreed by the Board.

Resolved:

- ***The Board approved that 6 Board meetings would be scheduled for 2020/21, reducing to 4 as required.***
- ***The Board approved the reinstatement of quoracy arrangements as set out in the Standing Orders.***

STUDENT VOICE/FOCUS

405. Student Voice/Focus video items were not possible to produce at the current time and would be rescheduled as soon as possible.

CEO REPORT

Executive Summary

406. A confidential minute was taken at this point.
407. A confidential minute was taken at this point.
408. The CEO reported the College has gradually been reopening to students who need to complete assessments prior to the end of the academic year, and had been managed in a way that was safe for staff and students.
409. Plans for September reopening were advancing and changes to government guidance around social distancing were being carefully monitored. The challenges were complex and there were some site specific issues and common approaches to timetabling and blended/remote delivery.
410. The Board were informed the College had taken part in an Ofsted action research project to review learners' experience of online learning during Covid-19. The feedback had been positive noting the approach the College had taken to maintaining standard timetables for students but delivering these remotely.

411. A confidential minute was taken at this point.

412. In response to a query, the CEO confirmed that applications over the last few weeks were similar to last year's cycle despite Covid, although he reminded Members of the late dip which had occurred thereafter. Board members considered the potential number of unemployed in the local communities as a result of the pandemic and asked if there was capacity to accommodate their educational needs if required. The CEO confirmed that this would be considered as part of the curriculum and resource planning and there was scope to add to group sizes.

413. The Principal noted the GCSE results reported in the Quality report, which were all above benchmark.

Funding and Finance

As reported under Item 4. Draft Budget.

HR

414. A confidential minute was taken at this point.

Property

415. Reported under Executive Summary.

Risk Management

416. A confidential minute was taken at this point.

The HE Director joined the meeting

HIGHER EDUCATION INSTITUTIONAL ACADEMIC HEALTH REPORT (IAHR)

417. The Chair urged that gaps between BME and white students should be addressed proactively to eliminate any unconscious bias. The HE Director confirmed that the issue had been addressed in the action plan and OfS were monitoring closely. Staff were working to identify solutions, which would be shared with the student body.

418. The Chair also noted that focus on complaints should be ensuring that there were fewer reasons to complain rather than having targets to reduce the amount. The HE Director confirmed that this was the focus of the work and staff were working to address any issues earlier in order to avoid complaints, but also ensuring that students understand how to raise a complaint if required.

The HE Director left the meeting

HEALTH AND SAFETY: MID-YEAR REPORT

419. The Health and Safety mid year report was received by the Board.

420. A confidential minute was taken at this point.

The Board received the H&S mid-year report

REPORT FROM THE STRATEGIC T & F GROUP

- 421. The Board received and noted the item.
- 422. A confidential minute was taken at this point.

2019/20 ANNUAL OPERATING PLAN: YEAR-END REVIEW

- 423. The Board received and noted the AOP: Year end review. The Board and Executive were advised that any items rated as red should include a clear set of actions to bring back in line to amber and green.

Action: Include clear set of actions on any red rated AOP actions to bring back in line to amber/green (COO)

DATA BREACH PLAN

- 424. The Data Breach Plan was approved by the Board.

PRIVACY STANDARD

- 425. The Privacy Standard was approved by the Board.

ESFA EMERGENCY FUNDING WRITTEN RESOLUTION

- 426. The item was noted as had previously been approved by the Board via a written resolution on 22 June 2020.

FE ADMISSIONS POLICY

- 427. The FE admissions policy was approved by the Board.

HE ADMISSIONS POLICY

- 428. The HE admissions policy was approved by the Board.

GENDER PAY GAP STATEMENT

- 429. The Gender Pay Statement was noted and the Executive were commended on the excellent position of the report. The median gap was confirmed at 0% (down 6%) and the mean gap at 2% (unchanged). This compares with a sector gender pay gap of c15%.

MULTI FUNCTIONAL DEVICE CONTRACT AWARD

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

DATE OF NEXT MEETING

- 432. The date of the next meeting was confirmed as Monday 27 July 2020.

ANY OTHER BUSINESS

- 433. None

CONFIDENTIAL STAFFING ITEM

Recorded as Part 3 of the minutes.

The meeting closed at 8.30 pm

Signature of Chair.....*Sue Berel ditz*

Date.....27.07.2020.....