

**Greater Brighton Metropolitan College
Board of Governors**

**Part 1 Minutes of a meeting held at the Brighton campus
Monday 17 December 2018 commencing at 4.30pm**

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

In attendance: Rhiannon Phinbow (HR Director), Jon Rollings (COO), Helena Thomas (Interim Principal), Yolanda Hughes (Interim Clerk to the Corporation)

Apologies: Nil

WELCOME, INTRODUCTIONS AND APOLOGIES

112. The Chair welcomed everyone to the meeting and noted that all members were present.
The Interim Clerk to the Corporation, Yolanda Hughes was introduced to the members.

MINUTES

113. The minutes of the meeting held on 26 November 2018, having been previously circulated to Board members, were agreed as a true record and signed by the Chair.

Approved

The Board formally approved the minutes of the 26 November 2018 as a true and accurate record. The Chair of the Board signed the master copy.

114. The confidential minutes of the meeting held on 26 November 2018, having been previously circulated to Board members, were agreed as a true record and signed by the Chair.

Approved

The Board formally approved the confidential Part 2 Minutes of the meeting held on 26 November 2018 as a true and accurate record. The Chair of the Board signed the master copy.

MATTERS ARISING FROM THE MINUTES

All matters arising were considered and noted.

115. Governor Away Day Action Points – noted that these would be picked up separately by the Interim Clerk and the Chair.
116. Gloucester Sale Approval – it was noted that the contract needed to be finalised and the Corporation Seal applied.

Action – COO and Chair

STRATEGIC ITEMS

EXECUTIVE STRUCTURE AND RECRUITMENT
Minuted as Confidential Part 3 Business

117. 16.33pm – The COO and Acting Principal were excused from the meeting.

118. Minuted as confidential from 118 to 122.

SELF-ASSESSMENT REPORT FOR 2017/2018 AND QUALITY IMPROVEMENT PLAN 2018/2019

123. The Interim Principal presented the Self-Assessment Report for 2017/18 which set out the College's assessment of quality outcomes for the 2017/18 academic period. The report set out the overall effectiveness grade as 'requires improvement' which represented a significant risk for the College and would contribute to Ofsted's inspection planning process.

The Board were appraised on the College Improvement Plan (CIP) which was the proposed action plan for the year ahead.

Governors commented on the grading in Construction at Brighton which was self-assessed as inadequate. It was explained by the Interim Principal, that there were specific issues at the Brighton campus that had contributed to the grading.

Governors remarked on the investment made at the Brighton campus in Construction and stated that despite the improvement in physical resources there had not been any progress in quality. The Interim Principal added that they had struggled with staffing and legacy issues with the quality of teaching and learning. They were, however, now confident that the Executive understood the route cause for the lack of improvement and provided the Board with details of the action plans that had been put in place to monitor under performance in specific programme areas.

Governors questioned the deterioration in the overall effectiveness grade which had gone from good in 2016/2017 to requiring improvement. The CEO stated that a range of factors had impacted on performance and that both the process for developing and monitoring the CIP had been overhauled to ensure that the Executive Team – and the whole college – were focused on making the required improvements in 2019.

The Board agreed that the Self-Assessment Report was a frank and honest document but questioned some of the drafting. It was agreed that Paragraph 1 under Leadership and Management would be revised.

124. **Action – Interim Principal**
Leadership & Management – Para 1 to be reworded as requested by the Board.

125. **Approved**
The Board formally approved the Self-Assessment Report for 2017/18 subject to the requested amendment being made to Para 1 under the Leadership & Management section.

126. **College Quality Improvement Plan (CIP) 2018/2019**

127. The Interim Principal reported on the proposed CIP for 2018/2019 and the monitoring that would be undertaken internally on a monthly basis.

The CEO asked the Board for their views on the monitoring and reporting back of the CIP. The Governors discussed the CIP at length and the Chair stated that the Board were keen to understand not only the actions but their impact on improving quality once they had been implemented and completed.

Governors also commented on the content of the document and the fact that the report was very data dense which could make understanding and identifying the key priority areas challenging. The CEO stated that there were four clear priorities around English & Maths; Apprenticeships; Teaching and Learning and Curriculum outcomes. The Board accepted the points made but wanted to ensure that there was a clear understanding of the impact that the CIP was having on the quality of teaching and learning.

128. Action – Acting Principal/CEO

Governors commented on the improved CIP presented but, stated that it would be useful to have the following points highlighted in future:

- ***The Executive to report back the outcomes of the actions undertaken (impact).***
- ***To be considered as an agenda item for pre board briefings to cover the key areas for improvement***
- ***Review and provide clarity on the reporting of the CIP to the Board.***

Governors also commented on the teaching and learning and lesson observations and stated that it was unclear as to where this had been picked up in the CIP as an action point. The Interim Principal explained that it was in the CIP but acknowledged that the language was not clear and it was agreed that the wording would be amended. It was also explained that the Observation Policy was not fully embedded in 2017/18 and that it was a priority to ensure that CPD was properly embedded throughout the College.

129. Action – Interim Principal
CIP – Teaching, Learning and Assessment – the wording to be reviewed. Review impacts and outcomes of the CIP either through reports to the Board or as agreed above pre-Board briefing sessions on a termly basis.

130. Approved
The Board formally approved the Quality Improvement Plan (CIP) for 2018/2019.

CHIEF EXECUTIVE REPORT – DECEMBER 2018

131. The CEO presented this Chief Executive Report and highlighted the following key points:

132. Executive Summary

- Noted that negotiations with the Transaction Unit and Barclays were ongoing following the delayed publication of the Grant Thornton due diligence report. A meeting was due to be held with both parties on the 19th December, 2018 which the COO and the CEO would attend.
- Planning Permission had been granted for the Pelham Redevelopment with 0% affordable housing provision – the CEO was very pleased that they had received unanimous approval for the redevelopment of the Pelham site. The

College had the full support of the Brighton & Hove City Council and there was substantial political support for the project which was welcomed by the College.

Governors questioned what the funds would be used for in respect of the Gloucester disposal income. The CEO confirmed that the funds would be ring-fenced and used for the Pelham redevelopment project should it go ahead. Governors further stress tested the question and asked whether the funds would be used for other purposes despite being ring fenced, should the financial position of the College deteriorate. It was confirmed by the CEO that in all likelihood that this may be the case.

The Chair formally thanked the CEO for the tremendous work he had done in reaching this position which was highly commendable.

- Letter from Damian Hinds, Secretary of State for Education – noted
- Commended College for Careers Education and Guidance – the CEO reported that the College had been recognised as a Commended College for Careers Education and Guidance at this year's Association of Colleges Beacon Awards.

133. Quality

The Board received the update on Quality and the supporting commentary within the CEO's report and formally thanked the Interim Principal for the concise narrative around quality issues.

- Attendance data - the Interim Principal referred to the English and Maths attendance report and stated that in the previous quality report, the attendance percentage had been inaccurately reported due to an administrative error. The correct attendance percentage in English and Maths should have read 69.2%. It was noted that the current attendance rates were still well below the KPI.
- Work Placements – Board members asked whether there were any work placements in the first two terms of the academic year and it was stated that in the first term it was difficult due to other curriculum demands but that in the second term the challenge was finding employers willing to take on students. The Board were advised that the College used and took advantage of as many of their local business connections and employer partnerships and that it was their ambition to get more students out in the first term, particularly first year students.

Received

134. Funding /Contract Performance

The Board received the update on Funding and Contract performance within the CEO's report.

135. Finance

The CFO presented the Financial update as detailed in the CEO's report.

136. HR

The HR Director presented the HR update.

- Staff Turnover – Board members asked if the increase in staff turnover was due to redundancies and the HR Director advised that it while redundancies were included in the data, there had been an increase in staff choosing to leave the FE sector and that this appeared to be a national issue.

Action – HR Director

Board members requested that a report be provided giving details of staff turnover inclusive the reasons.

- CPD – Board members requested additional information on the number of teaching staff receiving support, particularly those which were a result of under performance and/or capability procedures.

Action – HR Director/Interim Principal

Provide a breakdown on the number of teaching staff receiving support due to performance or capability procedures.

137. Property

The COO presented the update on Property and clarified that they had not gone to formal tender for the Pelham development as yet but would be conducting marketing testing and had selected Wilmot Dixon as the main contractor via the SCAPE framework.

- LEP Funding – the CEO provided the Board with a verbal update on the LEP grant. It was noted that the funds currently being used had a cash flow implication for the College but not a bottom line implication.

138. Risk Management update

The Board received the update on Risk Management as detailed in the CEO's report.

139. AUDIT COMMITTEE REPORT

140. Draft Audit Committee Minutes of meeting held 3 December 2018

The Board received the draft Audit Committee minutes of the meeting held 3rd December 2018 and it was agreed that the Chair of the Audit Committee and the Interim Clerk would review the required actions schedule going forward.

141. Internal Audit Services Annual Report for 2017/18

Approved

The Board formally approved the Internal Audit Services Annual Report for 2017/18 as recommended by the Audit Committee.

142. Internal Audit Services Strategic Plan for 2018/2019

The Chair stated that having review the proposed Internal Audit Services Strategic Plan for the 2018/19 academic period that she had concerns as she felt that the plan needed to be aligned to key risk areas and this did not appear to be the case..

The COO stated that the plan was focused around the key risk issues from the previous year. It was noted that the Audit Committee had challenged the internal audit services on the proposed plan and provided details of this. It was anticipated that they would meet the requirements and would keep the matter under review.

Approved

The Board formally approved the Internal Audit Services Strategic Plan for 2018/19.

143. Annual Audit Committee Report to the Board and CEO as Chief Accounting Officer

The Chair of the Audit Committee presented the Annual Audit Committee Report to the Board and CEO as Chief Accounting Officer.

Approved

The Board formally approved the Annual Audit Committee report for 2017/2018. The Chair of the Audit Committee signed off the master copy.

144. APPROVAL OF THE 2017/2018 FINANCIAL STATEMENTS & FSA MANAGEMENT REPORT – Minuted as confidential under Part 2 Confidential item – Not for public record due to commercial sensitivity.

145. PENSIONS STATEMENT

The HR Director presented the Pensions Discretions Statement stating that it was a requirement for Greater Brighton Metropolitan College to compose and publish a policy statement in relation to the exercising of discretions under the LGPS 2014.

Approved

The Board formally approved the Pensions Discretion Statement.

146. INSOLVENCY REGIME

Received

The Board received the report on the Insolvency Regime which was expected to come into effect as of 31st January 2019.

147. ANY OTHER BUSINESS - None

148. DATE OF NEXT MEETING

149. The date of the next meeting was confirmed as Monday 28th January 2019 at West Durrington Campus.

MEETING EVALUATION

150. Board members provided feedback which was recorded separately.

The meeting closed at 7.03 pm.

Signature of Chair.......... Date.....28/1/19.....