

**Greater Brighton Metropolitan College
Board of Governors**

**Part 1 Minutes of a meeting held at the Brighton Central campus
Monday 25 February 2019 commencing at 4.30pm**

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

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

Apologies: Scott Marshall

WELCOME, INTRODUCTIONS AND APOLOGIES

176 The Chair opened the meeting at 4.30pm.

Apologies received and accepted from Mr Scott Marshall.

Governor Away Day 18th March 2019

The Chair advised the Board that the 18th March 2019 Governor Away Day would commence promptly at 2.00pm. The programme for the day to be circulated in advance of the away day.

***Action – Interim Clerk to the Corporation
Circulate proposed programme for 18th March 2019 to all members and executive.***

Governor Succession

The Chair informed the members that they were due to interview a potential new Board member with FE expertise on 18th March 2019 and, subject to the panel's findings, would make formal recommendation to the Board at the March 2019 Board meeting. Board members were also asked to contact the Chair if they knew of or could recommend any suitable candidates that could be approached who had the relevant skills required to fill the additional vacancy on the Board.

Meeting Evaluation

Members were reminded to capture observations during the meeting in order to provide valuable feedback during the evaluation at the end.

MINUTES

177 The minutes of the meeting held on 28 January 2019, having been previously circulated to Board members, were agreed as a true record and signed by the Chair.

It was requested that one amendment be made to the minutes to record Natalie Brett as having been present for the meeting on the 28 January 2019.

- Part 1 – Minutes of the meeting held 28 January 2019 – for public record
- Part 2 – Minutes of the meeting held 28 January 2019 – confidential
- Part 3 – Minutes of the meeting held 28 January 2019 – confidential
- Part 4 – Minutes of the meeting held 28 January 2019 – confidential

Approved

The Board formally approved the minutes of the 28 January 2019 as a true and accurate record. The Chair of the Board signed the master copy.

MATTERS ARISING FROM THE MINUTES

- 178 All matters arising were considered and noted.

STRATEGIC ITEMS

- 179 **CONFIDENTIAL - PELHAM REDEVELOPMENT – PROJECT UPDATE**

Minuted as confidential Part 2 Business.

16.25hrs – Mr Peter Scragg – Project Manager - Northgates joined the meeting

17.05hrs - Mr Scragg was thanked for his detailed update and excused from the meeting.

- 180 **CONFIDENTIAL - CURRICULUM PLANNING 2019/2020**

Minuted as confidential Part 2 Business.

ASSURANCE ITEMS

- 181 **CHIEF EXECUTIVE REPORT – February 2019**

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

- 182 **Executive Summary**

Noted

Executive Recruitment – noted that recruitment was progressing well for a new Principal with interviews scheduled to take place the 25 March 2019.

Applications - noted that at this early stage in the cycle, FE and HE applications were ahead of the comparable point in 2018, while applications from adults were behind

Job Evaluation - work has been completed on the Job Evaluation of support roles included in Phase 3 of the restructure

UKVI – the College had received notification that they had retained their license.

EU students – Board members asked if an updated could be included in the next CEO report providing an indication of the number of students from the EU.

Action – CEO

Provide data on the number of EU students enrolled at the College.

183 Key Risks and issues

Noted

184 Quality

The Board received the update on Quality and the supporting commentary within the CEO's report.

Members commented positively on the support being provided to highly performing teaching staff.

- Student Progress measures to be reported on at the April Board meeting in order give the Board early indication of any identified high risk areas.
- TEF subject level – members requested an updated at a future meeting.

Action – Acting Principal

- 1. Student Progress – report to be provided in April on identified high risk areas.**
- 2. TEF update to be provided at the May 2019 Board meeting.**

Noted

185 Funding and Contract Performance

The COO presented the report on Funding and Contract Performance and highlighted the risk around apprenticeships, FE Fees and commercial income.

Noted

186 Finance

Board Members received the financial update as at February 2019, noting the Quarter 2 reforecast, and asked for confirmation that both pay and non-pay costs were under control. The COO stated that they all areas of expenditure were being monitored extremely closely by the Executive, with additional review meetings taking place each month. However, there remained areas of risk to achieving the forecast, particularly in relation to expenditure on learning support and in areas directly linked to variable income.

The Chair of the Audit Committee sought assurance that the proceeds from the Gloucester disposal had been ringfenced. It was confirmed by the COO that they were a separate part of the year end forecast cash position.

Received

The Board noted the key risks in respect of finance as detailed in the report.

187 HR

The HR Director presented the HR update.

The exit interview data provided was noted and it was requested that this information be provided for regular review. The Board asked if HR could link completion of exit surveys before leaving the College to final salary payments. It was unclear whether this would be permissible but it would be investigated.

Mandatory training – the process for mandatory training was explained to the Board and it was noted that there had been a positive shift in staff undertaking mandatory training.

Action – HR Director

Exit Interview Conditions – update to be provided on viability in the HR section of the CEO report

188 Property

Received.

189 Risk Management update

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

Received.

190 ANNUAL OPERATING PLAN – MID YEAR REVIEW

The CEO presented the mid-year review on progress against the Annual Operating Plan. Progress was on the whole good, although the measures in some sections of the plan could be improved in future versions.

The Board asked how staff fed into the AoP and the CEO explained that it was done through the Project Management Office (PMO) governance..

The Board noted progress against around Priority 1 – Digital Skills and commented on the related concerns raised at a student council meeting attended by two Board members that week.

Received

The Board received the update on the Annual Operating Plan.

190 Financial Statements to 31st July 2018 – Minuted as Confidential Part 2 Business

The COO provided an update on the current position as detailed in the report.

It was reaffirmed that once the relevant documentation had been received that the Chair of Corporation and the CEO had the delegated authority to sign off the Financial Statements to 31st July 2018 subject to the external auditors being satisfied with the content of the going concern statement within the accounts.

Received

The Board received the update.

CONSENT ITEMS

191 Annual Fees Policy

Approved

The Board formally approved the Annual Fees Policy for the 2019/20 academic period.

192 REMUNERATION COMMITTEE MEETING MINUTES OF 28TH JANUARY 2019

Received

The Board received the minutes

193 ANY OTHER BUSINESS

194 DATE OF NEXT MEETING

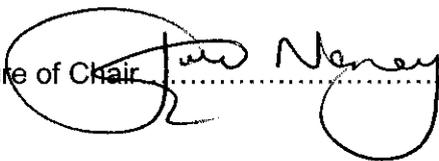
The date of the next meeting was confirmed as Monday 25th March 2019 at Brighton Campus.

195 MEETING EVALUATION

Recorded separately.

**Board members provided feedback which was recorded separately.
The meeting closed at 19.05hrs**

Signature of Chair



Date

25/3/19