

**Greater Brighton Metropolitan College
Board of Governors**

**Part 1 Minutes of a meeting held at the West Durrington campus
Monday 28 January 2019 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, *Natalie Burt*

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

Apologies: Nil

WELCOME, INTRODUCTIONS AND APOLOGIES

151 The Chair welcomed everyone to the meeting and noted that all members were present.

The Chair referred to the dates that had been circulated detailing upcoming events at the College and strongly encouraged Members to attend as many as they could, particularly the Achievers event in June and HE Awards Ceremony in October, and to notify the Interim Clerk if they wished to attend.

Members were reminded that they would be asked to provide feedback during the evaluation section at the end of the meeting.

The Chair had sent out an email to all Members on topical national issues coming out of the AoC for information purposes.

MINUTES

152 The minutes of the meeting held on 17 December 2018, having been previously circulated to Board members, were agreed as a true record and signed by the Chair.

Part 1 – Minutes of the meeting held 17 December 2018 – for public record

Approved

The Board formally approved the minutes of the 17 December 2018 as a true and accurate record. The Chair of the Board signed the master copy.

153 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.

Part 2 – Confidential Minutes of the meeting held 17 December 2018 – not for public record due to commercial sensitivity

Part 3 – Confidential Minutes of the meeting held 17 December 2018 – not for public record/Executive

Approved

The Board formally approved the confidential Part 2 & 3 Minutes of the meeting held on 17 December 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.

- 154** Item 124 - SAR - the amended final SAR to be circulated via email to all members.
Action – Interim Principal/Interim Clerk
- 155** Item 136 – CEO Report – HR Staff Turnover updated to be reported on at the February 2019 Board meeting
- 156** Item 128 & 129 – CEO and Clerk to review this action point
Action – COO and Interim Clerk

STRATEGIC ITEMS

- 157 FINANCIAL UPDATE – CONFIDENTIAL PART 2 BUSINESS DUE TO COMMERCIAL SENSITIVITY**

Received

The Board accepted the update as presented.

16.39hrs Interim Principal and COO excused from the meeting

- 158 EXECUTIVE RECRUITMENT UPDATE – CONFIDENTIAL PART 3 BUSINESS NOT FOR PUBLIC RECORD/EXECUTIVE/STAFF**

16.58hrs – Interim Principal and COO re-joined the meeting

- 159 CHIEF EXECUTIVE REPORT – DECEMBER 2018**

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

- 160 Executive Summary**

- UKVI – The CEO advised the Board that the College had been subject to a UKVI Tier 4 visa inspection on the 16 January to audit compliance with regulations and to review the quality of the systems and processes to monitor the visas of non-EU international students. The outcome of the audit will not be made available for some weeks although the initial feedback had been positive. The Board were advised that the team had worked extremely hard and it was agreed that the Chair would formally convey thanks on behalf of the Board through the Board Matters update.

Action – Chair

Formally thank the team for their hard work during UKVI inspection.

- Leadership Development – progress noted

- Staff Briefings – the Staff Briefings had taken place the week before focusing on the College Improvement Plan and the priorities to address inconsistent student experience and outcomes across all departments.
- National and Local policy developments – it was proposed to provide Members with a detailed overview on local and national policy developments at the March away day which include the Augur Review of Post 18 Education; Ofsted proposals for the new inspection framework; T Levels and Coast 2 Capitals Skills Board.

Confidential Part 2 Minute – not for public record due to commercial sensitivity

- Pay Award

Agreed by the Board.

161 Key Risks and issues

Noted

162 Quality

The Board received the update on Quality and the supporting commentary within the CEO's report. The Interim Principal referred to the reporting of the CIP and it was agreed that a termly report on progress against the CIP should be made to the Board.

- Apprenticeships KPI 93% - noted that current attendance was at 90.7% which was 2.3% below target however there remained 40.7% unmarked registers. Members sought clarification as to why they had 40.7% unmarked registers. The Interim Principal stated that this was a paper based exercise and they had encountered difficulties and provided an update on the current unmarked registers.

Members requested that a quantifiable number be linked to the percentage data provided on attendance to give a sense of scale and sensitivity.

Action – Interim Principal

Provide quantified number linked to the attendance data.

- Retention data – Board members questioned the percentage of 99.7% in the KPI table for FE 16 to 18 year olds and whether this was correct. The Interim Principal explained that at the point of reporting it would have been however it was clarified that the percentage would definitely drop off between now and the end of the year. The Board were therefore cautioned that they would see a dip in the next report.
- Work Experience – Board members questioned the information on work experience and how a greater focus on communication and guidance for 2019/2020 applicants and their parents would have an impact. It was explained that historically students and parents had not been provided with detailed information and guidance on work experience and therefore they were now working to ensure that parents were well informed so that the students and parents understood the need to find course related work placements.

Board members were further advised that there could be a risk to funding and inspection outcomes if they were unsuccessful in engaging learners for course related work experience. Board members asked about the administration process involved and it was explained that the College had 6 work placement advisors who searched for work placements.

It was noted that despite trying to provide high quality work placements some learners were not particularly receptive to attending their allocated work placements.

- **Teaching, Learning & Assessment – Learning Walk Analysis**

Members welcomed the report which was useful but asked how they would know that the quality of teaching was improving. The Interim Principal stated that this would be through CPD and the appraisal process. The aim was that in the next academic year that they would be in a better position to provide members with baseline data and how things had progressed and improved which included identifying excellent practice and sharing those experiences on the VLE site for all staff to access.

The Chair added that it would be valuable to understand the impact of the processes of support and training structures particularly where poor teaching practices had been identified and how we can know that inputs have a material impact on outcomes, and if not why. The CEO welcomed the challenge provided by members as it assisted the Executive in providing the data and information that the members sought.

The Interim Principal was thanked for the update.

163 Funding and Contract Performance

The COO presented the report on Funding and Contract Performance and stated that there remained work in progress to fully establish the position in relation to fee income for FE Courses. This was expected to complete for the meeting in February 2019.

- **HE Learner numbers** - Board members asked why learner numbers had declined by more than anticipated for returning students. It was explained that the reduction related to two specific courses, one with particularly poor student outcomes which had led to a large number of non-completers, and the other with learners reaching a particular point/qualification and moving on before completing their second year. Board members would closely monitor the overall HE Learner Numbers as the decline was of concern.

The COO was asked if the disappointingly low HE group sizes were expected by the Executive and it was confirmed that the number was below expectations. Follow up work was in progress to check the underpinning data.

The CEO added that work on the curriculum planning process as a tool to increase group sizes was being undertaken and would be reported to members at the March Governor Away day.

Action – COO

Further information on HE Learner Numbers and group sizes to be presented at the February 2019 meeting.

- Apprenticeships Non Levy – the COO advised that there were risks in achieving the forecasted numbers. Ongoing recruitment was required and performance was being closely monitored.

Board members noted that although the target for recruitment was challenging it was achievable.

The Staff Board Member added that while many companies were keen to enrol staff on apprenticeship programmes there were often significant delays to actually get the staff to formally enrol which resulted in late starts in areas such as CIPD and HR.

164 Finance

Board members received the financial update as at December 2018. The overall summary position was adverse to the phased forecast, which remained at a £200k deficit.

- Non Pay Costs – Board members questioned why the non-pay costs were above phased budget. It was explained that the variances were considered to be timing differences. The Executive were monitoring the position closely and the CEO stated that he had been through the costs line by line. Key variances related to energy costs, licence costs and marketing.

Board members asked about the academic department spend and the COO stated that he was meeting with the respective managers individually to stress the absolute importance of working with the non-pay budgets and confirmed that there were practices and procedures in place to monitor all academic spend.

Board members concurred that there was a risk to short term income and a risk in respect of non-pay costs which were unavoidable. Discussions took place and concerns were expressed about the potential impact on the year end out turn position.

The COO stated that all budget holders were aware of the position they were facing and that they were working hard to increase income where possible and to reduce costs.

Board members agreed that based on the information with the report provided that the liquidity position continued to be concerning.

165 HR

The HR Director presented the HR update.

166 Property

The Chair informed the meeting that the small task and finish group of Board members had met prior to the meeting to look at the financial aspects of the Pelham Redevelopment scheme and that further details would be brought to the March meeting.

The COO provided an update on the work being undertaken with the transport department to allow the planning consent to be issued.

Received.

167 Risk Management update

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

- Health & Safety – HSE Visit

The COO referred to the report on the HSE visit and explained that the College was fully aware of the situation and were informed by the HSE in advance that they would be visiting the site. The members were advised that a number of actions in relation to the concerns raised had been taken and stated that the HSE were satisfied with the work that the College had undertaken.

- RIDDOR – members received the report on a RIDDOR incident relating to the discovery of asbestos in a kiln in a workshop in Pelham. The COO provided background information on the incident and was asked if anyone had been exposed to the asbestos. It was confirmed that three members of staff had and were now working with HR and occupational health. Members questioned whether the technician who had dismantled the kiln had done so in order to save on external expert cost. The CEO stated that he was confident that this was not the case.

Received.

168 FINANCE BANKING FACILITIES – Minuted as Confidential Part 2 Business

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

170 STUDENT VOICE REPORT

Board members received the Student Voice Report as presented by the Interim Principal which provided a detailed update on the primary mechanisms used to engage with student views and priorities.

Board members had been provided with the date of all future Student Council Committee meetings and were encouraged to attend as many of these meetings as possible.

Board members referred to the mechanisms of feedback to students which included, You Said, We Did – posters; Department Feedback; Council & Committee Meetings; Student Newsletters; Student intranet and Social media and requested that they be provided with an update on progress against identified priorities.

Board members asked about the request for more enrichment activities and the Interim Principal stated that the activities were provided but they were looking into why there had been a downturn in uptake at some of the campuses. Board members enquired as to whether the student council members were predominantly from a specific demographic/ethnic background. The Interim Principal explained there was no evidence of this.

Action – Interim Principal
Student Voice Report to include a progress update on key action points.

18.35hrs – Staff & Student Members, CEO, COO, HR Director and Interim Principal excused from the meeting

171 REMUNERATION COMMITTEE VERBAL UPDATE – MINUTED AS A CONFIDENTIAL PART 4 BUSINESS

18.46hrs – Staff, Student Members, CEO, COO, HR Director and Interim Principal returned to the meeting.

172 POST IMPLEMENTATION REVIEW – EAST CAMPUS CONSTRUCTION TRADES CENTRE

Members received the update.

173 ANY OTHER BUSINESS

A. Board Membership Succession Planning

The Chair advised the Board that Martyn Wilkes and Joy Mercer were due to reach the end of their terms of office in 2019 and that work was underway to recruit their successors with the view to seeking members with an educational background in the first instance.

Board members agreed that a selection panel would be set up with a view to conducting interviews with appropriate candidates in February. Any other introductions of potential candidates would be welcomed.

B. Governor Away Day – 15th March 2019

The Governor Away Day for the 18th March 2019 was confirmed and members advised that the day would commence at 2.00pm followed by a dinner offsite at 6.00pm. Details of the planned programme for the session would follow in due course.

Members requested that the date for the 2019/20 academic period be planned earlier in order to assist diary management.

Action – Interim Clerk
Draft dates for the 2019/2020 academic period for Board approval in April 2019.

174 DATE OF NEXT MEETING

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

175 MEETING EVALUATION

Board members provided feedback which was recorded separately.
The meeting closed at 18.58hrs.

Signature of Chair Joe Money Date 25/2/19