

**Greater Brighton Metropolitan College
Board of Governors**

**Part 1 Minutes of a meeting held at the Brighton Central campus
Monday 29 April 2019 at 4.30pm**

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

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

Apologies: Joy Mercer and Scott Marshall

WELCOME, INTRODUCTIONS AND APOLOGIES

222 The Chair opened the meeting at 4.30pm.

David Russell was formally welcomed to his first meeting and introduced to those in attendance.

The Chair reminded members that the Student Council meetings were taking place every day week commencing 29 April 2019 and encouraged members to attend. The Board were reminded that the Achievers Event would take place on the 19 June 2019 and attendance from members at this signature event of the year would be appreciated.

MINUTES

223 The minutes of the meeting held on 25 March 2019, were agreed as a true record and signed by the Chair.

Part 1 – Minutes of the meeting held 25 March 2019 – for public record
Part 2 – Minutes of the meeting held 25 March 2019 – confidential

Approved

The Board formally approved the minutes of the 25 March 2019 as a true and accurate record. The Chair of the Board signed the master copy.

MATTERS ARISING FROM THE MINUTES

224 **Safeguarding update** – the COO to ask the Internal Audit Service providers to provide where possible sector benchmarking data on safeguarding.

Action – COO

Request IAS providers for some sector benchmarking data on safeguarding.

The Members noted the progress made in respect of the action register.

225 **APPOINTMENT OF GOVERNANCE MANAGER**

The Chair informed the Board that despite shortlisting three candidates for the position the panel had decided not to appoint following interviews.

The Chair advised the Board that there was an internal member of staff who had expressed interest in the role. The CEO and Chair had followed this up, resulting in discussions with Sarah Box (current Project Manager and previously Assistant Clerk) and had agreed that they would make a formal recommendation to the Board to appoint Sarah as the new Governance Manager. It was explained that Sarah would be provided with the necessary support and development opportunities which would include enrolling on a professional qualification in Corporate Governance to assist her in the role.

Formally approved

The Board formally appointed Sarah Box as the new Governance Manager.

STRATEGIC ITEMS

226 CONFIDENTIAL – Strategic Finance update

227 CONFIDENTIAL – Curriculum Planning 2019/2020

ASSURANCE ITEMS

228 Confidential - CHIEF EXECUTIVE REPORT – April 2019

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

- Noted that Unison had written to the College to confirm they would be balloting their members for action as a result of the College's decision in not meeting their demands of its national pay claim, which were unaffordable.
- College Oversight, Support and Intervention – the CEO report included the copy of the guidance provided and members were encouraged to familiarise themselves with it.
- Noted that OfS would be stepping up its regulatory activity and had recently written to all Principals and Chairs, a copy of which was provided for the Board's information.
- On student recruitment, the College had to date received 2,508 applications for 16-18 year old full time students which was 110 more than at the same point in the previous year.
- Good progress was being made with the Validation and Collaboration Agreement with University of the Arts London and staff and the University of Brighton had been notified of the planned changes. The partnership to support their international foundation students would generate in the region of £300k of new income, subject to recruitment, with the potential for further growth in future years.

- The 2017/18 end of year financial statements had now been signed off and a request for moderation of the financial health assessment had been submitted to the ESFA.

Action – CEO

Board to be notified of the outcome of the ESFA moderation as soon as it is received.

229 Quality update

The Principal presented the update on quality matters in the CEO's report covering the following key points:

- FE 16 – 18 Programmes
- English & Maths
- Apprenticeships – the CEO reported on the out turns for last year not meeting minimum performance levels. A thorough review of all aspects of Apprenticeship provision is underway and a detailed update will be provided to the Board as part of the CEO report in May 2019
- Retention - summary of actual retention and predicted retention
- Student Survey – it was noted that the change in questions and scoring methodology made some like for like comparisons challenging. The likely to recommend score was lower than previous years and the Chair referred to the feedback she had heard at student council meetings on the issues surrounding enrolment and how these may have impacted on this score. The CEO advised that this would be fed back to the enrolments team.
- Student Review 1 and 2 analysis

The Chair referred to the achievement metrics and how the Principal saw this being driven forward in the remainder of the academic year. The Principal spoke about the individual support being given to identified students who were at risk of not achieving or completing their programmes and that these students were being tracked closely to ensure the interventions were being impactful.

230 CONFIDENTIAL - Funding and Contract Performance

231 CONFIDENTIAL - Monthly Management Accounts Confidential

232 HR update

The HR Director provided the Board with an update on the plans to make changes to the appraisal process and advised that more detail would be made available at the board meeting in May 2019.

Members referred to the new UAL partnership and asked whether there was opportunity for GBMET staff to access CPD.

Action – HR Director

Establish the potential of GBMET accessing CPD through UAL.

233 Property

Members noted the update.

234 Risk Management update

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

235 TEF – Teaching Excellence framework

Janine Farr Bailey joined the meeting to report to the Board on the Teaching Excellence Framework (TEF) and the move towards subject level TEF. It was noted that the College had been awarded a Silver TEF rating in July 2017. Subject TEF was due to be in place by 2021.

Board members noted that the report which they found useful for information purposes, but acknowledged that this was a moving and continually developing piece of work.

It was stated that the College needed to carry out further work on the subject level metrics to ensure that all staff and MIS were clear about what was required for the submissions. The risks identified thus far was ensuring that they had a good understanding around the metrics in order to complete their submissions.

The Chair asked whether there was scope for the College to visit another institution to look at what good looked like. Natalie Brett indicated that she would possibly be able to offer some assistance in this regard.

Members further questioned what impact the TEF would have on overall reputation and perceptions of existing and prospective students. It was explained that, at present understanding of the TEF amongst students was low, but that it was a relatively new methodology, this may take on more importance in the future.

The Board received the report and thanked Janine for her input.

236 Institutional Academic Health Report – Mid-year review

The Principal presented the Institutional Academic Health Report mid-year review and action plan as part of the Boards ongoing monitoring of the quality of Higher Education.

The CEO reminded the Board of the two annual reports on HE provided, including the final HE report due in the autumn to facilitate effective monitoring of HE provision.

The HE Institution Academic Health Report action plan was approved by the Board in November 2018.

Areas where there had been good progress:

1. The progression promise has had a positive impact on recruitment with 112 more active applicants than in 2017/18
2. Student profile data shows an increase in polar 1 and 2 starts by 56 students with 94.7% in year retention
3. Office for students access and participation plan was accepted
4. NSS Survey participation increased by 7% compared to the previous year

Areas of concern

1. Research and scholarly activity had been delayed following the loss of funding for the co-ordinator and changes in staff

2. Outcomes data and accurate monitoring of attendance data had been impacted on by poor register completion in some teams

The Board noted the progress that was being made as detailed in the report.

Received

CONSENT ITEMS

237 Financial Regulations – Annual review

Resolved

The Board formally approved the updated Financial Regulations but requested that in future the document be presented to the Audit Committee prior to being submitted for Board approval.

238 Scheme of Delegation and Executive Limitations

Resolved

The Board formally approved the updated Scheme of Delegation and Executive Limitations.

239 ANY OTHER BUSINESS

Remuneration Committee

The Chair informed the board that Joy Mercer, the current chair of the Remuneration Committee would complete her Board tenure in July 2019 and a new Committee Chair would be required. It was proposed and agreed that Claire Hopkins be appointed as the chair of the remuneration committee with effect from August 2019 and that she would attend the July 2019 meeting to facilitate an effective handover.

Resolved

The Board formally resolved to appoint Claire Hopkins as the new Chair of the Remuneration Committee from August 2019 and for her to attend the meeting in July 2019.

240 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Tuesday 28th May 2019 at Durrington Campus.

241 MEETING EVALUATION

Recorded separately.

**Board members provided feedback which was recorded separately.
The meeting closed at 19.19hrs.**

Signature of Chair  Date.....