

**Greater Brighton Metropolitan College
Board of Governors**

**Minutes of a meeting held at the West Durrington Campus
Monday 26 February 2018 commencing at 4.30pm**

Present: Eileen Houghton, Jim Hynes (Staff Governor), Nick Juba (CEO), Ian Lowrie, Scott Marshall, Joy Mercer, Anwar Musa (Student Governor), Julie Nerney (Chair), Martyn Wilks

In attendance: Sharon Collett (Principal), Jon Rollings (COO), Rhiannon Phinbow (HR Director)

Apologies: Natalie Brett, Debbie Waring (Staff Governor), Jenny Brooker (Governance Adviser)

WELCOME, INTRODUCTIONS AND APOLOGIES

231. The Chair welcomed members to the meeting and apologies were noted.

MINUTES

232. The minutes of the meeting held on 29 January 2018 were taken as a correct record and signed by the Chair.

MATTERS ARISING

Schedule of decisions

233. The Board received and noted a schedule outlining the progress of actions from the minutes of the last meeting. All actions were complete or in progress.

CURRICULUM STRATEGY

234. The Principal set out key aspects of the draft curriculum strategy which included learner number and income assumptions and a requirement to take account of and respond to a significant number of policy changes affected many of the College's funding streams.

235. Following a question from governors, the Principal set out the challenges around apprenticeship delivery. The new regime was impacting on sector recruitment, and whilst the College's current performance was relatively strong it was considered that significant growth would be difficult.

236. Governors asked how the projected income aligned with expectations that adult funding/numbers would increase in line with policy changes. The Chair suggested

that the plan was 'cautious'. The CEO responded that in his view, the plan was realistic taking account of external factors.

237. The Chair asked whether the plan required the College to stop teaching anything it currently offers. The Principal responded that the strategy maintained the College's broad curriculum, but in some areas where demand was limited, closures were already taking place. Specific examples were various HE courses and apprenticeships in Beauty, and Painting and Decorating.
238. Following questions from the Governors, the Chair summarised the feedback to be noted and reflected in the next draft. More detail was required relating to the overall size and shape, factors influencing the strategy, and opportunities for growth and different delivery models.
239. More detail on the relative financial contribution of different areas of provision was requested in the next draft, so that Governors can better understand the financial impact of changes to the curriculum over time

RESOLVED:

That the direction of travel set out in the draft Curriculum Strategy was on track and that a final version be brought to the March meeting.

MARKETING AND RECRUITMENT STRATEGY

240. The CEO summarised the key aspects of the strategy, noting that the document was more developed than the Curriculum strategy as much of the work in year one was already in train. The strategy was well received although the requirement to build more detail and evidence on the customer/student market was noted.
241. Governors supported the need to obtain data to support the strategy, particularly in year one. Governors asked what the 'USP' for the MET is and suggested that this could be 'getting into work'. Governors also asked about recognition of the new brand recognition and what further work would be undertaken to increase this.
242. Governors questioned some of the population data contained in the annexes and asked that this was checked by the executive. A number of more detailed questions including on channels/routes to market, pricing and competition were discussed and it was agreed that these would be addressed in a final version of the strategy.

RESOLVED:

That the Marketing and Recruitment Strategy be approved subject to minor revisions to reflect the Board discussions.

CEO REPORT

243. Congratulations were noted to Daisy McDonnell for her achievement in being awarded the 'Princes Trust Achiever of the Year'.

244. The CEO set out the latest position on student applications for 2018/19. On FE the College is behind on 16-18 applications, with the most significant area of impact in Creative Industries in Worthing. HE applications are also down on the same point in the 2017 cycle, however, significant work is being undertaken to improve internal progression.
245. Governors discussed the potential reasons for the reduced applications in Creative Industries, and the actions being taken to address the position.
246. In response to queries about teaching, learning and assessment the Principal informed the board that the number of learning walks taking place throughout the year provided regular scrutiny and greater opportunity to support and develop teachers. It was requested that information be provided about the number of teachers who had improved as a result of coaching and mentoring and those who were in a formal process.
247. The CEO set out the latest position on the approach to cover the payment of LEP funding in arrears for the Pelham Redevelopment Project. Barclays had indicated that at this stage of the project they do not have an appetite for additional lending, on the basis that the risks relating to incurring project development costs prior to obtaining planning consent and agreeing a contract for the land disposal should be managed by the College. Discussions had commenced with the LEP to consider alternative payment arrangements
248. The COO set out the outcome of the Q2 reforecast. Forecast changes had been made with reduced income, but these were offset by reduced costs, maintaining the budgeted breakeven position. The contingency remains unallocated, although it was expected that it would be required to cover further income reductions later in the year.
249. The HR Director confirmed that a harmonised GBMet Sickness policy had now been agreed with the Unions and will be rolled out to all staff this month.
250. The COO noted that a meeting had taken place with the planners earlier that day to develop and agree the content of the Planning Performance Agreement. The process to appoint an agent to manage the disposal had taken place and the outcome was in the process of being communicated to the parties involved.

2017/18 ANNUAL OPERATING PLAN: MID-YEAR REVIEW

251. Progress against the annual operating plan was noted and the Board acknowledged the work undertaken at the half-way point in the year.

TUITION FEE POLICY (INCLUDING HE)

252. Minor amendments had been made to the Policy, the most significant of which was an extension to the 'cooling off' period from 14 to 28 days.

RESOLVED:

That the Tuition Fees policy be approved.

COAST2CAPITAL LEP FUNDING AGREEMENT: PELHAM REDEVELOPMENT

253. It was noted that the funding agreement for the Pelham redevelopment required Board approval and for the College seal to be applied.

RESOLVED:

That the College seal be applied to the funding document and approved.

ANY OTHER BUSINESS

254. The Chair noted that the annual hair show was taking place on Thursday 1 March 2018 and encouraged Governors to attend if they could.

255. The Chair noted that this would be the last meeting for Ian Lowrie as he could not attend the final meeting before the end of his term. The Chair noted her thanks for Ian's significant contribution as Chair of Northbrook College and on the Board of GB Met, and also his personal input in the months leading up to the merger and subsequent post-merger implementation.

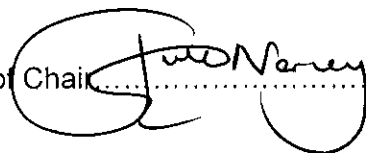
DATE OF NEXT MEETING

256. It was confirmed that the next meeting of the Board was scheduled to take place on Monday 26 March at 4.30pm at the Central Brighton Campus.

MEETING EVALUATION

257. An informal evaluation of the meeting was led by the Chair.

The meeting closed at 6.45pm.

Signature of Chair.......... Date.....26/3/18.....