SOLIHULL COLLEGE AND UNIVERSITY CENTRE

MINUTES OF THE CORPORATION MEETING HELD ON WEDNESDAY 7th NOVEMBER 2018 AT THE WOODLANDS CAMPUS

PRESENT:

John Bolt (Chair)
Stan Baldwin
John Callaghan (Principal)
Stevie Gray
Mark Hayes (Staff Governor)
Katie Higgins (Student Governor)

Barbara Hughes
Lucy Lee
Sue Strawford
Geraldine Swanton
Sally Tomlinson

IN ATTENDANCE:

Lindsey Stewart (Deputy Principal)
Heather Evans (Vice Principal Finance)
Pete Haynes (Vice Principal HR and Student Services)
Beth Selwood (Vice Principal Curriculum and Quality)
Theresa Lynch (Clerk to the Corporation)
Adam Thomas (Director of Student Services/DSL) – Item 7 only
Rosa Wells (Director of Employability and Skills)
Dave Wedgbury (Additional Needs Manager) – Item 7 only

Student Presentation:

The Chair welcomed the group of students and each student introduced themselves and explained what courses they were doing. Discussion took place regarding their courses and the elements they enjoy. They explained that they had chosen Solihull College because it offered the right course and level of training they required. They confirmed that tutors had been very helpful at the open day. Some of the group had explored going to a sixth form college or studying with a private provider, but didn't feel they would enjoy those options and chose the College.

The students were asked what areas of their course could be improved and they explained that tools sometimes went missing, that they would like more engaging theory lessons. It was suggested that Sola+ could be improved and that there was often sharing of work areas in the level 2 bricklaying workshop.

The students explained that work experience took place every year and was a valuable experience to get into the world of work. It helped them to get used to the work environment and to use the skills they had learned in a real work scenario as well as continue to develop new skills.

Q. What would you do if something was bothering you or concerned about a friend?
A. Go to the College counsellor or advise the friend to go and see the counsellor. Go to one of the tutors.

Q. Do you feel safe in the College?
A. Yes.

The role of the governors was explained to the students.

Q. Would you recommend the College to a friend?
A. Yes.

The students had noticed no difference since merging with Stratford upon Avon College.

The students were thanked and left the meeting.

Graduation ceremony was excellent and congratulations to Katie Higgins, Student Governor, who won an award from Birmingham Airport.

1. **Apologies for Absence**

   Apologies for absence were received from Paul Large, Pat Knauff, Antoinette Farrell-Jones, Sukhy Nijjar, Matthew Warburton (Staff Governor) and Eric Wiles.

2. **Declarations of Interest in relation to the Agenda**

   No new declarations of interest were made in relation to the agenda.

3. **Minutes of the meeting held on 8th October 2018**

   The minutes of the meeting held on 8th October 2018 were **agreed** as a true and accurate record and signed by the Chair.

   3.1 Matters Arising – Achievement Update 2017/18 Update – the Deputy Principal presented the updated achievement report.

   3.2 Matters Arising – Pay Award Update – Senior Postholders and Clerk

   Senior Postholders, Clerk to the Corporation, Staff Governors and the Student Governor and staff left the meeting during consideration of this item.

   It was **agreed**, as recommended by the Remuneration Committee, that the Senior Postholders and the Clerk be award the 1% pay award, wef 1st August 2018, in line with the pay award agreed for all staff across the College.

4. **Targets 2018/19**

   The Deputy Principal presented the report regarding targets for student numbers, overall achievement rates for the merged college and retention targets.

   Q. Adult classroom target – why is there such a large increase in anticipated numbers?
   A. The aim is to increase small and more accessible qualifications. In Health and Social Care this will include short courses in mental health and learning difficulties, for example. Some courses are distance learning.

   Q. Apprenticeship 16-18 – why is there an increase in volumes, but income is down?
   A. It is due to the mix of qualifications.

   There is a trend that we are seeing employers not taking on as many starts at 16-18 apprenticeships.

   The following targets were **agreed** for 2018/19:

Student Numbers	Target 2018/19
16-18 FT Numbers	4,463
16-18 Apprenticeships New Starts	208

Adult Classroom	6,861
19+ Apprenticeships New Starts	244
HE	909
Advanced Learner Loan	365
Full Cost	873
Achievement	**Target 2018/19**
16-18 overall	**88%**
Level 1	80%
Level 2	89%
Level 3	90%
19+ overall	**86%**
Level 1	88%
Level 2	88%
Level 3	82%
Apprentices	
Overall	75%
Timely	70%
HE	**88%**
Retention	**Target 2018/19**
16-18	95%
19+	94%
Apprentices	86%
HE	85%
English and Maths	94%
Attendance	**Target 2018/19**
16-18	90%
19+	90%
HE	90%
English and maths	90%

5. **Stakeholder Involvement – Employer Engagement and Links with Wider Community**

The Principal, Deputy Principal and Director Employment and Skills provided a presentation to identify stakeholder involvement outlining employer engagement and links with the wider community.

It was noted that it was an excellent approach to make so many links in Stratford upon Avon in such a short period of time.

6. **Apprenticeships Update**

The Director of Employment and Skills presented information about the current situation with regard to apprenticeships and explained national and recruitment trends.

7. **Safeguarding Young People and Vulnerable Adults Annual Report 2017/18**

The Vice Principal HR and Student Services and the Director of Student Services/DSL

provided a briefing relating to changes to safeguarding guidance and requirements.

Q. What age qualifies as a child?
A. Anyone under 18.

Q. Does the College counsellor see staff and students?
A. The facility for staff is CareFirst, so the College counsellor works only with students. Confidentiality regarding the counselling service was discussed and the need to always ensure safeguarding.

Key changes in 2018:
- Information Sharing (para 72-80) – GDPR
- Peer on peer abuse (para 94-95 & 48-49)
  - Bullying/cyber bullying, physical, sexual, sexting, hazing
- Potential need for early help (para 17)
- Contextualised safeguarding (para 50)
- County Lines (Child Criminal Exploitation)
- LSCB/LA - 3 safeguarding partners

The recording of safeguarding at Stratford has been different and resulted in a higher number of referrals being recorded, so a consistent approach is being implemented across the College.

Q. Is there a note on a student's record on pro monitor that there is a safeguarding issue?
A. No – a tutor would be notified and could be given access to the MyConcern information, if appropriate.

Update on PREVENT:
- WRAP III Training for all staff – on-line
- External Speaker Policy
- Prevent Partnership
- Train the Trainers
- 1 instance required attention of DSL
- Work-based Learners and the Prevent Duty (non-statutory guidance) September 2018
- Stay Safe (Run Hide Tell)

The Additional Needs Manager provided an update regarding additional support for students in the College. An increased number of students had Education Health Care Plans (EHCPs). The College was often a good environment for students to re-integrate into mainstream education with appropriate support and it was attracting a good reputation for supporting students with additional needs. It was noted that some organisations were working with the College to base their provision on site because of the support that could be given to their students.

Q. Why has the number of EHCPs increase?
A. Parents tend to be more proactive in ensuring their children are getting support and to attract funding it is necessary to have an EHCP, so more students coming to College already with a EHCP. There were occasions when students needs were severe and the College was unable to offer appropriate support, so sometimes places could not be offered.

It was noted that this type of provision had virtually no financial contribution, but was a very important element of the College's work in supporting students and in terms of working with community stakeholders.

Initials

JLD

8. **Property Report**

The Vice Principal Finance presented the paper and explained that some designs had been received from Associated Architects with regard to the Stratford re-development project and the outcome would come to 12th December 2018 Corporation meeting. **ACTION**.

It was noted that the Coventry and Warwickshire LEP bid for Creative at Stratford had not been successful. Feedback had confirmed that the bid had met expectations and had scored well, however, there were a number of projects in the current round. It was anticipated that the bid could be considered favourably in a future submission round.

9. **Sub-Contracting Termly Report**

The Deputy Principal presented the report and provided the outturn for achievement. She explained that Creative Alliance's outcomes were being closely monitored. It was noted that the Plan for 2018/19 had been amended slightly to reflect the roll over learners with the Skills Network.

The level of sub-contracting for 2018/19 would be reviewed in December 2018 to reflect the amount of AEB funding that can be met through internal provision. The College's overall aim was to reduce the level of sub-contracting.

Q. Is safeguarding included in the monitoring process of sub-contracting?
A. Yes, safeguarding arrangements and processes is part of the monitoring visit discussion with sub-contracting partners. The College was currently reviewing the monitoring visit process to dovetail quality visits with contract review visits to develop a comprehensive process for monitoring sub-contracting partners. The number of partners would be reducing. Providers tend to have robust processes in place. During the due diligence and annually thereafter process safeguarding policies and procedures are reviewed.

10. **Bids and Projects Update**

10.1 Institute of Technology (IOT) Project

The Director Employment and Skills presented the report and it was noted that a physical hub would be created on the Aston University campus that would be used by the partners on a booking basis. The focus of the bid would be advanced manufacturing and engineering and was aimed at responding to clearly-defined national, regional and local demand for STEM-related skills. The bid provided a continuous progression path and an applied research route. The deadline of the submission for bid for stage 2 approval was 21st November 2018.

Q. What other organisations are proposing IOTs?
There are some other local bids. Institutions in the Black Country are proposing an IOT based on construction, medical engineering and some manufacturing.

Q. What was the consequence of the Birmingham bid being unsuccessful?
A. Another successful IOT could at some point obtain a licence for this area.

Q. How were the partner employers chosen?
A. The education partners identified employers that they worked with and those that showed an interest and commitment to being involved.

Q. What happens if anyone wants to pull out of the bid?
A. Currently there is strong commitment from the core partners: Aston University, BCU and

Solihull College and University Centre and the other partners were committed, but had external issues that would have an impact on their level of engagement. The bid could continue if partners did pull out, but costs would be shared between partners that were going to continue and eligibility was based on there being at least one HE and one FE partner. Further discussion took place regarding partner commitment.

Q. What is the biggest risk?
A. The licence could be revoked and a clawback of £1.5m. It was noted that the licence was awarded for 5 years and it was anticipated that the equipment would be used for 20 years. If these lengths of time were met there would be no clawback. The project was due to start in September 2019.

Q. The student numbers are part of a growth strategy year on year – which students will these be?
A. Largely level 3 apprenticeships.

> **RESOLVED** to approve that the College (subject to DfE approval and finalisation of the proposed company structure):
>
> - will act as the Lead and Anchor FE partner for the Institute of Technology IOT):
> - will be a Core Partner in a Company Limited by Guarantee which will be the accounting body and hold the licence for the IOT;
> - provide a guarantee to the DfE for the College's share of the capital grant received to develop the IOT;
> - provide the IOT with an annual contribution/membership fee of no more than £100,000 as a share of the set up costs and to support the central IOT for 5 years.

10.2 Bids and Projects Report

The Bids and Projects Report was received for information.

11. **Minutes of the meeting of the Audit Committee held on 22nd October and related report**

The Chair of the Committee presented the minutes and it was noted that governors would need to use their College email from November 2018.

11.1 Risk Management Timetable and Strategy for 2018/19

The Chair presented the Risk Management Timetable and Strategy for 2018/19.

> **RESOLVED** to approve the Risk Management Timetable and Strategy for 2018/19.

11.2 Business Continuity Policy

The Chair presented the Business Continuity Policy.

Initials

JRB

                        RESOLVED to approve the Business Continuity Policy.

11.3 Incident Management and Business Continuity Plan

The Chair presented the Incident Management and Business Continuity Plan.

                        RESOLVED to approve the Incident Management and Business Continuity Plan.

11.4 Value for Money Policy

The Chair presented the Value for Money Policy.

                        RESOLVED to approve the Value for Money Policy.

12. **Governors' Development Day Feedback and Notes from the meeting held on 13th October 2018**

The Chair presented the notes of the Governors' Development Day meeting held on 13th October 2018

It was noted that governors had requested a summary of curriculum strengths and weaknesses and that this would be provided following the compilation of the College self-assessment report, that would be presented at the December 2018 Corporation. **ACTION**.

13. **Minutes of the Joint Meeting of the joint Search and Governance and Remuneration Committee held on 24th October 2018**

The Chair presented the minutes of the joint Search and Governance and Remuneration Committee held on 24th October 2018. The Chair clarified that he had had a discussion at the AOC regarding two issues that raised concerns regarding severance arrangements and proposal to publish the ratio of the Principal's salary against a median of all salaries in the College. The consultation questionnaire would be completed and submitted to the AOC by 23rd November 2018.

14. **Notes and Presentation of the Maths and English Expert Group meeting held on 17th October 2018**

The Chair of the Expert Group presented the notes of the Group. A report would be produced to state the position regarding the issues relating to maths and English.

Since that meeting there was increased national data available and data relating to students attending the College without grade 4 GCSE, so

Progress from the starting point and making a shift from Functional Skills to GCSE pathways. Significant increase in the number of students at Solihull College and a decrease at Stratford (decline in numbers at Stratford and more with GCSEs).

15. **Notes of the Dashboard Expert Group held on 17th October 2018**

The Expert Group had taken place and suggested changes were currently being implemented. The new dashboard would be presented to a future Corporation meeting. **ACTION.**

Initials

JⲬ𝄐

16. **Regular Update Reports**

    16.1 Use of the College Seal

    The College Seal had not been used.

    16.2 Tender Update Report

    The contents of the Tender Update Report were noted for information and were deemed as confidential, due to potential commercial sensitivity.

17. **Final Merger Costs**

    The report outlining the final merger costs with Stratford upon Avon College was noted for information.

18. **Date of the Next Meeting**

    The next Corporation meeting was scheduled to take place on Monday 26th November 2018 at 5.30pm at the Blossomfield campus.

The meeting ended at 8.30pm

Signed:_____J.R.Bott_____

Date:_____26/11/2018_____

Initials

𝒥𝓇𝒷