

City College, Birmingham Corporation

**Corporation Meeting
Quality Focus**

**Tuesday 30th March 2010, 5.30 pm – 7.35 pm
at
Fordrough Campus,
in the conference room**

MINUTES

Present: Ms Monica Coke – Independent Member
Mr Henry Coore (Chair) – Independent Member
Mr Stuart Cutforth – Principal
Ms Julie Harrison – Independent Member
Ms Kate Hartigan – Independent Member
Cllr Jon Hunt - Independent Member
Ms Lucy Jeynes – Independent Member
Ms Mumtaz Hussain – Independent Member
Mr Ian Richards – Independent Member
Mr John Williamson – Independent Member

In Attendance: Mr Ian Campbell – Head of Faculty, Supported Learning
Ms Diane Cleaver – Finance Manager
Ms Debbie Cole – Clerk to the Corporation
Mr Phil Forrest – Director of Property
Mr Anthony Gribben – Director of Planning & Information
Mr John Monk – Co-opted Member of F&GP Committee
Mrs Ranjna Parmar – Director of Human Resources
Ms Carole Tidball – VP Curriculum & Quality

Absent: Ms Sarah McGinley – Student Member
Mr Jagwant Johal – Independent Member

The Chair welcomed Mr Monk to the meeting as an observer. He reminded members that Mr Monk had recently been appointed as a Co-opted member of the Finance & General Purposes Committee.

The Principal introduced the Head of Faculty, Supported Learning.

The Head of Faculty, Supported Learning guided members through the presentation. The presentation included the scope of provision, successes and achievements, areas for development and future targets.

Governors found the contraction in learner numbers quite disturbing and asked if this was general contraction within the supported learning area. These students should be considered as a priority. The Principal explained that it is mainly a reduction in funding for additional learning support from LSC for adult learners that is the issue. The local authority has maintained additional support for 16-18 students.

Governors discussed the proposed government cuts to college budgets. The Principal stated that it would be very challenging for the senior management team and governors as to what changes/cuts in provision will have to be made.

Governors had a discussion about level 1/foundation course and the new Qualification Credit Framework (QCF).

Governors asked what the implications for staffing would be across the college. The Head of Faculty, Supported Learning stated that there will be staffing implications. For example, whether, the college has enough Maths, English, ICT and social development teachers. There will be demands on staff with regard to additional support and the college does not currently know what funds it will have, therefore can only plan for what we currently know.

Governors asked if good practice was being disseminated from the staff considered to be outstanding. The Head of Faculty, Supported Learning confirmed that there is a lot of good practice, which is disseminated, especially regarding behaviour management.

Governors asked whether the college puts itself in the frame for providing work experience. The Head of Faculty, Supported Learning confirmed that the college already does that and probably does more than it has before. He informed members that appropriate risk assessments have been put in place and the Director of Human Resources has been working closely with the faculty with a view to broadening across the college.

Governors asked what the implications for the college would be in future years if it was not able to take the numbers of supported learning students it had in the past. The Head of Faculty, Supported Learning stated that it may result in some complaints, but even in difficult times, the college has a very good reputation in this area of work. However when the college is turning students away it is difficult to defend. The college ensured that where students have been turned away that there was proper grounds and everything was done properly. If the college receives less funding next year then it will take less students and the process will start over again.

Governors stated that additional learning support is obviously dependent on LSC and asked if there was other funding that could be accessed. The Head of Faculty, Supported Learning informed members that there was no other funding as the LSC is the body funding additional learning support, which is designed specifically for these students. The college has become a victim of its own success. The college was very successful at recruiting students with learning difficulties.

Governors asked if there was any European funding. The Head of Faculty, Supported Learning informed members that European funding is available occasionally and the college does put in bids and sometimes is lucky, but this is not consistent. The college does explore every avenue. The Principal informed members that the local authority has offered another opportunity for the college to bid for some additional learning support funding for 16-18 students and that element looks quite safe but it is the adult funding that is a problem.

Governors thanked the Head of Faculty, Supported Learning for his presentation.

Head of Faculty, Supported Learning left the meeting at 6.05pm.

1. Declaration of Interests

120.10C The Chair asked if anyone wished to declare an interest. The following governors declared interests in relation to the following:

The Chair – South Birmingham College (SBC), Governor;
Ms Monica Coke – Advantage West Midlands (AWM), her employer;
Councillor Jon Hunt – Birmingham City Council, local elected councillor.

2. Apologies

121.10C Apologies were received from Mr Bayliss, Mr Crump, Ms Furey, Ms Jaynes, Ms Lewis, Mr UI Haq and Councillor Rashid. Ms Hartigan would be arriving late.

3. Key Performance Indicators

122.10C The Clerk explained that the paper is an overview of performance against all key performance indicators for the period 1st August 2010 to 28th February 2010. The report would be presented to all future meetings of the Corporation and will enable governors to focus their discussions. A full update on performance indicators is also included in the papers and a full discussion will take place at this point on the agenda.

4. Minutes of the Corporation meeting held on 23rd February 2010

123.10C Minute No: 24.10C – (fifth sentence) should read ‘He apprised members of the cashflow pressures, which was always going to be tight’.

124.10C Minute No: 37.10C – (fourth sentence) should read ‘The Director of Human Resources informed members that it was not a huge problem as the college had a plan of those staff, who do not have at least a level two qualification in Maths and English. She explained that as new staff are recruited the college is being more specific with regarding to them having a level two qualification in Maths and English’.

125.10C Minute No: 52.10C – (third sentence) should read ‘Currently the Student Union is unfit for purpose as the college is only an affiliate member of the National Union of Students’.

126.10C **Resolution: with the above amendments members unanimously agreed to approve the minutes of the Corporation meeting held on 23rd February 2010 contained in paper 1.**

5. Matters arising from the minutes

127.10C There were no matters arising.

6. Corporation Action List as at 30th March 2010

128.10C Minute No: 10.10C – The Principal informed members that he had still not received the breakdown of information, relating to ensuring that community needs are being addressed, from the LSC. The Principal informed members that he would chase the LSC for this information.

- 129.10C Minute No: 12.10C – The Principal informed members that the outgoing Interim Principal was going to personally draft a response to Ofsted with regard to their consultation on the complaints procedure. He did not know whether this had been done, but it would have been a personal response and not a college response. Members agreed that this item could now be removed from the action list.
- 130.10C Minute No: 690.09C – This item was an agenda item for the meeting and could now be removed from the action list.
- 131.10C Minute No: 752.09C – Adjudicators Report. The Principal informed members that this issue was still ongoing and no further information had been received. Retain on action list.
- 132.10C Minute No: 760.09C – Issue of college capturing the market by offering management resource to employers. The Principal informed members that this issue was being covered under the new arrangements for Business Development which he was leading on. Remove from action list.
- 133.10C Minute No: 781.09C – The Clerk informed members that a letter of thanks from the Governors had been sent to all students involved in developing the Higher Education submission. Remove from action list.
- 134.10C Minute No's: 811.09C, 29.10C and 39.10C were not yet due and would be dealt with at a future meeting. Retain on action list.
- 135.10C Minute No: 59.10C, 85.10C, 86.10C and 87.10C were all suggested amendments to documents prior to publication. Suggested amendments had been made and the documentation had been published prior to the end of February 2010. Remove from action list.
- 136.10C **Resolution: members monitored the outstanding actions and unanimously agreed to receive the Corporation action list as at 30th March 2010 contained in paper 2.**

7. Principal's Update (including Financial Update)

- 137.10C The Principal guided members through his presentation which covered: stability; cashflow; funding decrease in 2010/2011; the 2009/2010 position; additional sources of funding; site closures during holiday periods; compliance with systems; financial notice to improve and governor involvement; community partnerships; community cohesion; prevention of violent extremism; working with employers; employer engagement; apprenticeships; North West Skills Academy; Ofsted monitoring visit; and staff moves to Handsworth.

Ms Hartigan arrived at 6.40pm

- 138.10C Governors requested a paper on the North West Skills Academy. **Action – Principal/Director of Planning & Information.**

8. Key Performance Indicators

- 139.10C The Director of Planning and Information guided members through the report. He explained that the update covers any areas that are not covered by the agenda.
- 140.10C Members discussed the performance indicators and asked if section 4 on the A3 spreadsheet was up to date. The Director of Planning and Information confirmed that it was up to date although the timing is a little bit out at the minute.
- 141.10C **Resolution: members monitored the performance indicators and unanimously agreed to receive the update contained in paper 3.**

9. Learner Achievement

- 142.10C The Director of Planning and Information guided members through his report. He informed members that the report covers retention for the year to date.
- 143.10C Governors asked what the issue with attendance in the construction area was, and if there was still a waiting list. The Director of Planning and Information confirmed that there is a waiting list. All construction provision is delivered at North West Skills Academy and there is an issue at this particular site with regard to attendance and punctuality.
- 144.10C Governors asked whether the weather conditions in January/February had affected every other college. The Director of Planning and Information informed members that City College was affected due to the large supported learning provision. The Principal had spoken to every other college in the area and only shut for one day, as did other colleges, but colleges all had the same issues. The Director of Planning and Information stated that school closures had a big affect on attendance.
- 145.10C **Resolution: members monitored the Learner Achievement update contained in paper 4 and unanimously agreed to receive the paper.**

10. Every Child Matters Strategy 2009/2010

- 146.10C The Principal guided members through the report. He explained that the action plan was an example and not the actual action plan. Members requested a copy of the actual action plan be emailed to them for their information. **Action – Clerk to forward action plan to governors.**
- 147.10C **Resolution: members reviewed the updated Every Child Matters Strategy and unanimously agreed to approve the strategy contained in paper 5.**

11. Post Inspection Action Plan (PIAP) and Quality Improvement Plan (QIP) Update 2010

- 148.10C The Vice Principal Curriculum and Quality guided members through the report.
- 149.10C Governors stated that 'given the PIAP/QIP was ongoing, the traffic light system had seemed to be missing. The Vice Principal Curriculum and Quality stated that the plan had been adapted because it was a huge document, but could include the traffic light system if governors wished. Governors confirmed that they did wish to see the use of

the traffic light system. **Action – Vice Principal Curriculum and Quality to include traffic light system into plan.**

- 150.10C Governors asked which strategies had been successful. The Vice Principal Curriculum and Quality informed members as to which strategies had been successful.
- 151.10C Governors stated that page 31 mentions a request for additional resources and asked if this had been done. The Principal confirmed that a mentoring bid had been submitted to LSIS in October to support the under achievement of young White British learners. However, due to the over whelming number of bids received the college was unsuccessful but was asked to re-submit the bid in the next submission round.
- 152.10C **Resolution: members unanimously agreed to note the contents of the action plan contained in paper 6 and the progress made.**

12. Student Disciplinary Mid Year Report 2009/2010

- 153.10C The Vice Principal Curriculum and Quality guided members through the report. There had been 17 exclusions so far this year, 13 of which were at the Fordrough Campus. This was due to a settling in phase at the new campus and some behaviour that was totally unacceptable with no second chances and were therefore excluded.
- 154.10C Governors asked if the exclusions at Fordrough had an effect on the atmosphere at the centre. The Principal confirmed that it has had a positive effect on the atmosphere. During a recent Principals Questions Time students commented that behaviour at the campus has improved.
- 155.10C Governors asked what lessons had been learnt. The Principal explained that when the building first opened there was not enough done at inductions regarding behaviour. The College has delivered extra sessions and will increase input for September 2010. The Director of Planning and Information informed members that training with staff will be undertaken during the summer and the college will start the new academic year with all staff adopting zero tolerance.
- 156.10C Governors asked if the college was still meeting with SBC over particular issues. The Director of Property confirmed that there was an operational group meeting between the two colleges. He explained that another tier of staff were being included in the operational group.
- 157.10C Governors asked if SBC have the same problems with regard to exclusions. The Principal informed members that SBC is predominantly full of male students whereas Fordrough is full of female students, which creates problems.
- 158.10C **Resolution: members unanimously agreed to note the contents of the Student Disciplinary Mid Year Report 2009/2010 contained in paper 7, issues raised and actions taken.**

13. Calendar of Meetings 2010/2011

- 159.10C The Chair explained that the Search and Governance Committee had discussed the proposed calendar of meetings. They had also monitored governor attendance which

overall was worse. Tuesday meetings appear to be causing a number of governors' problems. The Search and Governance Committee have therefore suggested alternating meeting dates to give all governors the opportunity for maximum attendance. **Action – Clerk to ask governors for preferred meeting days and re-issue calendar for next meeting.**

14. Student Governor – update

160.10C The Clerk informed members that the second student governor will be appointed by a college wide ballot week beginning 26th April 2010. There has been a delay on this due to late entry of statements and allowing enough time for development of election material. Preparation will take place during the Easter break ready for the new term. The election will allow all students a proper chance to vote.

15. Minutes of Committee Meetings

161.10C **Resolution: members unanimously agreed to note the minutes of the Audit Committee held on 2nd February 2010 and Finance and General Purposes Committee held on 9th February 2010 contained in paper 9.**

16. Notes of the Diversity Group Meeting held on 18th January 2010

162.10C **Resolution: members unanimously agreed to note the Diversity Group notes of the meeting held on 18th January 2010 contained in paper 10.**

17. Any other Business

17.1 *Governor Resignation*

163.10C The Clerk informed members that she had received a resignation email from Mr Martin Bayliss. Members discussed the reasons for the resignation.

18. Date and time of next meeting

164.10C Members agreed that the next meeting would take place on Tuesday 11th May 2010, Fordrough Campus, in the conference room.

19. Meeting Evaluation Form – Staff Governors

165.10C The Clerk asked staff members to complete their evaluation forms before leaving the meeting.

Staff members and observers left the meeting at 7.20 pm.