

Minutes of the Corporation Meeting

held on Wednesday 18 July 2016

Present Leslie Williams (*Chair*), Keith Bate (*Principal*), Karen Cocker, Andrew Hanson, Mark Johnson, Helene Jones, Allison Matthews, Peter Mitchell, Harvey Owen, Alison Perks

In attendance Joanne Williams (*Deputy Principal, Director of Learning and Teaching*)
Jennifer Sunter (*Clerk to the Corporation*)

1 Apologies

Apologies were received on behalf of Jane Chan, Geoffrey Elliott, Ian Jewkes, Monika Zilionyte and Jacque Carman.

2 Minutes of the Meeting held 29 June 2016 and Matters Arising

The minutes of the meeting held 29 June 2016 were approved as a correct record.

Jennifer Sunter outlined the actions scheduled. Those items covered under the agenda were noted and closed items were agreed. Under the meeting held 9 January 2016, Action 4d, relating to development, contraction and working differently would be moved to review in September 2016 following student enrolment.

3 Declarations of Interest

There were none.

4 Strategic Planning and Review

4.1 Black Country Area Review Report

Keith Bate confirmed that the Black Country Area Review process had been completed earlier than scheduled, with the last meeting to take place on 20 July 2016.

Leslie Williams outlined the positive outcomes of the review. Black Country Colleges were committed to institutional independence with collaborative working in key areas such as Higher Education, Apprenticeships and Shared Services.

(Alison Perks joined the meeting)

Alison Perks stated her disappointment that headline education and economic indicators at Black Country level continued to show poor levels of achievement, compared to national averages, following many years of work to address this.

It was felt that employment opportunities in the local economy were a significant factor. However, Leslie Williams felt that through the Area Based Review process, local colleges had a shared agenda which would present more opportunity to address wider Black Country issues.

Harvey Owen noted that for some employers, delivery of Apprenticeship programmes on a block release basis would be preferred rather than that of a day release basis. Keith Bate explained that there was a larger proportion of smaller employers in the area and that were more inclined to day release programmes.

The Corporation resolved to adopt the recommendations and conclusions from the Black Country Area Review Draft Report and that any material changes would be brought to the Corporation, together with the final report for adoption

4.2 Annual Plan 2016/2017

In addressing annual planning the Corporation reviewed performance under the updated 2015/2016 Annual Plan and Annual Targets before considering the Annual Plan and Proposed Targets for 2016/2017.

Under the current year plan good progress had been made. Leslie Williams and Mark Johnson asked a number of questions to ensure ongoing items were being addressed under the 2016/2017 Annual Plan.

Under the current year targets a small number had not been achieved. Keith Bate assured members that these had been retained and would continue to stretch the organisation.

In discussing the proposed Action Plan for 2016/2017, Keith Bate highlighted Apprenticeships and Higher Education frameworks, student tracking, safeguarding, workforce development, new approaches to publicity and marketing and shared services.

Leslie Williams asked about an Apprenticeships target for 2016/2017. Keith Bate responded that this needed a recommended increase of twenty percent on the current year.

Keith Bate highlighted a new target of ninety percent teaching rooms assessed as good or outstanding, to measure fitness for learning.

Action 4.2a Leslie Williams requested that progress updates against each point of the Annual Plan 2016/2017 be regularly provided. It was agreed that monthly monitoring would be provided for the Corporation.

The Corporation noted the performance in the current year 2015/2016 and resolved to adopt the proposed Action Plan and Targets for 2016/2017, subject to the inclusion of the target for delivery of Apprenticeships.

4.3 External Review Action Plan

Joanne Williams reported on the proposed plan following the recent External Review, highlighting a revised Self Assessment Report, improved data usage, a revised approach to lesson observations, staff training and work on English, Maths and Apprenticeships.

Leslie Williams noted the challenging timescales provided in the action plan. Joanne Williams felt that most actions would have commenced in the timescales given and that English, Maths and Apprenticeships were prioritised.

Members discussed the use of the STaRS system and future enhancements.

The Corporation resolved to approve the External Review Action Plan as provided, dated June 2016.

4.4 Investment and Property Strategy

Keith Bate outlined the proposal to refurbish the upper floor of Block 3, on the Whittingham Road Campus, as a Centre for Access to Higher Education and teaching accommodation. A bid to the Black Country Local Enterprise Council had been submitted.

Karen Cocker asked what action would be taken should the College not succeed in achieving a grant from the Black Country Local Enterprise Council. Keith Bate responded that this would be returned to the Corporation.

The Corporation resolved to approve the scheme to refurbish Block 3, subject to support from the Black Country Local Enterprise Partnership, in accordance with the College's new property strategy.

5 Corporation Delegation – Disciplinary and Grievance Policy and Procedures

This item was deferred.

6 Any Other Business

Retirement of members

Leslie Williams gave thanks for the service of both Andy Hanson and Alison Perks as retiring Corporation members. Andy Hanson had been very supportive of the College and had steered the Audit and Assurance Committee, as its chair, through the broadening of its remit. Alison Perks was thanked for her stability, common sense and as a champion of inclusivity and the student experience, both as Chair of the Search and Governance Committee and as the named Safeguarding member.

The support and dependability of both members was applauded.

7 Date of Next Meeting

The next meeting of the Corporation is as agreed at 6pm on Wednesday 31 August 2016.

The meeting closed at 6.55pm.

Actions from meetings			
Ref	Agenda item and action	Date/item for review	Reported by
Corporation Meeting 9 January 2016			
4	Implementing the Strategic Plan and Priorities for the Corporation 2016–2017		
	Strategic Priorities for the Year Ahead		
4d	Reflection on development, contraction and working differently: Joanne Williams to prepare a report for Corporation on analysis of areas regarding opportunities, problems and viability.	April 2016 Revised to July 2016 Sept 2016	JWi/KDB
Corporation Meeting 23 March 2016			
10.3a	Budgeting Policy		
	It was agreed that a key review report would be provided for the Corporation in August or September 2016.	Aug/Sept 2016	JCa
Corporation Meeting 18 July 2016			
4.2	Annual Plan 2016/2017		
4.2a	Leslie Williams requested that progress updates against each point of the Annual Plan 2016/2017 be regularly provided. It was agreed that monthly monitoring would be provided for the Corporation.	Sept 2016	KDB