



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

Approved minutes of a meeting of South Gloucestershire and Stroud College
Further Education Corporation

Held on 12 February 2019 (Rearranged from 31 January 2019)
At Filton Campus, Filton Avenue, Bristol, BS34 7AT

Present:	Martin Jones	(Chair)
	Sophie Chester-Glyn	
	Mike Croker	
	Craig Dickinson	
	Phil Eames	
	Roger Ellis	
	Kevin Hamblin	(CEO & Executive Principal)
	Joe Lamonby	
	Dave Merrett	
	Richard O'Doherty	
In Attendance:	Moira Foster-Fitzgerald	(Chief Group Services Officer)
	Andy Slaney	(Chief Operations Officer, Commercial & Estates)
	Sara-Jane Watkins	(College Principal)
	Sharon Glover	(Clerk)

Martin Jones (Vice-Chair of the Corporation) opened the meeting by explaining that he would be chairing the meeting in the absence of Moyra Pascoe (Chair of the Corporation). He advised that item 15 would be un-starred and that the order of the agenda would be changed to accommodate the early departures of the College Principal and Chief Group Services Officer.

1. **Apologies for Absence**

Apologies were received from David Benson, Harrison Festa Adams, David Hagg, Moyra Pascoe, Ben Short and Jude Saunderson (Chief Financial Officer).

2. **Student Governor appointment**

The Clerk reported that following Student Union elections, Roksana Paruzel had been appointed as the Student Union President and fills the current Student Member vacancy. Corporation approval of this appointment was sought.

It was resolved:

To appoint Roksana Paruzel as Student Member, with effect from 13 February 2019 until 31 July 2019.

3. **Declarations of Interest**

The Clerk raised a new declaration of interest for David Hagg as a Director of SGS Commercial Services Limited.

The following declarations of interest were also raised:

- a) Martin Jones in the apprenticeship item contained within the Principal's report.
- b) As Company Directors of SGS Commercial Services Limited; Kevin Hamblin, Martin Jones and Andy Slaney in the item of urgent business relating to the letters of consent to HM Land Registry for certain lettings at Berkeley.
- c) As Trustees of SGS Academy Trust; Kevin Hamblin, Phil Eames and Sara-Jane Watkins in the CEO report relating to SGSAT and the agenda item relating to SGSAT.

4. **Other Items of Urgent Business**

Confidential Items - There were two items of confidential urgent business raised.

5. **Minutes of Previous Meeting**

One minor amendment to the minutes was raised under minute 10a in that reference in the last sentence of the first paragraph to ESFA should reflect ESF.

Subject to this change, the minutes of the meeting held 6 December 2018 were approved and signed as a correct record.

6. **Matters Arising From Those Minutes**

- a) Actions on the Corporation action log were monitored. The Principal reported that further work is ongoing on cash flow and Mike Croker was invited to email requirements to the Principal and Head of Finance.

The Principal reported that no ESFA schedule existed as the College is only paid on what is claimed. Therefore, if the outcomes are not generated then no payment is forthcoming. Clarification was provided that there is a schedule in the management accounts setting out the income and costs and it was this to which the feedback had related.

Members asked for an update on building B12 at Berkeley. The Chief Operations Officer reported that the NDA had not fully completed their legalities to allow the sale of B12 and in the meantime the Police had been approached and it has been agreed that SGSCSL will take the surrendered lease from the NDA and lease the building to the Police to include pre-emption rights and a restriction on use. It was confirmed that no payment had been made to the NDA and that the Police are aiming to complete by Easter.

Members also asked for an update on apprenticeships at the next meeting.

7. **Safeguarding, Children Protection and Vulnerable Adults annual report (Agenda item 15)**

The Chief Group Services Officer presented detailed data to inform the preparation of the end of year annual report in order to reassure Corporation of the data now available.

Members discussed the increase in mental health issues, which was of concern, and the support and training provided by the College. Members questioned why Stroud campus was so high and were informed that the Chief Group Services Officer is talking to the teams to investigate further. One governor suggested student champions for mental health and agreed to feed through some ideas to the Chief Group Services Officer. One of the staff governors reported that the tutorial programme has evolved with progression evidenced. Members suggested the inclusion of analysis in the annual report of the effectiveness of interventions. It was also suggested that mental health forms part of the student surveys and the College Principal agreed to take this forward.

Corporation feedback on data to be included in the annual report was invited to the Clerk to the Corporation.

The report was noted.

At this point the Chief Group Services Officer left the meeting and the Head of Finance joined the meeting.

8. **Principal's Report**

The Principal reported on the following:

- a) Appraisal completion – The new approach has yielded the best participation rate ever with under 50 staff yet to complete the process.
- b) Adult allocation 19/20 and application process update – Indicative allocations have now been received and the application process has now been communicated. This involves a tender process which is complex, bureaucratic and does not align with the College cycle. Feedback has been provided to the ESFA.
- c) Industry Placement Funding update – The College is part of a pilot and this will be a growth area for future years.
- d) ESFA ESF NEET tenders – Since publishing this report the College has not been successful with these two tenders. Learn Direct received the contract and quoted the College as their sub-contractor of which the College was not aware and concerns have been raised.
- e) Apprenticeship Reforms – Concerns with the reforms were referenced in the report. There is an ongoing concern/risk that government have been encouraging the growth of apprenticeship provision but allocation is now being capped and there is a lack of confidence that growth will be funded. Apprenticeship volumes are growing and non-levy accounts are of concern.
- f) Level 3 Plumbing Apprenticeships – An update was provided in the report.
- g) Apprenticeship volumes, success rates and data by frameworks – An update was provided in the report.
- h) Exclusions – Permanent exclusions currently stand at 6, which is an increase of 2 from the last report and is a greater number than in previous years.
- i) Confidential Item.

9. **Management Information**

- a) Management Accounts exception report – The Head of Finance presented the report and talked through the key issues and main risks in the forecasts. Members were informed of the next reforecast meeting scheduled for 27 Feb 19. When asked, members were informed that there are no concerns to report with the cash flow in March.

At this point the Head of Finance left the meeting.

- b) KPI report - The Principal reported that this is a positive report with no overall concerns with retention data. Members questioned retention at Berkeley Green, showing as red. The Principal agreed to investigate this further. Members were informed that the College's A level performance is the top in the region beating other local Colleges.

The Chair proposed that, in support of the College Principal, that the Assistant Principal Quality & Performance is invited to attend future meetings to present his reports.

The report was noted.

Action: College Principal.

- c) Primary Risk Registers – Members received the SGS and SGS Commercial Services primary risk registers. Following review it was questioned whether risk S1 relating to the leasing of the ground floor C11 has now been removed. It was confirmed not as yet until leases have been signed.

The report was noted.

10. **Teaching, Learning & Assessment Strategy**

Following review of the College's approach to teaching and learning and in light of the implementation of a new Ofsted Education Inspection Framework it is recommended that the Teaching, Learning and Assessment Strategy is extended to 2022 with minimal revisions. Also appended to the report was the Improving Teaching, Learning and Assessment policy and procedure together with notification of proposed changes. Members were informed that the re-introduction of formal lesson observations has been well received.

The report was noted and it was resolved:

To approve the Teaching, Learning and Assessment Strategy 2019-2022 with immediate effect and the Improving Teaching, Learning and Assessment policy and procedure with effect from September 2019.

11. **Stakeholder Engagement and Involvement Plan/Students as Partners**

Members received a progress update against the Stakeholder Engagement and Involvement Plan together with revisions to the Stakeholder Engagement and Involvement Plan and Student as Partners strategy.

It was resolved:

To approve the Stakeholder Engagement and Involvement Plan 2019/20 and Student as Partners strategy.

12. **CEO & Executive Principal's Report (Agenda Item 7)**

The CEO & Executive Principal reported on the following:

- a) Memorandum of Understanding between SGS College and SGS Academy Trust – The annual meeting took place to review the memorandum of understanding between SGS College and SGS Academy Trust. Appended to the report was the overarching strategic position. When asked, confirmation was received that as sponsor of SGS Academy Trust there is accountability for the financial and academic performance of the Trust. Members were informed

that the Trust are looking to recruit new Headteachers for SGS Pegasus and SGS Berkeley Green UTC.

- b) Higher Education Institutions Expressions of Interest - Presentations have been scheduled for 14 February and 14 March.
- c) Stroud Growth Hub – The College has submitted an expression of interest to develop a Growth Hub at Stroud campus. The CEO & Executive Principal outlined the plans for this development which will be subject to a costed business case. If successful there will be a need to run the Growth Hub for 5 years and it is assumed that there will be no revenue arising and that it will be run by the Business Development Team.
- d) SGS Academy Trust – Members were informed that it has been agreed that, due to work/life commitments, Sara-Jane Watkins (College Principal) steps down as governor on SGS Berkeley Green UTC local governing body and is replaced by Stuart Evans (Assistant Principal 16-18 Curriculum). Sara-Jane has also stepped down as a Trustee on the board of SGS Academy Trust.

The report was noted.

13. **Lease to Bristol City Football Club (Agenda Item 12)**

The Chief Operations Officer presented the lease to Bristol City Football Club, which had been based on the Heads of Terms previously approved. Members were informed that this lease generates an income to the College and, when asked, confirmation was received that there had been an increase in rent. Members were informed of one outstanding item to resolve in relation to direct payment to Olympus Academy Trust for the southern playing fields and the Group Property Manager is taking this forward.

It was resolved:

To approve the lease to Bristol City Football Club and to apply the Corporation Seal to the lease in the presence of Martin Jones (Vice-Chair of the Corporation) and Joe Lamonby (Corporation Member).

14. **Lease to The Priory (Agenda Item 13)**

The Chief Operations Officer presented the lease to The Priory for two additional office rooms at Stroud campus.

It was resolved:

To approve the lease to Priory Education Services Limited relating to rooms 253a and 253b at Stroud campus and to apply the Corporation Seal to the lease in the presence of Martin Jones (Vice-Chair of the Corporation) and Joe Lamonby (Corporation Member).

15. **Search Committee (Agenda Item 14)**

The minutes from the Search Committee meeting held 17 Jan 19 were noted and the following reported by Martin Jones (Vice-Chair of the Search Committee):

- a) The Committee considered the re-appointment of Sophie Chester-Glyn at the end of her first year term of office. At this point Sophie was invited to leave the meeting.

It was resolved:

To re-appoint Sophie Chester-Glyn at the end of her first year of office, for a further 3 years to complete her 4 year term of office.

At this point Sophie Chester-Glyn re-joined the meeting.

- b) Confidential Item.
- c) The Committee also considered succession planning and attention was drawn to the minutes relating to Martin Jones's future thinking when his term of office expires towards the end of the year. Members were invited to address any thoughts on this direct to the Clerk.
- d) The Committee also discussed the current vacancy on the Search Committee and are recommending the appointment of Sophie Chester-Glyn to fill this vacancy from 1 May 2019.

It was resolved:

To appoint Sophie Chester-Glyn to the Search Committee, with effect from 1 May 2019.

16. **SGS Academy Trust (Agenda Item 16)**

Members received and noted the SGSAT annual report to its sponsor and the Annual Report and Financial Statements.

17. **Governor Development Event (Agenda Item 17)**

Members received and noted a report on the Governor Development Event held 24 January 2019.

At this point the Staff Members and members of the Executive Team were invited to leave the meeting apart from the CEO & Executive Principal.

18. **Remuneration Committee**

Confidential Item.

19. **Any Other Business**

Confidential Item.

20. **Confidentiality (Agenda Item 19)**

Members agreed that due to personal and business sensitivities the two items of urgent business (item 4), confidential part of the Principal's report (item 8), lease to Bristol City Football Club (item 13), lease to The Priory (item 14), confidential Search Committee minutes (item 15), Remuneration Committee (item 18), Any Other Business (item 19) and minutes 4 a) and b), 8i, 15b and 18 are to be treated as confidential.

21. **Assessment of meeting (Agenda Item 20)**

A summary of feedback in relation to the meeting held 6 Dec 18 was received. The Clerk distributed forms to members so that an assessment of the Corporation meeting could be undertaken.

22. **Date of Next Meeting (Agenda Item 21)**

Thursday 28 February 2019 at 5pm, Stroud Campus.

The meeting commenced at 5.00pm.

Sophie Chester-Glyn joined the meeting at 5.19pm (during item 4).

Richard Aitken joined the meeting at 5.34pm (during item 7) and left the meeting at 6.10pm (after item 9a).

Moira Foster-Fitzgerald left the meeting at 5.43pm (after item 7)

Sara-Jane Watkins left the meeting at 6.15pm (after item 11).

Craig Dickinson, Roger Ellis and Andy Slaney left the meeting at 6.40pm (after item 17)

Kevin Hamblin left the meeting at 6.41pm (during item 18)

The meeting closed at 7.02pm.

The meeting was quorate.