



**SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE**  
**FURTHER EDUCATION CORPORATION**

Approved minutes of a meeting of South Gloucestershire and Stroud College  
Further Education Corporation  
Held on 20 September 2018  
At Filton Campus, Filton Avenue,  
Bristol, BS34 7AT

**Present:** Moyra Pascoe (Chair)  
Sophie Chester-Glyn  
Mike Croker  
Phil Eames  
Roger Ellis  
Harrison Festa Adams  
Kevin Hamblin (CEO & Executive Principal)  
Martin Jones  
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)

The Chair opened the meeting by welcoming Harrison Festa Adams (Student Member) to his first Corporation meeting. The Chair reported the resignation of the second Student Member and that a replacement would be sought. The Clerk also read out a thank you letter from John Huggett, former Chair of the Corporation.

1. **Apologies for Absence**

Apologies were received from David Benson, Joe Lamonby, Dave Merrett and Jude Saunderson. Ella Babbage and Craig Dickinson did not attend the meeting.

2. **Declarations of Interest**

The Corporation carried out its annual review of declarations of interests made by Governors, the Clerk and members of staff with significant financial responsibilities.

The Clerk reported, and members noted, the following:

- a) A new declaration of interest for David Benson, declaring that his daughter is employed at Willmott Dixon Construction.
- b) A new declaration of interest for Kevin Hamblin as Chair of AoC Sport ECFA Committee.
- c) Due to his age, the Clerk reported that Harrison Festa Adams would not be eligible to participate in the resolution for the confidential item of urgent business.
- d) The Clerk reported Martin Jones and Richard O'Doherty's interests in the confidential appendix to the CEO & Executive Principal's report in relation to Expressions of Interests, due to their connections with the University of Gloucestershire.
- e) Martin Jones also declared his interest in agenda item 11, as his wife is employed by the College working in the employer engagement team.

3. **Other Items of Urgent Business**

There was one item of confidential urgent business.

4. **Minutes of Previous Meeting**

The Clerk raised one minor cross-referencing typographical error in the minutes. Subject to this change, the minutes of the meeting held 5 Jul 18 were approved and signed as a correct record.

5. **Matters Arising From Those Minutes**

- a) Members monitored actions on the action log and updates were provided. The Chief Operations Officer reported that work is ongoing in relation to actions under minute 5 from 10 May 18 meeting and that these actions are to be carried forward.

6. **CEO & Executive Principal's Report**

The CEO & Executive Principal reported:

*At this point Moira Foster-Fitzgerald, Martin Jones, Richard O'Doherty, and Andy Slaney were invited to leave the meeting for the confidential item.*

- a) **Confidential Item.**

*At this point Moira Foster-Fitzgerald, Martin Jones, Richard O'Doherty and Andy Slaney were invited to re-join the meeting.*

- b) STEM Building at WISE – agenda item 3 refers.
- c) SGS Academy Trust – Having been the second worst performing school in Gloucestershire, Forest High School has now exited Special Measures following the formation of SGSAT. Conversations are now taking place with the Regional Schools Commissioner in relation to the future of the school within the Trust.
- d) Office for Students (OfS) – Members were informed that OfS has decided to register the College in the register of English higher education providers. Attention was drawn to guidance produced by OfS on the responsibilities of accountable officers and the Corporation was invited to nominate a senior officer as the accountable officer.
- e) Confidential Item

When asked, the CEO & Executive Principal confirmed that meetings held with local Members of Parliament to discuss Filton Airfield have been very positive and members asked that all key stakeholders continue to be engaged. Members were informed that the Local Enterprise Partnerships are looking for projects in support the government's industrial strategy.

**It was resolved:**

**To nominate Kevin Hamblin, CEO & Executive Principal, as the accountable officer in order to comply with OfS requirements.**

7. **Principal's Report**

The College Principal reported on the following:

- a) Recruitment - The College Principal tabled recruitment data and reported that the level of 19+ learners was cause for concern as adult budgets are no longer guaranteed for future years and will be subject to a tender process. Recruitment of 16-18 learners has not yet been achieved which is cause for concern for next year's funding. The Bristol campuses have recruited well but there has been a decline at Stroud campus due to a predicted decline in demographics. However, new initiatives are being launched at Stroud campus and there is a need to consider future growth opportunities. Members asked for an update on Higher Education recruitment and confirmation was received that the figures in the business plan had been achieved.

Members discussed ways in which to attract 16-18 learners and the challenges faced with increased competition with 6<sup>th</sup> forms and lower demographics. The College has previously been successful working with the Local Authority to target individuals but with the introduction of GDPR the Local Authority can't offer this service so a reliance is now placed on schools. However, an option to investigate the purchase of market data is being investigated and members suggested that the College reviews the way in which these companies target this information. Members were informed that recruitment has been maintained but learners are now staying at school for one year and then join SGS which is then attracting reduced funding. It was reported that the College has experienced a strong growth in apprenticeships but these do not attract the same financial contribution.

- b) Members were updated on the positive progress made with A Levels, AS performance and GCSE English and Maths. The considerable churn of staff from the Construction Department is an area of risk as they have decided to return to site work.
- c) Redundancy outturn breakdown – reference was made to the detailed breakdown appended to the report.
- d) College Staff Pay – The AoC continues to lobby the DfE for the same pay increase for College staff. The AoC want to work with a handful of Colleges nationally to co-ordinate a week of action and SGS has been selected as one of those Colleges.
- e) Confidential Item.
- f) Construction Industry Training Board (CITB) – CITB act as a lead contractor and subcontracts to Colleges nationally for the delivery of construction apprenticeships. CITB were unsuccessful in the tender to secure an apprenticeship funding allocation and are proposing a reverse subcontract. Following lobbying of the AoC they have decided that Colleges can start CITB contracts.
- g) Subcontracting Policies – updated Provision and Service subcontracting policies were presented for approval.
- h) Non levy (procured) apprenticeship contract extension – ESFA now want to ensure that future changes are introduced in a gradual, well-managed way. This means that the College's extended contract will run from April 2019 to March 2020.
- i) Update on Office for Students registration – This was covered as part of the CEO & Executive Principal's report.
- j) Berkeley Green retention by sector and age – As requested at the last meeting additional data was provided.

The Chair made reference to a report from the Institute of Fiscal Studies relating to the reduction in Further Education funding and that more action should be taken by the College to raise the reduction in funding to the FE sector with Members of

Parliament so that the effects on local Colleges and the impact this is having on their staff and learners can be understood.

**The report was noted and it was resolved:**

- a) **To approve the revised Safeguarding Children, Young People and Vulnerable Adults policy and procedure.**
- b) **To approve to work with CITB as a sub-contracted partner.**
- c) **To approve the revised Provision and Service Subcontracting policies and procedures.**

**Action: College Principal.**

8. **Management Information**

- a) KPI report – The College Principal reported a positive position with no concerns in relation to the direction of travel. Although functional skills is below target it should be recognised that a challenging target had been set and that performance has improved with achievement above the GFE national average. Members congratulated the College on the positive GCSE English and Maths results.

Members questioned whether the level of applications had decreased and assurance was provided that applications would have increased by year end and that progression data may not have been included in the data. Members were concerned with the lack of consistency of reporting and it was suggested that it would be useful to compare applications with enrollment via campuses. The College Principal confirmed that next year only the acceptances will be reported and that progressing students are picked up once they have enrolled.

**The report was noted.**

9. **HR strategy and Annual Report (including gender pay reporting)**

The Chief Group Services Officer presented the annual report together with an update against the HR strategy. Members were advised that the gender pay report would be submitted to the March Corporation meeting. The Chief Group Services Officer explained about variable contracts in that they remain on the HR system for those individuals that deliver programmes later in the year. Following consideration of the report members questioned how the ethnicity of staff compares to student ethnicity. Although the College tries to reflect the student population with its staff it is proving challenging as pay is an inhibitor in attracting staff. When asked, confirmation was received that different means are used to advertise for staff. Members also questioned the reason for a decrease in professional development expenditure and were advised that the expenditure on work undertaken by the team of Ofsted inspectors had not been included and, when added, this increased the expenditure.

Members reviewed progress against the HR Strategy and sought assurance in relation to the competency of the Line Managers due to delegated responsibilities. Members were informed that processes have been simplified and streamlined in order to support Line Managers and provide them with the tools needed to work in a challenging environment. Members were assured of the strength of the Assistant Principals and that work is continuing to remove unnecessary bureaucracy to allow the focus to continue be on Teaching, Learning and Assessment. The Chief Group Services Officer felt there to be a fine balance between support and taking over the Line Manager role.

**The report was noted.**

10. **Annual Health & Safety & Environmental Report**

The Chief Operations Officer reported a downward trend in reported accidents and that there had been two RIDDOR reportable events. Details of staff training were provided and contained within the report was a section on sustainability. Also presented alongside the report were revisions to the Health and Safety policy and of the need to nominate a Health & Safety champion. When asked, confirmation was received that Health & Safety training formed part of induction. The ongoing need to gain assurance of the current status of training was raised and the Chief Operations Officer suggested that training is routed via the Head of Digital Learning and Development.

**The report was noted and it was resolved:**

- a) **To approve the Health and Safety Policy Statement for 2018/19.**
- b) **To note pages 1 to 30 of the Health and Safety manual as prepared for use by the College by Ellis Whittam.**
- c) **To nominate Kevin Hamblin, CEO & Executive Principal, to act as Health and Safety champion on behalf of the Corporation.**

11. **Annual Report on Employer Engagement**

Members received a report on Employer Engagement, including preparation for the forthcoming apprenticeship reforms. The Principal reported that although a decline in the Employer Survey results had been evidenced this was attributable to the change in survey methodology and the results remained pleasing and a reflection of the excellent work of the team. The Corporation asked that their congratulations be passed to the team.

**The report was noted.**

12. **Lease to Bristol City Football Club**

Members were informed that this item will be carried forward due to its unavailability in time for this meeting.

13. **Review of key governance documents and Committee/sub-group terms of references**

Members undertook an annual review of the key documents which exist to regulate the conduct of Corporation business. The Clerk reported the following:

- a) Instrument and Articles of Government and Standing Orders for the Corporation and its Committees – An earlier review had taken place, prompted by changes to the automatic charity trustee disqualification rules, and approval was provided at the July Corporation meeting.
- b) Code of Conduct for Corporation Members – A revised Code had been approved at the 22 Feb 18 Corporation meeting.
- c) Committee Terms of References – Following review, revisions to terms of references will be presented separately to Corporation for approval.
- d) Appointment, Reappointment, Induction and Training Procedure – The annual review took place at the 3 Jul 18 Search Committee meeting where non-material revisions had been made to the procedure.
- e) Code of Good Governance for English Colleges – Members were informed that compliance against the Code had been reviewed by the Clerk and changes were tracked and appended to the report. When asked, no further changes were raised by members.
- f) Publishing arrangements for obtaining the views of staff and students – Following the College Principal's review of these arrangements, minor changes were presented.
- g) Access to Corporation Information – This policy had been approved 14 Sep 17 with the next review due September 2020.
- h) Child Protection, Safeguarding, Special Educational Needs and Disabilities and Equality and Diversity Advocate – A role descriptor was presented for approval.

**It was resolved to:**

- a) **Approve revisions to the arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the College and the oversight of its activities.**
- b) **Approve the Child Protection, Safeguarding, Special Educational Needs and Disabilities and Equality and Diversity Advocate.**

14. **Search Committee**

Confidential Item.

15. **Strategic Property Group**

Confidential Item.

16. **Learner Anti-Bullying & Harassment Policy & Procedure**

Minor revisions to the Learner Anti-Bullying and Harassment policy and procedure were presented for approval.

**It was resolved:**

**To approve the Learner Anti-Bullying and Harassment policy and procedure.**

17. **2017/18 Compliments, Suggestions & Complaints Annual Report**

Members received the annual report and noted that there are no changes proposed to the policy. Due to an increase in the number of complaints received compared to last year a task force has been established to investigate further.

**The report was noted.**

18. **GDPR & Freedom of Information Act report (including any revisions to the Model Publication Scheme)**

Members received a report providing an update on Freedom of Information requests and data subject access requests received during 2017/18. There were no changes recommended to the Model Publication Scheme and a Freedom of Information policy was presented for approval.

**The report was noted and it was resolved:**

**To approve the Freedom of Information policy.**

19. **Framework of College policies**

Members were informed that this item will be carried forward due to its unavailability in time for this meeting.

20. **Corporation Seal**

The application of the Corporation seal to the Kier contracts and Grant agreement relating to The Chase at Stroud Campus was noted and that approvals were secured via written resolution.

*At this point Sara-Jane Watkins (College Principal) and Harrison Festa Adams (Student Member) were invited to leave the meeting.*

21. **Remuneration Committee**

Confidential Item.

22. **Confidentiality**

Members agreed that due to business sensitivities the appendices to the Item of Urgent business (item 3), CEO & Executive Principal's confidential report (item 6), Recruitment data tabled as part of the College Principal's report (item 7), Search Committee confidential minutes (item 14), Strategic Property Group confidential minutes (item 15), Remuneration Committee minutes and items 21b-e and minute's 3, 6a, 6e, 7e, 14, 15 and 21 are to be treated as confidential.

23. **Assessment of meeting**

A summary of feedback in relation to the meeting held 5 Jul 18 was received. The Clerk distributed forms to members so that an assessment of the Corporation meeting could be undertaken.

24. **Date of Next Meeting**

Thursday 11 October 2018 at 5pm, Stroud Campus.

The meeting commenced at 5.10pm.

Roger Ellis left the meeting at 5.47pm (during item 6).

Moira Foster-Fitzgerald and Andy Slaney left the meeting at 6.50pm (after item 13).

Sara-Jane Watkins and Harrison Festa Adams left the meeting at 7pm (after item 20).

The meeting closed at 7.10pm.

The meeting was quorate.