



South Staffordshire College

Meetings of the Board of Governors

Minutes of the Virtual Special Meeting of the Board of Governors

10 March 2022

11:30am to 12:04pm

Governors present: Mike Rowley (Chair) 'MR'; Tim Legge (Vice Chair); Claire Boliver (Chief Executive & Principal) 'CB'; Yvonne Bradshaw; Andrea Chilton; Liz Furey; David Isted; Tony McGovern; Stephen Oliver; Helen Simpson; Gail Steptoe-Warren; Nicola Truman

Apologies received: Philip Atkins; Andrew Elsby-Smith; Hannah Montgomery; Rosie Watchorn; Jamie Parsons

Absent without apology: Dipal Patel

In attendance: Mary Mellor (Clerk to the Corporation); John Snow 'JS' (Deputy Principal – Finance and Resources); Karen Turley 'KT' (Assistant Principal – Curriculum and Quality); Peter Marsh 'PM' (Peter Marsh Associates); George Kenchington (Peter Marsh Associates).

Board	Agenda Item	Actions
1.1 1.2	<p>Welcome and Apologies for Absence</p> <p>MR opened the meeting at 9:31am and welcomed the Governors</p> <p>Apologies were received from Philip Atkins, Andrew Elsby-Smith, Hannah Montgomery, Jamie Parsons and Rosie Watchorn which were accepted by the board. Dipal Patel was absent and no apologies had been received in advance of the meeting.</p>	
2	<p>Declarations of Interest</p> <p>There were no declarations of interest for any items on the agenda.</p>	
3.1 3.2 3.3	<p>Capital Bid Applications for T Level Wave 4 Grant Funding</p> <p>JS summarised the introduction of T Levels and the grant funding application process for the Lichfield and Rodbaston Campuses. JS confirmed that the proposed expenditure would be managed within the capital allowances for each year, however, it could impact expenditure on other projects. JS confirmed that if the board approved the application for grant funding this did not yet commit the College to proceeding with the proposed projects.</p> <p><u>Lichfield Campus</u></p> <p>PM outlined the bid application and programme of works for the Lichfield Campus. The proposal was to create a new suite of industry standard media studios and classrooms to deliver Broadcast and Production T Level from September 2023. This would involve alterations to an area of 367m² in the building to support 120 T level learners by 2027-28 (compared to 70 learners currently). The programme of works would be completed by September 2023. The total cost of the project would be £731,950 made of up DfE grant £650,000 and College contribution of £81,950.</p> <p><u>Governor Questions and Comments</u></p> <ul style="list-style-type: none"> • A governor noted that it was important that Governors fully understood T-Levels including the entry requirements and the need for workplace experience however the student numbers felt realistic and achievable. • A governor asked whether the College owned the freehold of the Lichfield Campus or whether it was leased. JS confirmed that the College had shared ownership of the campus with Staffordshire University and that he could check whether the University would have any objections to the building works in the project. It was noted that the valuation of the buildings could be affected by any improvement in facilities. • A governor asked whether equipment was required in addition to the work outlined in the bid that was not included in the estimate. JS confirmed the current application was to improve facilities. There is a separate funding stream for equipment for T-Levels which should be allocated as 100% of any costs incurred. • A governor asked whether the College was confident on student numbers. KT confirmed that the college was already putting on additional routes this year for animation and journalism at Lichfield before the implementation of T-levels so student 	



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	<p>numbers were already increasing. Rodbaston they felt very confident of numbers with several 100 learners on the site. At least 30-40% of Level 2 learners should transition to level 3/T Level. She therefore felt the numbers were comfortable and realistic to achieve.</p> <ul style="list-style-type: none"> • A governor asked how affordability would be impacted by inflation and whether contingency had been built into the costings to cover this risk. PM confirmed that the costs provided did take account of inflation. As the works were refurbishment of existing buildings the scope of the works and quality of the internal fittings could be managed to stay within estimates. • A governor asked if the college could still provide T-Levels if the capital bids were not successful. KT confirmed this was possible however the College might not attract as many students and delivery might be affected. • A governor asked if funding was still available for work experience. CB confirmed that it was, although on a slowly reducing scale, and it could be used to support T levels. • A governor asked whether the DfE would monitor the outcomes from any grants awarded. JS confirmed that this would be included in any funding agreement following a successful bid and this was likely to consider the revenue funding level of learners rather than the capital funding of the facilities. <p><u>Rodbaston Campus</u></p>	
3.4	<p>PM outlined the bid application and programme of works for Rodbaston Campus. The proposal was to replace the existing Animal Care Building with a new 340m² purpose-built building to facilitate the delivery of the Animal Care and Management T Level from September 2023. This would support 190 T Level learners by 2027-28 (currently 178 learners). The total cost of the project would be £1,349,000 made of up DfE grant £1,000,000 and College contribution of £349,000.</p> <p><u>Governor questions and comments:</u></p>	
3.5	<ul style="list-style-type: none"> • A governor asked about the group size for the T-Level and whether the staff:student ratio would meet the College ambitions. KT confirmed that the numbers would be lower in the first year (16-20 students) but would increase to 20-24 learners. PM agreed that the layout of the building would need to be reviewed at Stage 3 to ensure it could accommodate the larger groups of learners. • A governor asked how often the construction costs were reviewed and updated for inflation. PM confirmed that costs were updated monthly. As this was a modular build it was easier to place orders earlier in the programme however there could not be certainty. It was a risk which they had assessed and felt it was achievable in the current market. If costs increased substantially then the DfE might review the grants. 	
3.6	<p>Resolved: To approve the two Capital Bid Applications for T Level Wave 4 Grant Funding at Lichfield and Rodbaston.</p>	
3.7	<p>Governors thanked the members of ELT and Peter Marsh who had worked hard to bring the bids together in a short space of time.</p>	
4	<p>Any other business</p> <p>There was no other business and the meeting closed at 12:04pm. The next meeting is 30 March 2022 at 9am.</p>	



Chair

30 March 2022

Date