MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON WEDNESDAY 10 JULY 2024 BY MS TEAMS

PRESENT

Keith Buckley
Everton Burke (Chair)
Rajinder Mann
Frank McArdle – from item 24.78
Sarah Marshall
Chris Prosser
Dave Rosser
Dawn Ward (Chief Executive)

IN ATTENDANCE

John Beaty (Principal)
Ryan Halford
Yvonne Orton (Deputy Clerk)
Hannah Roberts

PART 1

24.70 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Ursula Bennion, Katy Broomfield and Keith Scribbins due to health reasons. It was confirmed that the meeting was quorate.

There were no new declarations of interest.

24.71 MEMBERSHIP MATTERS

- **i) Appointment of Chair and Vice Chair –** Following an email from the Deputy Clerk asking for expressions of interest for the Chair role, an expression of interest had been received from Rajinder Mann. Rajinder Mann was unanimously appointed as Chair and Everton Burke as Vice Chair for the academic year 2024-2025
- **ii) Governor resignation –** The Board were notified that Dan Janes had resigned from the Board with immediate effect due to pressure of work in his new role. The Search and Development Committee would look at replacing Dan.
- **iii) Final Calendar 2024/2025 -** The final calendar was reviewed and **noted.** The calendar invites would be sent out in August 2024.

24.72 MINUTES OF PART 1 OF THE MEETING HELD ON 5 JUNE 2024 AND MINUTES OF EXTRAORDINARY MEETING HELD ON 25 JUNE 2024

The minutes of the meeting held on 24 April 2024 and the minutes of Extraordinary meeting held on 25 June 2024 were considered and **approved** as a true record with no matters arising.

24.73 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

John Beaty introduced the policy update advising that at the time of drafting the report it seemed useful to outline the policies of the key political parties but following the general election only one of those was now relevant. It was reassuring that in his first speech as Prime Minister, Kier Starmer mentioned colleges as well as schools. With reference to the new expert body to be established, Skills England we would have to wait and see what information came out. The labour manifesto included a promise to young people about training and apprenticeships and also technical excellence colleges which was positive for the College. There would be a lot of wait and see how things transpire.

The Board **noted** the detail provided in the policy update.

24.74 *UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL*

CONFIDENTIAL

24.75 REPORT FROM STUDENT MEMBER

There was no update for this meeting.

24.76 MINUTES OF AUDIT COMMITTEE HELD ON 4 JUNE 2024

The minutes of the meeting of the Audit Committee held on 4 June 2024 were considered. Chris Prosser highlighted the main outcomes of the meeting and the recommendation to approve the External Audit Plan.

The Board **received** the minutes and **approved** the External Audit Plan.

24.77 QUALITY AND PERFORMANCE

Ryan Halford introduced the Quality and Performance report which had been prepared by John Beaty and himself. Ryan advised there was not much to report on at this meeting as teaching and learning had finished and results were now awaited.

- Quality improvement plan actions were on target with the vast majority finalised.
- The Office for Students had written to the Chief Executive to confirm that they had now removed the specific ongoing conditions B3A and B3B. This had been reported and discussed at the June Board meeting. There was a copy of the OFS letter in the Quality section of the report which could be accessed by clicking on the link.
- Outcomes for classroom-based learners – Retention remained high at 94.1% pending the results of final examinations and assessments. However there were two areas which would reduce: Access to HE would have a significant decline against the national rate and there was a small marginal decline on non-regulated qualifications but it related to a very small number of learners.
- The headline in-year apprenticeship achievement rate was currently in a strong position at 71% with the ‘best case’ of 79.4% based on all remaining apprentices

achieving which was +26.1% above the national rate (last year we outturned 64% which was still above the national rate of 53.3%)
- Outcomes for teaching, learning and assessment - To date, 97% of formal reviews had been completed against an end of year target of 97%. Of those tutors reviewed, 93.0% were meeting college expectations 2% above the target which was a really strong position.

A discussion followed on the issues with Access to HE and the difficulties for the learners coping with the workload and their home life and work pressures. A Governor asked about attitudes, behaviours and motivation with respect to apprenticeships and adult education and whether it was changing. Ryan responded saying that apprentices had improved and there was a big appetite for them now and BSDC were moving into new markets with new qualifications and new standards. However, adult education was very problematic as the funding was nuanced and generally if the economy was doing well and employment figures were low there was not much need for adults to retrain. Adult education was going to be the hardest area in the next few years for the College to meet the obligations of the funding allocations but equally servicing the needs locally.

International/Partnership work/other

John Beaty took the report as read and highlighted the following.

- The College had secured Turing funds for 2024-2025 which was significantly lower than the bid put in but it was more than other providers were getting which was due to the fact we had been successful with Turing over the past few years. The plans would be revised to maximise the allocated funds so that as many learners as possible would benefit from the allocation.
- Kier Starmer had visited the College at very short notice on 27 June which was a very successful visit. Ryan took the lead in coordinating the visit and made arrangements for the students to be present. The students were extremely impressive and did the College proud in the way that they presented themselves.

The Board **noted** the Quality and Performance report

Frank joined the meeting.

24.78 FINANCE AND BUSINESS REPORT

i) Finance and Business Report

Hannah Roberts introduced the Finance and Business report for period ended 31 May 2024 which covered the following.

- Solvency – Reassurance was given on solvency with the amount of cash reserves/days. There was approximately £14.2m of free cash funds (additional £2m from building grant currently on deposit) which equated to 233 cash days versus the sector target of 25.
- Outturn – The May outturn was £8k above EBITDA from a mix of income and savings around expenses and therefore the forecast outturn was slightly above the original budget by £21k.

- EBITDA as a percentage of Income – The current forecast was under the 1% target due to the increased costs in year. Servicing the additional 140 learners and lagged funding, energy, exams, payroll costs all impacting.
- Cash flow – The net cash flow was £5.2m
- Financial health forecast was currently at 'requires improvement'
- Capital grants – Notification had been received after the report had been written to advise that we would be getting a Salix grant of £220k with more detail on this in the next report to the Board.

A Governor asked about the consequences of the 'requires improvement' financial health score. The Chief Executive reminded the Board about the discussion she had with the FE Commissioner (reported in a previous Board meeting) where the Commissioner had given assurance that if the College had no debt and was in a good cash position and scored RI they do not put them into intervention.

ii) College Financial Benchmarks 2022-2023

Hannah introduced the report explaining that once all the financial statements had been received from colleges. the ESFA aggregate the information onto a single spreadsheet. Hannah highlighted the key points. Overall colleges financial performance had improved in the past 12 months with 75% of colleges (12) with a financial health at 'Good' or better compared to 53% (15 or 58% of the 12) last year. It was also noted that BSDC were in a strong position as they had no debt and were in a strong cash position with 233 cash days against the sector target of 25.

The Board resolved to:

Note the Finance and Business report and College Financial Benchmarks 2024-2025

24.79 CRITICAL SUCCESS FACTORS

The report was introduced by John Beaty who advised there had been slight movement in the adult skills budget which would be slightly over at 100.7% but everything was as forecast. It was noted that the latest CSFs were not in the pack. The Deputy Clerk to upload the CSFs to Convene following the meeting.

The Critical Success Factors were **noted.**

24.80 MEETING FEEDBACK

Governors considered the Deputy Clerk's report on feedback from the meeting held on 5 June 2024.

The feedback report was **noted**.

24.81 REFLECTION ON CORE VALUES, IMPACT OF GOVERNANCE AND GOVERNOR LINK UPDATES

i) Governors felt that all the core values set out in the Adaptive Plan Framework had been covered in all items in the meeting.

ii) Governors reflected on examples of challenge to the SLT.

iii) Governor links – Dave Rosser updated recent learner walk which had been extremely useful, positive and uplifting.

24.82 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

i) The date of the next meeting was confirmed as 18 September 2024 and would be an in person meeting.

ii) The Chair thanked the Chief Executive, Keith Buckley and the Deputy Clerk for their tremendous contribution to the Board. He also congratulated John Beaty on his appointment as Principal and Chief Executive.

iii) It was **agreed** that the item on the Saudi Project should remain confidential.