

**MINUTES OF A MEETING OF THE FURTHER EDUCATION  
CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE  
HELD ON WEDNESDAY 21 SEPTEMBER 2016  
COMMENCING AT 17.45 PM**

**PRESENT**

Everton Burke (Chair)    Dawn Ward [remotely] (Principal & Chief Executive)  
Adrian Argyle                      Ben Webster  
Keith Buckley                      Rajinder Mann

**IN ATTENDANCE**

John Beaty  
Gary Chin  
Dave McMillan  
Keith Scribbins (Clerk to the Corporation)

**PART 1**

**16.92        APOLOGIES FOR ABSENCE, PRESENTATION AND ANNOUNCEMENTS**

- i. Apologies for absence were received from Paul Fitzpatrick, Kevin Lees, Frank McCardle and Claire Teece.
- ii. John Beaty gave a presentation on Student Destinations 2014/15. The presentation had been communicated to members via Drop Box.
- iii. Adrian Argyle declared his interest in the valuation work undertaken by his firm on behalf of the College.
- iv. Members were reminded of the eligibility requirements and register of interest requirements set out in the Instruments and Articles of Government.
- v. It was reported that Nico Rehman could continue as a student member given his position in relation to the student body. This was **AGREED**. The second student member would be considered, following due process, at a future meeting.

- vi. A report was given on interviews conducted by the Search Group (Adria Argyle, Keith Buckley and the Clerk) with Eddie Broadhead and Nicola Taylor. Their biographies and reasons for wanting to become governors were set out in detail. The interviews gave the Search Group conviction that both candidates would add different but essential skills, experience and background to the work of the Corporation. Nicola had been a student governor until recently and Eddie was widely experienced in consultancy work in education and as a local authority officer. It was **RESOLVED**

that: Subject to eligibility and other requirements Eddie Broadhead and Nicola Taylor should join the Corporation for a four-year period from 21 September 2016 as ordinary members.

- vii. Members felt that Adrian Argyle's departure (at the end of the calendar year) would be a loss of financial, business and other skills. There was a need to review the demographic and skills composition of the Corporation. The Chair and the Clerk undertook to initiate this review in the new year and also to consider succession planning.

### **16.93 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATES INCLUDING AREA REVIEW**

Members welcomed the update which had been prepared by Dawn Ward. The update covered:

- The apprentice levy funding details covering start data, funding bands, English and maths and extra support
- Register of Apprenticeship training providers (aimed at streamlining the system)
- Funding cuts – the reasoning (Justine Greening called to account in Parliament and by the Press)
- Youth Unemployment statistics (West Midlands 15.5% whereas UK average 14.4%)
- Brexit – the consequences (Japan perspective) – possible big firms relocation
- Theresa May and the Midlands Engine (Osborne initiative to continue)
- Overseas investment in the West Midlands (causing 11,000 new jobs since 2011)

- AoC new Executive – early work concerning boost for FE
- Ofsted Chairman’s resignation following comments on Isle of Wight
- Local and national labour market statistics (West Midlands unemployment 6.1%, East Midlands 4.3%, national 4.9%)

Members discussed the apprenticeship levy information, in particular, and sought further detail about its impact on the College and its neighbourhood. In turn this led to debate about the ‘Midlands Engine’ and Brexit. It was acknowledged that these would be recurring themes.

The update was **NOTED** and the action being taken was **ENDORSED**.

#### **16.94 UPDATE ON SAUDI PROJECT**

***CONFIDENTIAL***

#### **16.95 MINUTES OF THE CORPORATION HELD ON 7 JULY 2016 (PART 1)**

The Minutes of Part 1 of the meeting held on 7 July 2016 were **APPROVED** and signed by the Chair. There were no matters arising.

#### **16.96 UPDATE ON EDUCATION TRUST**

John Beaty presented his update covering Department for Education visit, SATs and pupil referral event with the new regional schools’ commissioner.

The DfE visit resulted in a much improved opinion. The SATs results left room for considerable improvement (but year on year comparisons are difficult because of exam changes). The meeting with the new schools’ commissioner could prove significant. Everton Burke reported on his visit to the Kingfisher School – students engaged and building work going well.

Members welcomed the update and the contribution being made by the new Chief Operating Officer. The report was **NOTED**.

#### **16.97 APPROVAL OF CSFs**

Members reviewed documents concerned with the College Adaptive Framework and discussed the CSFs set out therein. The documents set

out Vision, Mission, Strategy, the CSFs (Cost to Serve, Our People, Achieving Vibrant and Outstanding and Responsiveness to Market) and Values (Customer is our focus, consistently achieving and valued and respected). The documents were thought to provide an excellent summary and showed the relationship between CSFs and vision/mission and values. It was recognised that the CSFs may require elaboration as the year unfolds. The CSFs and related items were **APPROVED**.

#### **16.98 URGENT MATTERS FRM AUDIT COMMITTEE MEETING 13 SEPTEMBER 2016**

Keith Buckley gave an oral report. The meeting had gone extremely well. There were no urgent matters. The full minutes would be before the next Corporation meeting. This report was **NOTED**.

#### **16.99 REPORT FROM STUDENT MEMBERS**

A report had been provided by Emily Vinall. It covered Freshers' Fair (fairground theme) and progress with filling the SU Presidency. The report was **NOTED**.

#### **16.100 FINANCE AND BUSINESS REPORT**

Gary Chin introduced three documents:

- The monthly report and accounts
- The property enquiry schedule
- The summary statement of offers

The key points discussed were enrolment (down on last year and corrective measures being taken as far as possible), the timetable for the statutory accounts and role of Audit Committee etc, the 2016/17 business themes, the Rolleston on Dove developments and critical success factors (see above, also).

It was pointed out that actual early enrolment was now 1599 (not the earlier figure of 1437 in the report). The effects of school retention approaches and demographic changes were discussed in detail. In respect of property sale the Corporation received the reports and **AUTHORISED** the sale at the best achievable prices. The base offers cumulatively exceeded valuation by £30k. It was envisaged that Green Street might best be dealt with by letting in sub-divided units. The report

also included a review of investments and interest and bad debts. The Rolleston on Dove application lay with the new Secretary of State. Finally, the report outlined insurance arrangements and an appendix covered progress on CSFs.

Members felt that the report on finance and business gave an excellent account of progress (including property disposal) and was realistic in its assessment of current achievements and problems. The report was **NOTED** and the action and proposals were **ENDORSED**.

*(Keith Buckley left the meeting and commended the report on Quality and Performance before doing so).*

### **16.101      QUALITY AND PERFORMANCE REPORT**

Dave McMillan introduced three documents:

- The monthly report
- The Post Inspection Improvement Plan report
- The Curriculum Performance Targets

The key elements were CSFs, achievements, PIAP progress and the Targets.

The 'closed' CSF measures for 2015/16 were reviewed as were the 'open' measures (due to close 31 October 2016). There was an action plan to address concerns and risks. Outstanding achievements from 2015/16 were analysed in detail. The PIAP was rehearsed showing action and impact. Finally, the performance targets for 2016/17 were put forward (at 6% above national rate in some areas).

In presenting his report, Dave McMillan indicated that it was too early in the year to give a definitive picture in relation to some matters. Arrangements would be made for governors (according to availability) to meet with HMIs during their visit on 1 November 2016. Members discussed a number of features of the report recognising significant progress in a number of areas.

The report on Quality and Performance, PIAP and Targets 2016/17 was **ADOPTED** and the proposals and action taken were **ENDORSED**.

### **16.102      MEETING FEEDBACK AD REFLECTION ON CORE VALUES**

The Clerk introduced the feedback and core values report. The feedback on the last Corporation meeting was excellent. The quality of reports had been praised. Emphasis had been put on the search for new governors (see previous item) and the need to improve attendance. It was felt that all core values had been covered during the present meeting. These reports were **NOTED**.

### **16.103 GOVERNOR LINKS AND PAIRING**

The paper on pairing arrangements for 2016/17 was **RECEIVED** and its proposals were **ENDORSED**. Further guidance on the role of governors vis a vis links and pairing would be developed.

### **16.104 DATE OF NEXT MEETING, AOB AND CONFIDENTIALITY**

Scheduled for Wednesday 9 November 2016. There was no other business. The Saudi report was regarded as Confidential.