

**MINUTES OF A MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND
SOUTH DERBYSHIRE COLLEGE HELD ON WEDNESDAY 23 JANUARY 2019
COMMENCING AT 18.00 HOURS**

PRESENT

Everton Burke (Chair)	
Eddie Broadhead	Maisie Thompson-Smith
Paul Fitzpatrick	Amrit Virk
Rajinder Mann	Dawn Ward (Principal & Chief Executive)
Chris Prosser	Ben Webster (via Skype)

IN ATTENDANCE

John Beaty
Gary Chin
Ryan Halford
Yvonne Orton (Assistant Clerk)
Keith Scribbins (Clerk)

PART 1

19.01 CONFIRMATION OF QUORUM AND APOLOGIES FOR ABSENCE

The Chair welcomed members and attendees to the meeting. The Clerk confirmed that a quorum was present and it was noted that apologies for absence had been received from Keith Buckley, Nicola Taylor and Frank McArdle (co-optee).

19.02 DECLARATIONS OF INTEREST

There were no new declarations of interest.

19.03 MEMBERSHIP MATTERS

- i) The Principal notified members of the sad death of Garry Phillips, a former member of staff, and paid tribute to the fantastic work that he did for the College. The Principal also updated on a proposal to name the Lego Education Innovation Studio after Garry which was being discussed with the family. The Clerk updated on a Trust being set up in Garry's name.
- ii) The Board congratulated the Chair, Everton Burke on being made an Officer of the British Empire which they all agreed was very well deserved. The Principal updated on a dinner to be held after a future Governing Body meeting, to celebrate this fantastic achievement, the details of which would follow.

- iii) **College Seal** – The Clerk reported that the College Seal had been used on a Land Registry DS1 form for cancellation of entries relating to a registered charge, in relation to the land at Rolleston on Dove.
- iv) **Student Governor** - The Clerk informed the Board of a new Student Governor, Demi Parker. John Beaty explained that Demi could not be at the meeting tonight but would be attending all future meetings.

RESOLVED: i) That the appointment of Demi Parker as a student governor for 2018/2019 be **APPROVED**.
ii) To **APPROVE** the use of the College seal

19.04 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 5 DECEMBER 2018

It was confirmed that all actions had been completed and could be removed from the action schedule.

RESOLVED: The Minutes were **APPROVED** by the Board as a correct record and signed by the Chair.

19.05 MATTERS ARISING

There were no matters arising.

19.06 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATES

The Principal introduced the policy update which had been previously distributed for members' consideration. Members discussed and noted the update.

- Westminster debate on funding held on Monday 21 January – A letter had been sent to Andrew Griffiths MP to ask if he could speak on behalf of the College.
- AoC Developing a Four Nations College Blueprint – seeking more information on this following the launch on 22 January 2019
- ESFA Register of Apprenticeship Training Providers
- Department for Education –rise in pension contributions for FE Colleges from 16.48% to 23.6% from September 2019. The DfE plans to fully fund the increase in the first year.
- New Ofsted Framework – new consultation launched in January 2019 to refresh inspection framework
- Baker Clause
- Apprenticeship Levy
- T Levels

RESOLVED: To **NOTE** the policy update.

19.07 UPDATE ON SAUDI PROJECTS – CONFIDENTIAL ITEM

CONFIDENTIAL

19.08 UPDATE ON EDUCATION TRUST

The Board were updated on the latest position relating to the Education Trust and its school, the Kingfisher Academy. The Board were pleased that all parties were working to secure the right outcome for the school community and asked to be kept abreast of these developments through future Board meetings.

The Clerk advised that any constitutional changes to the Trust could be agreed and signed off at the Trust Board meeting in March 2019.

RESOLVED: To **NOTE** the verbal update on the Education Trust.

19.09 REPORT FROM STUDENT MEMBERS

The report from Student Members was presented by Maisie Thompson-Smith and covered:

- Christmas Fair which raised an impressive £223.44 for the Learner Crisis Fund. The food parcels for the YMCA and Derek's Tree were also very successful.
- Visit to Parliament – The visit took place on 16 January 2019 and the Principal and John Beaty accompanied Maisie and the new student governor, Demi Parker
- Course representation meeting – Be Sessions were explained to the learners and changes made to the sessions had been received positively.

The Chair congratulated the student members on the significant sum of money raised.

RESOLVED: To **NOTE** the Student Members' report.

19.10 MINUTES FROM THE AUDIT COMMITTEE MEETING HELD ON 29 NOVEMBER 2019

The Clerk explained that the Audit Committee matters contained in the minutes had been dealt with extensively at the last Corporation meeting and all of the items were covered and the recommendations endorsed.

RESOLVED: To **APPROVE** the minutes of the Audit Committee meeting.

19.11 QUALITY AND PERFORMANCE REPORT AND ANNUAL EQUALITY AND DIVERSITY REPORT

i) Quality and Performance Report

A report on Quality and Performance was considered. Ryan Halford highlighted the key points contained in the report as follows:

- Retention was strong at 98.5% in line with this time last year and currently above the sector average.
- Apprenticeships – these were split into the old style frameworks which were still current and new standards (as it was important to measure their success differently).
- English and maths
 - Results of the November re-sits - English did very well and reached the target set. Maths did not do as well but analysis was being done on the papers.
 - Attendance – at target of 85% and improving. The changes made were having a positive impact
- Register completion rates had improved significantly
- Teaching Learning and Assessment – a substantial number had been carried out and were maintaining the grade profile
- International - John Beaty gave an update on
 - The 150 students from South Korea at the College doing English and Maths in various vocational areas.
 - A learner from Japan coming to BSDC in February 2019
 - Preparation underway for fifth visit from Toyota High schools with 15 learners coming in March 2019.
 - Confirmation of 2 learners from Thailand possibly increasing to 7.
 - The ESOL and international teams developing sector specific (Beauty) bite size online English language courses to trial in countries with international learners
 - In country delivery – Lesley Chambers delivered a 6 week delivery programme in Jeonju in South Korea which went extremely well.

Members discussed a number of matters arising from the report and Ryan Halford answered their questions on the points of detail and provided clarification as necessary.

RESOLVED: To **NOTE** the report and to **ENDORSE** the actions being taken

ii) Annual Equality and Diversity Report

The Annual Equality and Diversity Report was considered

RESOLVED: To **APPROVE** the Annual Equality and Diversity Report

19.12 FINANCE AND BUSINESS REPORT

Members considered the Finance and Business report prepared by Gary Chin which covered:

- Solvency of the Institution – Attention was drawn to the 12 month rolling cash flow forecast which gave reassurance on solvency.
- Statement of comprehensive income – an update was given on the different income lines and an explanation on the variances. The main headline was on the education contracts line as the local council had confirmed that the average cost per student with high needs would be lower than budgeted, however our costs against them would be reduced.
- Headlines and Financial Highlights v budget – Attention was drawn to the diagrams giving key information on operating surplus, income and margin for December and the year to date.
- Key Performance Indicators covering current ratio, gearing ratio, EBITDA ratio, staff costs and cash days
- Financial Health Scoring – the year to date position was a strong outstanding position financially in terms of performance, cash and debt.

Members raised a number of questions and Gary Chin answered their questions on the points of detail and provided clarification as necessary.

RESOLVED: To **NOTE** the content of the Finance and Business report and **ENDORSE** the actions taken

19.12.1 Minimum Wage Adjustments and Non-Consolidated Pay Award

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19.13 MEETING FEEDBACK AND CORE VALUES

The Clerk introduced the feedback. The feedback on the last Corporation meeting was excellent with everyone in attendance giving feedback.

Members agreed that all core values had been covered during the meeting.

RESOLVED: i) The feedback report was **NOTED**
ii) The core values, adaptive framework and plan were received and **ADOPTED**

19.14 GOVERNOR LINK UPDATE

Governor learning walks had been planned in for the spring term. The Chair asked for the Board's thanks to be passed on to Dawn Donnelly for organising the learning walks.

19.15 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Wednesday 27 February 2019.

19.16 ANY OTHER BUSINESS

There was no other business.

19.17 CONFIDENTIALITY

RESOLVED: That the following items should be treated as confidential

- Saudi Projects
- Finance and Business - one confidential item