

**MINUTES OF A MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND
SOUTH DERBYSHIRE COLLEGE HELD ON WEDNESDAY 27 FEBRUARY 2019
COMMENCING AT 18.00 HOURS**

PRESENT

Everton Burke (from 19.15)	Chris Prosser (from 18.45)
Eddie Broadhead	Maisie Thompson-Smith
Keith Buckley	Amrit Virk
Paul Fitzpatrick	Dawn Ward (Principal & Chief Executive) (from 18.30)
Rajinder Mann (who chaired the meeting)	

IN ATTENDANCE

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

PART 1

19.19 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 Demi Parker (student governor) Nicola Taylor, Ben Webster and Frank McArdle (co-optee). It was also noted that Everton Burke and Chris Prosser had been delayed due to traffic and would join the meeting late, and that the Principal was on a conference call and would join the meeting at 18.30.

19.20 DECLARATIONS OF INTEREST

There were no new declarations of interest.

19.21 MEMBERSHIP MATTERS

- i) **Terms of Reference** - The Clerk updated members on the revised Terms of Reference for the Audit Committee, Remuneration Committee and Search and Development Committee which were in the Corporation Dropbox. Action: Members were asked to consider these Terms of Reference before the next meeting when they would be submitted for approval.
- ii) **Terms of Office** – The Clerk advised members that the term of office was due to expire for:

- a. Amrit Virk, Staff Member on 2 May 2019 and arrangements would be made for a staff governor election.
- b. Everton Burke and Keith Buckley on 8 July 2019. The Clerk explained that the policy states that no member should serve more than two periods of four years which Everton and Keith had done but there were exceptional circumstances to renew the term of office for both.
- c. Frank McArdle on 8 July 2019. The Clerk recommended that the Board continue to consult Frank but not as a Governor or co-opted member.

RESOLVED: i) That the term of office for Everton Burke and Keith Buckley be extended for a further four years expiring on 8 July 2023.**APPROVED.**
 ii) That the term of office for Frank McArdle should expire on 8 July 2019 and not be renewed **APPROVED**

19.22 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 23 JANUARY 2019

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

19.23 MATTERS ARISING

- i) **Celebration Dinner** - The Clerk advised members of a dinner in celebration of Everton Burke being made an Officer of the Most Excellent Order of the British Empire in the 2019 Queen's New Year's Honors list, to be held on Wednesday 1 May in the Mulberry Restaurant at 7 pm. The Governor Body meeting scheduled that day, would be held at 5 pm and an updated calendar invite would be sent out.
- ii) **Fund established in the name of Garry Phillips** – The Clerk updated members on the fund being set up in the name of Garry to assist students in further education. There would be a gift going to a student(s) from Burton and South Derbyshire College. The prize fund came from private donations not College funds. Garry's wife Pam had been asked to consider chairing the prize awarding Committee and selecting successful students. Pam would be joined by Michael Heanue, Keith Scribbins, Martin Smith and Dawn Ward.
- iii) **Lego Education Innovation Studio** – At the last meeting, the Principal reported on the proposal to name the Lego Studio after Garry Phillips. The Clerk confirmed that the family had agreed to this proposal.

RESOLVED: i) To **NOTE** the date of the celebration dinner
 ii) To **NOTE** the terms of the fund established in the name of Garry Phillips

19.24 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 which covered.

- BREXIT – very little moving forward due to the uncertainty with BREXIT
- Big push on funding - Andrew Griffiths MP signed the letter
- Challenge on devolution
- Adult Education Budget –challenges faced due to reduction in funding and changes in criteria.
- T-levels

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

19.25 UPDATE ON SAUDI PROJECTS – CONFIDENTIAL ITEM

CONFIDENTIAL

19.26 UPDATE ON EDUCATION TRUST

John Beaty gave an update on the current position of the Kingfisher Academy. Discussions were continuing to be positive with the Central Cooperative Learning Trust (CCLT) and their decision on how to move forward had been put to the West Midlands Head Teacher Board who would convene in March 2019. A stakeholder Q & A was taking place on 28 February 2019 where John would represent BSD ET with CCLT.

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

19.27 REPORT FROM STUDENT MEMBERS

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

- Course representative meeting – Feedback on topics discussed and in particular the positive comments from learners on the improvements made to maths and English lessons.
- Promotion of Sexual Health – Update on the work done to promote this during Sexual Health week 11-15 February 2019.
- Fairtrade Fortnight 25 February-10 March 2019 – The focus this year was on people, in particular the women, who grow the cocoa in the chocolate we love so much.

The Chair thanked Maisie for an interesting report on the projects being promoted.

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

19.28 SUMMARY OF GOVERNOR DEVELOPMENT EVENT HELD ON 1 FEBRUARY 2019 AND DRAFT GOVERNORS ANNUAL SELF-ASSESSMENT 2017/2018

The Clerk advised that following the Governor Development Event a first draft of the Governors' Annual Self-Assessment had been produced from the feedback and information given by Members at the event. The Principal asked Members to read through the self-assessment report and reflect on the straw poll questions that they answered and the results of the answers to the 12 questions. They were asked to note what they considered needed to be changed and how they would want it to change and this could be discussed at the next Governor Day on Friday 21 June 2019. The Principal advised that as well as the skills audit, other completed charts on gender, ethnicity and disability could be added to the report. Action: Members to reflect on the straw poll questions that they answered and the results of the answers to the 12 questions

RESOLVED: i) To **NOTE** the summary of the Governor Day and Draft Governors Annual Self-Assessment 2017/2018

19.29 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 of the variances. Income at period 6 was on target to achieve the budget by the end of the financial year.
- 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.

Confidential item

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

19.30 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 – currently retention was in line with where we would expect at this time of year at 97%. The qualification tables were explained as there had been a change since the last report as to how they were classified.
- Apprenticeships were fairly strong and above where we were last year. If all the learners were to achieve, our outturn would be significantly above national average.
- English and maths – Attendance was in line with the College target. The new model was having a better engagement with learners.
- Teaching Learning and Assessment – The majority of reviews had been carried out and we were maintaining an 88% good or better profile.
- Report abbreviations and terminology used had been added in a separate box after the Executive summary.
- Areas of potential and significant concern were also highlighted in a separate box after the Executive summary.
- Partnerships - John Beaty gave an update on the new spearhead project with St Modwen Properties with respect to supporting BSDC to provide professional bursaries.
- On-line international courses – John updated on the work of the curriculum teams in developing bespoke on-line vocational English language programmes.
- STEAM promotion and Lego Innovation Centre – John gave an update on the project.

Members discussed a number of matters arising from the report and Ryan Halford/ John Beaty 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

19.31 FEEDBACK REPORT

John Beaty introduced the Feedback Policy 2019-2022 advising that there was a minor change in that there was one opportunity to appeal after an investigation was carried out.

RESOLVED: To **APPROVE** the amended Feedback Report

19.32 MEETING FEEDBACK AND CORE VALUES

The Clerk introduced the feedback. The feedback on the last Corporation meeting gave a very good review of the meeting and recognised the strengths.

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

19.33 GOVERNOR LINK UPDATE

The Chair updated on his visit to South Derbyshire Campus. Paul Fitzpatrick, Eddie Broadhead and Chris Prosser also updated on their learning walks.

19.34 DATE OF NEXT MEETING

The date of the next meeting was confirmed as Wednesday 1 May at 5 pm to be followed by the dinner for Everton Burke at 7 pm.

19.35 ANY OTHER BUSINESS

The Clerk advised that it would be Maisie Thompson-Smith's last meeting. Members thanked her for her contribution to the Corporation meetings.

19.36 CONFIDENTIALITY

RESOLVED: That the following items should be treated as confidential

- Saudi Projects
- Finance and Business - one confidential item