

MINUTES OF A MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON 22 JANUARY 2020 COMMENCING AT 18:00 HOURS

PRESENT

Everton Burke (Chair)
Keith Buckley
Tony Downey
Paul Fitzpatrick
Jo Lang

Rajinder Mann
Chris Prosser (Skype)
Hadia Rashid
Dawn Ward (Principal and
Chief Executive
Ben Webster (Skype)

IN ATTENDANCE

John Beaty
Gary Chin
Ryan Halford

Keith Scribbins (Clerk)
Yvonne Orton (Assistant Clerk)

PART 1

20.1 CONFIRMATION OF QUORUM AND APOLOGIES FOR ABSENCE

The Chair welcomed members and attendees. He extended a particular welcome to Hadia Rashid who was attending her first meeting as a student member and other members introduced themselves to her. The Chair also extended the thanks of the Corporation to Demi Parker who had completed her office as a student member. Apologies had been received from Nicola Taylor, otherwise all members were present or attended by Skype (Chris Prosser and Ben Webster).

20.2 DECLARATIONS OF INTEREST

There were no new declarations of interest and existing declarations were continued.

20.3 PRESENTATION

Ryan Halford gave a presentation, welcomed by members, on learning walks and their relevance to the Inspection framework.

20.4 DEVELOPMENT MATTERS

Dawn Ward reported further on the search for a new member and said that Sarah Sandle had agreed to be considered for membership of the Corporation. The Clerk indicated that arrangements would be made for Sarah to meet with members of the Search Committee who had not already met with Sarah. Hopefully, her adoption as a member could be completed at the next Corporation meeting.

20.5 MINUTES OF PART 1 OF MEETING HELD ON 4 DECEMBER 2019

Members considered the draft Part 1 minutes and these were **APPROVED** as a correct record.

There were no matters arising save for the report on Sarah Sandle dealt with above.

20.6 STRATEGIC FRAMEWORK AND DISCUSSIONS ARISING FROM POLICY UPDATES

The strategic framework paper (prepared by Dawn Ward) set out the new year message from Gavin Williamson (Secretary of State for Education) and included the following.

- The expected new budget (11 March 2020)
- Office for Students and sexual harassment. The OfS has published a consultation document affecting students following higher education courses. There is overlap with safeguarding regulations in schools and colleges. The AoC is keen to see OfS and DfE work together to reduce overlap and conflict of policy expectation. Members **APPROVED** the AoC position.
- The Education Policy Institute report on access to child and adolescent mental health issues. This report focussed on the rate of rejection (26%, nationally) of referrals in spite of increased funding. This was not thought to be reflected in the College locality and a number of measures had been taken by the College (e.g. links to MIND and signing up to the AoC's mental health charter) to assist matters. Members welcomed this information and emphasised the importance of the development of this aspect of the College's work. The report was **APPROVED** and the action being taken was **ENDORSED**.
- A report was given on the Association of School and College Leaders' report on their meeting with HMCI and its national director.

The meeting covered the tone of some inspections (overly confrontational), the transition arrangements (the ASCL was satisfied on this score) and the need to avoid any subject or curriculum lead covering more than one 'deep dive' (this assurance was given).

The Gavin Williamson letter was **NOTED**. It covered matters such as

- The importance placed on Colleges of FE
- The brilliant work being done in delivery skills and opportunities
- The importance of spreading opportunities
- More and better recognition of FE and a £400m funding boost
- Investment in sector professional development

Members **WELCOMED** the letter from the Secretary of State and the improvements promised.

20.6.2 Dawn Ward reported on the **Stronger Town Fund** and a recent meeting about it and various proposed projects. It was **AGREED** that Dawn should send a letter to the Fund's chair concerning the Corporation's reaction to some of the proposals.

20.7 UPDATE ON SAUDI PROJECTS: CONFIDENTIAL

CONFIDENTIAL

20.8 REPORT FROM STUDENT MEMBERS

Hadia Rashid introduced her first report covering

- Area Representatives (12 representatives confirmed for the academic year). The meeting (20 January) dealt with events, charities and new clubs.
- Fundraising for Thorn. Thorn deals with ending child sex trafficking and exploitation. T shirts, badges and tote bags all being made.
- Woodland Trust. The Student Council wishes to help the College to be environmentally sustainable. (Tree planting and enhancing existing habitats, bird box making, wildlife photography etc.)
- Feedback on mental health awareness in the College.

Discussion ranges over the topics in the report and all the activity was **WELCOMED**. Comment was made on the College's strong relationship with the Woodland Trust and its work in ordering hedges and shrubs.

20.9 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 19 NOVEMBER 2019

The adoption of the minutes was **MOVED** by the Chair, Keith Buckley, and they were formally **RECEIVED** and **ADOPTED**. The proposals in minutes had been considered at the last Corporation meeting as matters of urgency (see Minute 19.126). In addition, the Committee had approved slight alterations to its terms of reference, approved its minutes from 10 September 2019, approved the register of audit recommendations, approved the report on financial systems and the risk management report and adopted the performance review of the auditors.

20.10 QUALITY AND PERFORMANCE REPORT

Ryan Halford introduced the report prepared by John Beaty and himself. Attached to the report were the minutes of the Oversight Committee (19 November 2019) and these were **NOTED**.

The Executive summary of Ryan's and John's report covered

- Retention – above target (except Awards and Access to HE)
- Apprenticeships – best case performance is 76% against national rate of 69.7%
- Attendance – so far 89% against year-end aim of 90%
- Teaching, Learning and Assessment – 95% good or better against year-end target of 89%
- Progress monitoring – 67% on track
- At risk learners – 342 learners on log
- Higher Education – review to take place within the academic year
- Educast (recording studio) established
- Staff Development on curriculum intent and personal development

Members studied areas classified as 'potential and significant concern' (i.e. electrical installation and engineering and engineering and construction). They also covered the data dashboard connected with the critical success factors (e.g. vibrant and outstanding), skills, apprenticeships, attendance, maths and English, completion rates, HE and OfS, Standards, Progress and Partnerships.

Discussion returned to learning walks and documents in Dropbox on guide to learning walks and question prompts. A number of members remarked on how valuable learning walks have been. Members also discussed the feedback loop between members, managers and staff. Ryan Halford undertook to organise this feedback loop. He also said that after the staff probation the outcome of learning walks is recorded on their staff records.

John Beaty reported on partnerships and international work (South Korean students here and Japanese students soon to arrive).

Discussions with the British Council featured proposed educational visits to South Korea and America.

In respect of the minutes of the Oversight Committee, attention was drawn to:

- Terms of Reference
- QIP
- HE CSFs
- HE Position Statement
- Student/Staff Liaison Committee
- Conditions of Registration
- The emphasis on security

Members **WELCOMED** the work being undertaken by the Committee.

20.11 ANNUAL REPORT ON SAFEGUARDING

John Beaty introduced the draft report which covered:

- The Safeguarding Team
- Local Priorities
- Training statistics
- Training arrangements (Leads and Deputies)
- Updated policies
- Prevent
- Referrals to the safeguarding team

Members emphasised the significance of safeguarding from the point of view of governors and asked about any 'live' complaints against members of staff. John Beaty responded that there were none, but an allegation had been made against an ex-member of staff (before their employment at BSDC) now dealt with by the police.

Members shared the view in the report that safeguarding at the College is highly effective. Nevertheless, an improvement plan is in place aiming (for example) at earlier intervention. The safeguarding report was **NOTED** and the action being taken was **ENDORSED**. The discussion also covered the College's work on 'looked after' children.

20.12 FINANCE AND BUSINESS REPORT

Members welcomed the finance and business report which had been prepared by Gary Chin.

The report commenced with a review of highlights, for example:

- Surplus £28K higher than budget for month
- Adult education down by £15K
- HE surplus in line with budget
- Other income £20K above budget
- Operating surplus YTD, £112K above budget
- Income £70K above budget
- Margin 3.19% (budget 1.63%)
- Solvency good

Gary illustrated the Key Performance Indicators (all good) and ran over the operating surplus/deficit (see above), the summary of comprehensive income and the key financial risks (the objectives being to maintain financial health and achieve the adaptive plan).

Gary went on to deal with the statement of comprehensive income and variances as well as expenditure variances. He set out the reconciliation of operating deficit to net cash flow and the bank movements – again, very positive. Finally, Gary’s report covered the Balance Sheet as at 31st December 2019 – total funds and ‘good’ health.

Members welcomed the report and congratulated Gary and his staff on the achievements made. The finance and business report was **ADOPTED**.

20.13 MEETING FEEDBACK

The Clerk introduced his report showing virtually all members ‘strongly agreed’ with the statements of excellence (6/7) and others ‘agreed’ with them (1/2). Only one exception was from a member who felt their own contribution had not been satisfactory. The evaluation forms complimented the papers and reports and the only complaint was about the phone line. Training issues identified were – more information on T levels and IT.

The Clerk’s report said steps should be taken to improve telephone communications and it was reported that this has been done.

The feedback report was **NOTED**.

20.14 CORE VALUES, GOVERNOR LINKS, CONFIDENTIALITY AND ANY OTHER BUSINESS

Members felt that the meeting had touched on all core values and that governor links were progressing well. The date of the next meeting was confirmed as 26th February 2020. There was no supplementary business.

ACTION SCHEDULE

20.1	Induction Student Member	Clerk
20.3	Presentation to Dropbox	Clerk
20.4	Arrange S&D Committee	Clerk
20.6.1	Await budget and report	Principal and Gary Chin
	OfS and sexual harassment	John Beaty
	- Monitor	and Ryan Halford
	EPI report – monitor and	John Beaty
	Develop	and Ryan Halford
	Inspection issues – monitor	John Beaty and Ryan Halford
	Gavin Williamson letter – monitor	Principal etc
20.6.2	Stronger Town Fund – monitor	Principal
20.7	Negotiations with Highbury College	Principal and Chair
20.8	Report from Student Member	All
	- endorse action	
20.9	Audit Minutes – note	All
20.10	Quality report – approve	All
20.11	Safeguarding Report – approve	All
20.12	Finance and Business Report	All
	- approve	
20.13	Feedback Report – approve	All