

**MINUTES OF A MEETING OF THE FURTHER EDUCATION  
CORPORATION OF BURTON AND SOUTH DERBYSHIRE  
COLLEGE HELD ON 26 FEBRUARY 2020  
COMMENCING AT 1800 HOURS**

**PRESENT**

Everton Burke (Chair)  
Keith Buckley  
Tony Downey  
Paul Fitzpatrick  
Rajinder Mann

Chris Prosser (Skype)  
Hadia Rashid  
Nicola Taylor  
Dawn Ward (Principal and  
Chief Executive)

**IN ATTENDANCE**

John Beaty  
Gary Chin  
Ryan Halford  
Fiona Hanson  
(for the preliminary item)

Keith Scribbins (Clerk)  
Yvonne Orton (Assistant Clerk)

**PRELIMINARY ITEM**

Fiona Hanson gave a presentation on the Single Equality Scheme and the Diversity Report. Discussion covered the need to measure the impact of the policies by consulting learners and the need to clarify the training requirements. The documents were **APPROVED** and **ADOPTED**. Fiona left the meeting following thanks to her from the Chair.

**PART 1**

**20.16 CONFIRMATION OF QUORUM AND APOLOGIES FOR ABSENCE**

The Clerk confirmed that the meeting was quorate, and he announced that apologies for lateness had been given by Nicola Taylor and apologies for absence had been given by Jo Lang and Ben Webster. Otherwise all members were present or attended by Skype.

**20.17 DECLARATIONS OF INTEREST**

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

**20.18 DEVELOPMENT MATTERS**

Dawn Ward reported on further consideration of the proposed membership of Sarah Sandle and the arrangements made for her meeting with the Search and Development Committee. Afternote: Sarah met with Committee and her proposed adoption as a member is an item on the agenda of the Corporation meeting scheduled for 29 April 2020.

## **20.19 MINUTES OF PART 1 OF THE MEETING HELD ON 22 JANUARY 2020**

Members considered the draft Part 1 minutes from the Corporation meeting held on 22 January 2020. These were **APPROVED** as a correct record subject to the deletion of the bracketed phrase 'at a peppercorn figure' in Minute 20.7. The Clerk pointed out that he had simplified the 'Action Schedule' at the end of the minutes and this was **APPROVED**.

There were no matters arising from the minutes.

## **20.20 STRATEGIC FRAMEWORK AND DISCUSSIONS ARISING FROM POLICY UPDATES**

Dawn Ward introduced her paper on policy updates and strategic matters. The paper covered

- The Cabinet Reshuffle. It was announced that Gavin Williamson MP would continue as Secretary of State for Education and that Gillian Keegan MP had been appointed as Minister in the Department.
- Dr Alison Wolf had been appointed as advisor to the Prime Minister and it was hoped that this would contribute to a re-balancing of investment post 18 in a way which would benefit the FE sector.
- The AoC is lobbying the Office for Students to work more closely with the ESFA and reduce duplication and the administrative burden the Regulator places on colleges.
- The increase in the number of 16-18 year olds in England (rising from 1.1m to 1.4m by 2027). The Schools Minister recognises that this bulge will require 'extra up-front investment'.
- The Ofsted 18/19 Annual Report covering a range of items including the knowledge/skills gap, the need to encourage students to train in areas where there are job prospects, the outcomes of inspections (especially relating to apprenticeships).
- Student access to free sanitary products.

In discussion, Everton Burke made the point about “the positivity regarding FE” and the importance of this to the sector. A number of comments were made about the **Stronger Town Fund** and the College’s positive approach to it.

The policy report was **NOTED**, and the action set out in the report was **ENDORSED**.

## **20.21 UPDATE ON SAUDI PROJECTS (CONFIDENTIAL)**

**CONFIDENTIAL**

## **20.22 REPORT FROM STUDENT MEMBER**

Hadia Rashid introduced her report which covered.

- Area Representation for the current year. The twelve representatives were showing excellent commitment and participation.
- Fundraising for Thorn in February. To raise money for Thorn the Student Council are creating products for students to buy. The aim is to support measures to end human trafficking.
- The establishment of a working group to help the College to be more environmentally sustainable.
- The way in which the College seeks to help learners with mental health issues.

Members congratulated Hadia on the work illustrated in her report. A number of members commented on the growing significance of ecology issues and positive comments were also made about the work with Thorn. The aim of encouraging students to adopt lifestyle changes as a step towards carbon neutrality was thoroughly **ENDORSED**.

## **20.23 FINANCE AND BUSINESS REPORT**

Members considered Gary Chin’s Finance and Business Report and three associated documents:

- The Risk Management Termly Update (brought to the Corporation because the scheduled meeting of the Audit Committee was cancelled)
- The Integrated Financial Model Financial Plan 2019-22
- The 6 February 2020 letter from the FE Commissioner to Chairs and Principals

Gary's report commenced with his assurance that the College continues to be solvent. The headlines in his report were as follows:

- Deficit for month £10K above budget
- Adult Education income down for month by £15K
- HE income in line with budget
- Other income above budget by £20K

The Year to Date figures were all up on budget (operating surplus is £483K, income £8,757K, margin 5.29%). The report analysed operating surplus/deficit, the statement of comprehensive income and key financial risks, in detail. The report set out action being taken to achieve the approved surplus. Finally, the report covered cash flow, the balance sheet and financial health scoring (auto health, outstanding, forecast, good). In relation to a property transaction the Corporation **AGREED** to give powers to the Chair to approve a sales figure.

Members moved on to consider termly update on risk management. Members were asked to review the risk register and action plan and confirm that the action being taken is adequate. Members gave this **ASSURANCE**.

Gary introduced the Integrated Financial Model Financial Plan 2019-2022. The report was in accordance with the financial memorandum between ESFA and the College. The conclusion of the report stated that "achieving the 2018-19 forecast outturn has been extremely challenging". It had been necessary to reduce expenditure (on both pay and non-pay). It was felt that careful control had enabled the College to regulate its non-pay costs without damaging the quality of teaching and learning.

Finally, members considered the 6 February 2020 letter from the FE Commissioner. The letter said

- The outlook was bright
- FE is a key priority of the Secretary of State
- The impact of demography is positive
- Ofsted gradings improving but 38 colleges in intervention
- Governors should scrutinise forecasts and performance effectively
- There are high risks to significant volumes of subcontracting
- National Leaders of FE and National Leaders of Governance programmes are a positive help (and more mentors have been appointed together with three new financial advisers)
- The FE Commissioner Annual Report 2018/19 should be read for further guidance

Discussion centred on the recent changes in the risk analysis, the challenges to reaching the forecast outturns and compliance with the FE

Commissioner's recommendations. It was felt that the College met the recommendations set out in the Commissioner's letter.

Following the discussion it was **RESOLVED**

that The Risk Management Termly Update be **ADOPTED**

that The Integrated Financial Model Financial Plan 2019-2022 be **ENDORSED** and **ADOPTED**

that The letter from the FE Commissioner (6 February 2020) be **NOTED** and its guidance followed

## **20.24 QUALITY AND PERFORMANCE REPORT**

The quality and performance report was introduced by its authors, Ryan Halford and John Beaty. The annexes covered the Governance Self-Assessment Report and Learners Transfer Guidelines.

The executive summary set out all the items covered in the report (e.g. retention, attendance, teaching learning and assessment, T-levels etc) and focussed on areas of potential and significant concern. The headline monitoring was set out via a spreadsheet (governor data dashboard) and all of the items mentioned in the summary were illustrated by spreadsheets.

It was felt that of all the sections/spreadsheets the analysis of potential areas of concern was the most important. This covered

- Electrical Apprenticeship Achievements
- Engineering Construction
- Teaching and Learning
- Electrical and Engineering Apprenticeships
- Business and Enterprise (Classroom based)

The learner transfer guidelines combined previous guidelines into one document and the annual self-assessment of governance 2018-19 (draft) covered items such as

- Statement of intent
- Corporate overview
- Structure of leadership
- Membership of Corporation diversity and skills
- College Mission and adaptive plan

Members discussed the report (and the areas of concern mentioned therein) and the annexes on learner transfer guidelines and governor self-

assessment. It was felt that the self-assessment draft was a fair and reasonable one.

Hence, it was **RESOLVED**

that The learner transfer guidelines should be **APPROVED**

that The 2018-19 Annual Self-Assessment of Governance Report should be **ADOPTED**

**20.25 MEETING FEEDBACK, REFLECTION ON CORE VALUES, GOVERNOR LINK UPDATE, DATE OF NEXT MEETING, AOB AND CONFIDENTIALITY**

- (i) The Clerk introduced his report on the feedback from the meeting held on 22 January 2020. This showed that, virtually all members 'strongly agreed' with the evaluation statements (papers on time and clear, information provided aided understanding, meeting well chaired and clerked, clarity about what was agreed and personal contribution effective). A number of aspects of the meeting were applauded including the feedback on learning walks, the student report and the senior staff reports. There were a few suggestions for future development including the idea of some learning walks (to an area of excellence and one looking to improve) which was referred to the Principal etc. This report was **ADOPTED**.
- (ii) The document on core values was **NOTED** and it was **AGREED** that all the core values had been touched on during the meeting.
- (iii) Governor link reports featured the area of textiles (good interaction) and two HE groups (very positive).
- (iv) The date of next meeting was **AGREED** as 29 April 2020.
- (v) There was no other business.
- (vi) The only confidential item was the report on work in Saudi Arabia.

**ACTION SCHEDULE**

Preliminary Item	Single Equality Scheme and Diversity Report Approval	All to note
20.18	Agenda for next meeting - Sarah's membership	Clerk

20.19	Alter draft minutes	Clerk
20.21	Further discussion with Highbury College, as necessary	Principal
20.23	Property Sale	Chair, Gary Chin
20.23	Risk Management - Update as necessary	Gary Chin
20.23	Financial Plan - Keep under review	Gary Chin
20.23	Commissioner's letter - follow guidance	Chair, Principal, Clerk
20.24	Publish learner transfer guidelines	Ryan Halford
	Governor Self-Assessment to be noted	All
20.25	Date of Next Meeting to note (29 April)	All