

**MINUTES OF A MEETING OF THE FURTHER EDUCATION
CORPORATION OF BURTON AND SOUTH DERBYSHIRE
COLLEGE HELD ON 3 JUNE 2020 COMMENCING
AT 18:00 HOURS (BY ZOOM)**

PRESENT

Everton Burke (Chair)	Hadia Rashid
Keith Buckley	Sarah Sandle
Paul Fitzpatrick	Dawn Ward (Principal and Chief Executive)
Rajinder Mann	Ben Webster
Chris Prosser	

IN ATTENDANCE

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

PART 1

20.38 CONFIRMATION OF QUORUM APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTERESTS

- (i) The Clerk confirmed under the rubric agreed at the last meeting allowing for meetings of the Corporation and Committees by electronic means, the meeting was quorate. The proposal to hold the current meeting by electronic means had been made by the Principal and Chief Executive and agreed by the Chair.
- (ii) Apologies for absence had been received from Jo Lang and Nicola Taylor.
- (iii) There were no new declarations of interests and existing declarations were continued.

20.39 MEMBERSHIP MATTERS

- (i) The draft calendar for the 2020/21 academic year was **APPROVED** subject to ratification at the next meeting of the Corporation.
- (ii) Proposals to award fellowships to Kirstie Donnelly, MBE, and Rob May were **APPROVED**. The proposal forms adumbrated the criteria which the candidates satisfied e.g.

- person of distinction having a close working relationship with the College (Kirstie Donnelly)
- distinguished former student who has made an outstanding contribution to society (Rob May)

The Chair indicated that these were distinguished candidates and that they would be welcomed as new fellows. John Beaty was thanked for drawing together the nomination forms.

20.40 MINUTES OF PART 1 OF THE CORPORATION MEETING HELD ON 29 APRIL 2020

Members considered the draft Part 1 minutes and unanimously **APPROVED** them as a correct record. The action schedule was also **APPROVED**. There were no matters arising from the minutes.

20.41 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATES

Dawn Ward's paper covered the following topics:

- Call for £1bn Youth Guarantee from employment experts. This is partly a response to the expected growth in unemployment due to COVID. Young people, women and the lowest paid are hardest hit. The group of experts called for a variety of measures including £800m for back to work support and an education and employment promise for young people.
- The impact of COVID-19 on Apprenticeships (The Sutton Trust). Some employers predicted that fewer than half their apprentices would resume training.
- DfE announce support package for the HE sector. This includes temporary student number controls and the bringing forward of tuition fee payments. This scheme affects cash flow rather than funding sums. The number controls can impact student recruitment at colleges that deliver HE on a franchise basis.

In discussion a number of themes were explored and these included the work which will be needed as the College resumes its 'normal' functions, the changes needed to get to the new normal and close cooperation with and from the unions. The timeline for a staged return to 'normal' operations was illustrated. Staff were being updated in a variety of ways about the phased curriculum resumption and already an immense amount of work had been done in readiness for the resumption. Members also discussed the anxieties staff and students might feel about the resumption after such a long 'lay off' period. Ryan Halford and John Beaty described the arrangements in hand to allay anxieties as far as possible. A number of members commented on the fact that good,

secure and reliable communications were the keys to a 'smooth' transition. The Chair complimented all involved in protecting the students and providing them with equipment to allow their engagement in online learning etc.

The Principal and Chief Executive pointed out the need to cancel the next scheduled governor day whilst the College concentrated on helping and protecting students to reach the 'new normal'

Members **APPROVED** all the arrangements which had been described to deal with COVID-19 and other matters.

20.42 UPDATE ON SAUDI PROJECTS (CONFIDENTIAL)

CONFIDENTIAL

20.43 STUDENT REPORT

Hadia Rashid presented her report which covered feedback from learners (and measures to encourage further recruitment); future projects featuring sustainability measures; interviews for the President and Deputy President roles and the Student Council Canvas page (covering sustainability guidelines and book recommendations). Members congratulated Hadia on another excellent report. They thanked her fulsomely for her work and wished her well for the future. The student report was **APPROVED** and emphasis was put on continuing the work on sustainability, in particular.

20.44 FINANCE AND BUSINESS REPORT AND FINANCIAL REGULATIONS

Gary Chin introduced his report and the draft regulations. The Executive Summary included the following key items.

- Recent investment in 'thin client' technology has made the College well prepared for remote online working
- There are difficulties in predicting the medium and long-term impacts of COVID-19
- The operating assumption is that virtually all grant funded areas will be paid in full for the remainder of this academic year
- Expenditure expected to follow the budget plan except for costs relating to curriculum delivery (to be reduced)
- Fifty six employees furloughed so far
- In summary, forecast total income is £575K lower than budget, pay costs £76K above budget and non-pay costs expected to be £448K below budget.

The key features of the report were the statement of comprehensive income, key financial risks, income variances, expenditure variances, cash flow and the balance sheet. The report concluded with financial health scoring (predicted to be 'good').

Members welcomed the detail set out in the report and congratulated all concerned on the financial achievements in difficult circumstances. They particularly welcomed the cash days in hand position (186 days) and the continuation of solvency. It was **NOTED** that additional costs expected from the return to full operations (when this is possible) are included in the accounts figures.

Gary Chin explained the financial regulations and the proposed changes therein (mostly small matters e.g. changes in some job titles). Members were asked to consider section 19.4 (page 28) on College credit arrangements. They **APPROVED** this provision and the totality of the amended financial regulations. They also **APPROVED** the Finance and Business Report with acclamation.

20.45 QUALITY AND PERFORMANCE REPORT

Ryan Halford focussed on the executive summary in his report. This outlined the following major items:

- DfE will not use exams and assessment data from the summer of 2020 as accountability measures. Also, they will not publish Qualification Achievement Rates. Hence, Ryan's report contained the last known outcome and performance data before the switch to online learning.
- The report featured (in section 4) the preparations, response and developments concerning online learning.
- The report set out areas of potential and significant concern (e.g. Electrical Apprenticeship Achievement – a high risk rating and potential long-term duration)

The Quality and Performance Report also covered (amongst other items) headline monitoring, skills, attendance, teaching learning and assessment and curriculum response matters, partnerships and CSFs.

Members welcomed the steps being taken to switch to online learning and the prudent provision of equipment for learners. Steps to avoid unconscious bias were welcomed and it was confirmed that students unhappy with their assessment could 'resit' in the Autumn.

One casualty of COVID was international activity but it was hoped and expected that this would resume as soon as possible including online provision. Members discussed steps being taken in respect of tutor based assessments and the preparation of tutors for this work. Finally,

members focussed on the future and the incorporation of some developments caused by COVID into the 'college of the future'. In this context members heard of the importance of 'quiet spaces' for some students who did not find it easy to study at home. Members congratulated and thanked all staff for their sterling work in facing the COVID situation.

20.46 SUB-CONTRACTOR POLICY 2020/21

John Beaty reminded members that they are obliged to review the sub-contracting policy on an annual basis. The draft for 2020/21 had only a few alterations and these (and the policy document itself) were **APPROVED**.

20.47 MEETING FEEDBACK, CORE VALUES AND GOVERNOR LINKS

The Clerk introduced the feedback report. All evaluative comments were the subject of strongly agree (about 90%) or 'agree' (about 10%). All aspects of the meeting were praised – especially the use of zoom and all the reports and papers.

There were a few 'technological issues' - described as small 'glitches'. Members considered that in the present meeting all core values had been covered. The feedback report was welcomed and **APPROVED**.

On governor links, the Clerk described the weekly zoom meetings taking place between Dawn, Everton, Rajinder and himself. These meetings were proving very informative and useful. Members were also reminded of the learning walk process.

20.48 ANY OTHER BUSINESS AND DATE OF NEXT MEETING

There was no other business and the date of the next meeting was confirmed as 8 July 2020.

20.49 FAREWELL TO HADIA

Members thanked Hadia for her contribution as Student representative and wished her well for the future.

ACTION SCHEDULE

20.38(i)	Holding meeting by Electronic means	Chair, Principal & CE, and Clerk
20.39(i)	Review draft calendar	All
20.39(ii)	Award of fellowships	JB
20.40	Minutes – to be filed	Clerk
20.41	Strategic framework - implement as necessary	Principal & CE plus SLT and Clerk
20.42	Saudi Projects – to note	All
20.43	Student Report – to follow up when new officers in place	JB
20.44	Finance, Business and Regulations. Approve report and new regulations – implement	GC
20.45	Quality and Performance The report in general and thanks to staff	RH
	International matters	JB
20.46	Sub-contractor Policy	JB
20.47	Feedback and links	Clerk