

**MINUTES OF A MEETING OF THE FURTHER EDUCATION  
CORPORATION OF BURTON AND SOUTH DERBYSHIRE  
COLLEGE HELD ON 8 JULY 2020 COMMENCING AT 18:00  
HOURS (BY ZOOM)**

**PRESENT**

Everton Burke (Chair)  
Keith Buckley  
Paul Fitzpatrick  
Rajinder Mann  
Chris Prosser

Sarah Sandle  
Dawn Ward (Principal  
and Chief Executive)

**IN ATTENDANCE**

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

**PART 1**

**20.51 CONFIRMATION OF QUORUM, APOLOGIES FOR  
ABSENCE AND DECLARATIONS OF INTERESTS**

- (i) The proposal to hold this 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 Nicola Taylor and Ben Webster.
- (iii) There were no new declarations of interests and existing declarations were continued.
- (iv) It was confirmed that Hadia Rashid had resigned from the Corporation and had been thanked for her service at the last meeting.

**20.52 MEMBERSHIP MATTERS**

- (i) The calendar for 2020/21 was **CONFIRMED** and it was **NOTED** that the only change in the draft received at the last meeting was the alteration in the date of 16 February 2021 to 23 February 2021 in respect of the Audit Committee meeting.
- (ii) The appointments of Everton Burke, as Chair, and Rajinder Mann,

as Vice Chair, were **RENEWED** for 2020/21. This renewal was proposed by Keith Buckley.

## **20.53 MINUTES OF PART 1 OF THE CORPORATION MEETING HELD ON 3 JUNE 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.

## **20.54 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATES**

Dawn Ward introduced this report which outlined the following matters:

- (i) The Department of Education Catch Up and National Tutoring Service Plan. A £1bn COVID catch up package had been announced which aimed at tackling the impact of lost teaching time caused by COVID. It was expected to include funding for 16-18 year olds in colleges but this provision was missing from the final release. The AoC is pressing for college specific funding.
- (ii) AoC has launched a skills recovery plan.
- (iii) A recovery plan (working with LEPs and local authorities) has been developed on a collaborative basis.
- (iv) Dawn's paper ran over the latest social distancing rules (one metre plus) and the list of venues allowed to re-open. The fear was that some businesses had failed and would not re-open. For the time being the College retained the two-metre social distancing rule.

In discussion members covered the Chancellor's announcement on the new apprenticeship and training scheme and the FE capital programme. The pilot plan for the development of T levels with employers was also discussed.

Discussion moved on to the scenarios likely to face the College in September, at the start of the new academic year. There was a concentration on protecting mental health and wellbeing. The College was mindful of the anxiety of some students in "starting again".

The Principal and Chief Executive and all governors praised the work of senior managers and all staff in responding to difficult times. Mention was also made of one member of staff who had been hospitalised but was recovering from the effects of COVID.

The report from the Principal and Chief Executive was **RECEIVED** and the actions were **NOTED** and **APPROVED**.

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

### ***CONFIDENTIAL***

## **20.56 STUDENT REPORT**

John Beaty introduced the student report which had been written by Hadia Rashid prior to her leaving the College. John complimented Hadia on her conscientious work.

The report outlined:

- (i) The formation of learner focus groups and the establishment of a silent room. Students had also been briefed on the use of smoking shelters.
- (ii) Students had also been informed about a sustainability project to be developed next year.
- (iii) The Student Council had helped College improvements and would continue to do so. It made the College a place of 'independence helping learners with their future skills'.
- (iv) The Council had also edited the Student Council canvas page and submitted sustainability guides, activities and book recommendations for learners.

Members welcome the report on activity which Hadia had written and took up the theme of sustainability, in particular. A number of members expressed support for this work and Chris Prosser and Everton Burke indicated that they would attend the sustainability group where possible. The student report was **RECEIVED**.

## **20.57 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON TUESDAY 9 JUNE 2020**

Keith Buckley, as Chair of the Audit Committee, introduced its minutes from the meeting held on 9 June 2020. He described the main outcomes as follows:

- (i) The Clerk should approach Chris Prosser to ask him to join the committee (**AFTERNOTE** This was subsequently achieved and Chris Prosser agreed to join.)

- (ii) Minutes of 19 November 2019 approved.
- (iii) Report and register of audit recommendations approved.
- (iv) Audit reports on learner numbers, compliance and sub-contracting all approved.
- (v) Internal audit progress report approved, and staff congratulated.
- (vi) Internal and External Audit plans approved.
- (vii) Risk management termly update approved.

In discussion it was indicated (and welcomed by members) that the internal audit progress report showed exceptional quality of achievement.

The Corporation **APPROVED** the minutes of the Audit Committee and adopted its findings.

## **20.58      QUALITY AND PERFORMANCE REPORT**

Ryan Halford introduced the Quality and Performance report which had been prepared by John Beaty and himself.

The report set out an executive summary and headline monitoring via the Governor Data Dashboard. The report also had sections on skills, standards, C19 and Partnerships. There were two appendices: office for students data return and the T level application outcome plus CSF annexes (vibrant and outstanding), our people and responsiveness to market.

Key points from the executive summary were as follows:

- (i) On performance tables, DfE has confirmed they will not use exams and assessment data from summer 2020 nor will they publish qualifications rates.
- (ii) Phased return to campus-based learning.
- (iii) Qualification achievements- good progress.
- (iv) Office for students approach to regulation.
- (v) College successful in its application to provide T levels.

In discussion members commented on the effects of COVID e.g. on apprenticeship assessments across the sector. Favourable comments were made on team achievements and the Virtual Exhibition 2020 was described as a great success. The staff member, Jo Lang, described the additional support put in place and it was hoped that this was allaying student concerns about gradings and related matters. In response to questions from members about 'timelines' Ryan Halford explained the methods being used to keep contact with students and give them reassurance.

John Beaty outlined the progress with international work, especially in relation to Korea and Japan. Progress was being made with the development of a year long course for some international students. Members agreed that the College's international work was going from strength to strength in spite of COVID related difficulties.

Members agreed with the Chair that the Quality and Performance report demonstrated excellent achievements in difficult circumstances. Ryan Halford, John Beaty and all the academic and support staff were thanked for their diligence and commitment.

Members **ADOPTED** the Quality and Performance report and **NOTED** its appendices and annexes including the OfS letter and Education and Skills Funding Agency response to the expression of interest re T levels.

## **20.59 FINANCE AND BUSINESS REPORT**

Gary Chin introduced his report and its annexes, covering

- (i) The headline budget.
- (ii) The financial health report.
- (iii) The cashflow forecast.

The key points from the executive summary included the following.

- (i) Surplus for month £372k higher than budget.
- (ii) Income up £56k on budget, margin 24.94%
- (iii) The effects of COVID caused closure and the effects of schemes like the job retention scheme.
- (iv) The full impact of COVID is unpredictable at this stage but it is assumed that all grant funded areas (except levy apprenticeships)

will be paid in full and expenditure will follow the budget plan.

- (v) Because grants do not cover costs a deficit of £1,026k is envisaged. The college is using the furlough provisions to mitigate this situation.
- (vi) In summary, as a result of COVID, forecast income is £520 lower than budget, pay costs £76k above budget but total non-pay costs are £448k lower than budget. The resulting EDITDA is a £75k surplus.

In discussion it was pointed out that solvency remained very sound and the College was well above the sector norm for cash days in hand. The College has no debts and is in a very strong financial position in comparison to many institutions.

Gary explained the commentary document which set out the post COVID position. Again, the College compared favourably to many other colleges. Comment was also made on the financial impact of the college becoming the sole Saudi trader.

All members congratulated the senior leadership team and all staff for the excellent financial situation and **NOTED** the importance in retaining good financial health. There was optimism about the expansion of international work. Under new rubrics the ESFA sought more detailed cashflows and bank statements.

Members **APPROVED** the financial report, the headline budget and commentary, the financial health report and the cashflow forecast.

## **20.60 MEETING FEEDBACK, CORE VALUES AND GOVERNOR LINKS**

The Clerk introduced the **feedback** report on the Corporation meeting held on 3 June 2020. All the evaluation statements were strongly agreed (53) or agreed (10). All aspects of the meeting were praised, and some highlights were:

- (i) Reports from senior staff and the student representative
- (ii) Response to COVID and opening of the College for priority learners
- (iii) Finances
- (iv) Participation of members
- (v) Confidence about online meeting arrangements
- (vi) Achievement of 10-year strategy
- (vii) Clear agenda and comprehensive information

There were no suggestions for improvement and members recognised the significant challenges facing the College due to COVID. The College had adapted well to the new climate.

The Clerk's report was **ADOPTED**.

In respect of **core values**, it was felt that the meeting had concentrated on student wellbeing, finance achievements, quality achievements, staffing arrangements, grades and student performance.

The Clerk reported on the weekly meetings taking place between the Chair, Vice Chair, Principal and himself. These meetings, held online, were proving extremely useful in dealing with the COVID situation, national developments, staff issues and so on.

The report on core values and the weekly meetings (of the Chair, Vice chair, Principal and Clerk) were **APPROVED**.

## **20.61 ANY OTHER BUSINESS AND DATE OF NEXT MEETING**

There was no other business and the date of the next meeting was confirmed as 23 September 2020.