

**MINUTES OF A MEETING OF THE FURTHER EDUCATION
CORPORATION OF BURTON AND SOUTH DERBYSHIRE
COLLEGE HELD ON 23 SEPTEMBER 2020
COMMENCING AT 18:00 HOURS (BY ZOOM)**

PRESENT

Everton Burke (Chair)
Keith Buckley
Rajinder Mann
Chris Prosser

Sarah Sandle
Dawn Ward (Principal and
Chief Executive)
Ben Webster

IN ATTENDANCE

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

PART 1

**20.66 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 agreed by the Chair.
- (ii) Apologies for absence had been received from Paul Fitzpatrick and Jo Lang.
- (iii) It was confirmed that Nicola Taylor had resigned her membership and she was thanked, fulsomely, in her absence, for her sterling contribution as a governor and, previously, student governor.

This was **NOTED**.

- (iv) It was indicated that Paul Fitzpatrick would resign at the end of the calendar year. Members of the Search Committee were dealing with the resignations.
- (v) There were no new declarations of interests and existing declarations were continued. There were no conflict of interests.
- (vi) The Clerk confirmed that the meeting was quorate.

20.67 MINUTES OF PART 1 OF THE CORPORATION MEETING HELD ON 8 JULY 2020

Members considered the draft part 1 minutes and **APPROVED** them as a correct record subject to the alteration of '£520' to £520K' in minute 20.59(vi). The action schedule was also **APPROVED**. There were no matters arising.

20.68 STRATEGIC FRAMEWORK AND DISCUSSIONS ARISING FROM POLICY UPDATES

Dawn Ward briefly outlined the items in her paper, being

- Autumn re-opening, testing and local lockdown
- Summer exams – the need to learn lessons from what went wrong
- Kickstart scheme – part of the 'Plan for Jobs'
- Removal of student number controls
- New style Ofsted monitoring visits.

In discussion the following significant points were made

- (i) Members congratulated the staff team (led by Ryan) for an 'amazing job'.
- (ii) Health and Safety considerations in COVID times, were key.
- (iii) John Hayes, MP, had been helpful regarding the Chartered Institute.
- (iv) The awaited White Paper on FE is likely to be very significant.

Members welcomed the report and it was **ADOPTED**.

20.69 SAUDI PROJECT (CONFIDENTIAL)

CONFIDENTIAL

20.70 APPROVAL OF CSFs

Members considered the new CSF document and **APPROVED** the updating which had been made.

20.71 REPORT OF STUDENT MEMBER

There was currently no student member but recruitment was taking place. John Beaty indicated that it was expected that the new Student President would attend the next Corporation meeting.

20.72 REPORT FROM AUDIT COMMITTEE MEETING OF 15 SEPTEMBER 2020

Keith Buckley and Gary Chin introduced the summary report (which had been prepared by the Clerk) of the Audit Committee meeting held on 15 September 2020. The report covered attendance, minutes of the last meeting, the annual self-assessment report and business plan (which had been approved) and the annual risk management report (also approved). Reference was made to the opening risk register and Board assurance framework (both **NOTED**). Finally, the Committee had considered (and recommended) for adoption by the Corporation the report on fraud self-assessment and the Joint Audit Code of Practice. The Corporation duly **ADOPTED** these two documents.

It was **AGREED** that the Chair of the Corporation and the Principal should sign the relevant documents.

20.73 FINANCE AND BUSINESS REPORT

This report, introduced by Gary Chin, was **APPROVED** by the Corporation and the proposed resolutions therein were **ADOPTED**. In brief the report covered general budget performance, HE budget performance, ESFA funds and other income. The paper set out the operating surplus, income and the margin. Members felt that performance was exceptionally good.

The paper's executive summary mentioned:

- The effects of COVID (reduced income)
- The 'good fortune' of the College's investment in 'thin client' technology
- Expenditure including reduced pay costs
- Statement of comprehensive income and key risks
- Income variances e.g. adult education, apprenticeships, HE fees etc
- Expenditure variances
- Cashflow and its forecast
- Balance sheet items

In response to discussion Gary Chin indicated the College's solvency position, the cash reserves (higher than most colleges), the effects of pension payments. The forecast health score was 'good'.

Members welcomed this report and the excellent financial position as led by the senior staff team and the general contribution of the wider staff.

The report was **ADOPTED**.

20.74 QUALITY AND PERFORMANCE REPORT

Ryan Halford and John Beaty introduced their report. The report covered

- An executive summary
- Areas of concern
- External Quality Assurance
- Skills
- Standards
- Partnerships
- The Governor dashboard
- Appendices on 'vibrant and outstanding, CSFs (our people), CSFs (responsiveness to market)

The key items from the report were as follows:

- (i) There will be no national performance tables this year
- (ii) Learner outcomes – now completed (88 appeals, rejected)
- (iii) COVID preparation
- (iv) Enrolment by virtual means
- (v) Learner induction and September delivery models

Ryan pointed out that the biggest concern was disruption caused by COVID and related measures. However, it was good to see that the College's performance was improving in spite of the difficulties. Student opinion continued to show positive results (86% 'would recommend' the College).

Governors supported the 'position statement' set out in the report as an alternative to self-assessment. They also asked what other colleges were doing and Ryan gave the background information. Everton Burke ran over a number of aspects of the report and congratulated all concerned on the efforts being made.

John Beaty ran over the 'international' section of the report and this was **APPROVED**.

Finally, members asked about arrangements for staff who could not easily work at home and it was indicated that through rota systems this problem was being tackled.

The Quality and Performance report was **ADOPTED** (with acclamation) and its recommendations were **APPROVED**.

20.75 SAFEGUARDING POLICY

John Beaty introduced the draft policy. The policy had been updated in line with the latest version of 'Keeping Children Safe in Education'. When approved it was necessary for the Chair of the Corporation and the Principal to sign the document. In discussion it was suggested that a review should be made of the use of gender pronouns (should 'they'/'them' be used instead). John Beaty undertook to talk to Safeguarding experts about this matter. In discussion it was also confirmed that the College followed guidance on how to handle safeguarding data. The documents are retained permanently.

The Safeguarding Policy was **APPROVED** for signature.

20.76 MEETING FEEDBACK, CORE VALUES AND GOVERNOR LINKS

Members considered the Clerk's report on feedback from the meeting held on 8 July 2020. There had been five completed forms and all 'agreed' or 'strongly agreed' with the evaluative statements. The majority of responses (31 out of 35) were in the strongly agreed category. Amongst the comments on the best aspect of the meeting, there were three saying the reports were excellent. Other highlights were:

- Planning and implementation of student assignments
- Support during COVID
- Financial position
- The flow of the meeting and the contributions from members.

Finally, it was felt that all core values had been touched on in the meeting and, understandably due to COVID, there were no reports on governor links.

20.77 OTHER BUSINESS AND CONFIDENTIALITY

Everton Burke reported that the member of staff who had been hospitalised due to COVID had now returned home. The members emphasised their best wishes for a full recovery.

As far as confidentiality of items in Part One was concerned, the only confidential matter was the discussion on the Saudi project.