

MINUTES OF THE FURTHER EDUCATION CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON 9 DECEMBER 2020 (BY ZOOM)

PRESENT

Everton Burke (Chair)
Keith Buckley
Jo Lang (but technical difficulties with her computer)
Rajinder Mann
Sarah Marshall
Charlotte Moore
Chris Prosser
Hadia Rashid
Sarah Sandle
Dawn Ward (Principal and Chief Executive)
Ben Webster

IN ATTENDANCE

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

PART 1

20.90 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

- (i) The proposal to hold the 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 whose term of office was also terminated by way of his resignation made earlier in the term. Everton Burke indicated that he would write to Paul to thank him for his service as a governor.
- (iii) There were no new declarations of interest and existing declarations were continued.
- (iv) The new student member (Charlotte Moore) was welcomed to the meeting. In the event of her absence another student, Eliaz Lata, could attend in her place. Sarah Marshall and Hadia Rashid were also welcomed to the meeting (see below).

20.91 MEMBERSHIP MATTERS

- (i) It was reported that the updating of the Scheme of Delegation had been completed. The Business Continuity Plan would be updated annually.
- (ii) It was reported that the Search and Development Committee, meeting earlier in the day, had fulsomely recommended Sarah Marshall and Hadia Rashid as new members. The Corporation was pleased to **ENDORSE** this recommendation.

20.92 MINUTES OF PART 1 OF THE CORPORATION MEETING HELD ON 11 NOVEMBER 2020

The minutes were **RECEIVED** as a true record and there were no matters arising save the correction to the title of Sarah Marshall's organisation being 'St George's Park'.

20.93 STRATEGIC FRAMEWORK AND DISCUSSION ARISING FROM POLICY UPDATES

The paper prepared by the Principal and Chief Executive covered the following topics:

- The Spending Review
- The Proceedings of the Public Accounts Committee
- National Pay Negotiations

It was announced that the spending review was a reduced version of the usual document and that a number of items (including FE White Paper related spending) had been put on hold. The expected effects of COVID were a 3% 'shrinkage' in the economy and, due to Brexit, a further 4% reduction. The paper outlined six specific areas in education that would be hit by the spending review e.g. money for traineeships and sector-based work academies.

The Public Accounts Committee item included reference to 64 Colleges with cashflow problems. National pay negotiations are a tense affair as the pandemic is preventing the fulfilling of some Colleges' pay plans for the year.

Members discussed the expectations of Government on the sector amid concerns about the number of sector bodies and the desire for greater collaboration. This led to a further debate about the educational character of BSDC. There was a unanimous view that the College should retain its existing character i.e. as General Further Education Institution.

The Strategic Framework and Discussion paper was unanimously **APPROVED** and its proposals **ADOPTED**.

20.94 REPORT FROM STUDENT MEMBER

Charlotte Moore introduced her report and the biographies for herself and Elias Lata (who would substitute for her when necessary). The report covered their interest in films, games, travel, diversity in the student body and learner voice feedback. There was a discussion about canvass papers and the collection of feedback. Work was also being done by Charlotte and Elias with the Local Authority to improve connections with young people.

Charlotte and Elias were congratulated on their work and thanked by the Corporation for their efforts on behalf of students. The Student Report was **ADOPTED** and the action being taken was **ENDORSED**.

20.95 REPORT OF AUDIT COMMITTEE MEETING HELD ON 24 NOVEMBER 2020

This was a summary report (presented by Keith Buckley) setting out findings on the positions of Chair (Keith Buckley) and Vice Chair (Ben Webster), the schedule of recommendations (approved), the Auditors' Annual Report (approved), the internal audit progress report (approved) and assignment reports (on HR, risk management and compliance), all approved.

In addition, members adopted the annual report of the audit committee and the risk management termly update.

It was reported that there would be an extraordinary meeting on 12 January 2021 to cover financial statements, the external auditors' report and the letter of representation. The EFSA had extended the deadline for reports on these matters due to COVID. Keith Buckley indicated that the Committee had also dealt with the performance of auditors (good).

20.96 FINANCE AND BUSINESS REPORT

Members considered the Finance and Business Report prepared by Gary Chin. The Health and Safety Annual Report was an annex to the Finance and Business Report. The key headlines in the Finance and Business Report were:

- £84k above budget for the month
- Adult Education in line with budget
- Higher Education £10k above budget
- Other income £11k above budget

- The month's operating surplus was £98k and YTD operating surplus £541k.

Remote learning was enhanced by the 'thin client' technology and laptop investment made 18 months ago. But the full impact of COVID remains uncertain with forecast total income being £101k lower than budget. COVID protective equipment etc has caused an increase in costs of £113k overall. The report concentrated on the statement of comprehensive income and the monthly, year to date and full year aspects of this statement. The report also covered, as usual, income variances and expenditure variances together with cashflow. The detailed monthly rolling 12month cashflow forecast was also set out. Finally, the balance sheet showed the financial health position and scoring.

Gary Chin also introduced the Health and Safety Annual Report 2019/20.

In discussion members **NOTED** the excellent cash days in hand position and the predicted solvency situation. It was also **NOTED** that an investment plan was being created to deal with the Government's exceptional capital grant. Members agreed that the Health and Safety Report continued to show a 'good' achievement.

Members **ADOPTED** the Business and Finance Report and the Health and Safety Annual Report 2019/20 and **ENDORSED** the reported actions being taken.

20.97 QUALITY AND PERFORMANCE REPORT

Ryan Halford and John Beaty introduced a number of documents relating to quality and performance. Apart from the main report these documents included:

- The College Validated Position Statement
- The Quality Improvement Plan
- Report of HE Oversight Committee

The trends were characterised by

- A slight slowing down of growth but optimism about recruitment in January 2021
- Uncertainty about how Government will fund colleges going forward
- New learning walks being contemplated
- Steps to support learners who are absent through COVID
- Concern about some students where COVID is affecting family life
- Retention being considered in great detail and focus is on 'getting everyone back on track'
- An increase in self-assessment in case exams are cancelled.

Finally, members considered the work done on the cultural survey and destination report. Members discussed measures for motivating students to make returns.

Members congratulated students and staff on the quality papers (self-assessment, QIP and HE Oversight). These and the main report were all **ADOPTED** and the actions taken were **ENDORSED**.

20.98 MEETING FEEDBACK, CORE VALUES AND GOVERNOR LINKS

Members considered the Clerk's report and the associated documents on core values and governor walks etc. The feedback report was excellent with virtually all responses in the 'strongly agree' column. One member felt that their own contribution had not been strong but all other evaluations were very positive. There were a large number of items mentioned in the 'best' aspects of the meeting e.g. the pace of the meeting, strong reports on finances, quality and the Saudi project. The only significant weaknesses were due to technological difficulties (in one case a poor audio link). Two training and development issues raised were the development of learning walks (when possible) and improvement (for one member) in technological skills.

The Clerk felt the report gave excellent feedback and valuable ideas for later development. Members **AGREED** and the report was **ENDORSED**. In discussion it was suggested that members could cover self-assessment in one of the governor development days. This idea was **SUPPORTED**. Members also **AGREED** that all the core values had been touched on during the meeting. Due to COVID there was no report on governors' walks.

20.99 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

The date of next meeting was confirmed as Wednesday 20 January 2021. There was no additional business. Everton wished all members and attendees a very happy Christmas.