

# **MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON 28 APRIL 2021 BY ZOOM**

## **PRESENT**

Keith Buckley  
Elias Lata  
Jo Lang  
Rajinder Mann (who took the Chair)  
Sarah Marshall  
Charlotte Moore  
Chris Prosser  
Sarah Sandle  
Dawn Ward (Principal and Chief Executive)  
Ben Webster

## **IN ATTENDANCE**

John Beaty  
Katy Broomfield (for presentation)  
Gary Chin  
Ryan Halford  
Yvonne Orton  
Keith Scribbins (Clerk)

## **PART 1**

### **21.24 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTERESTS**

(i) The proposal to hold the meeting by electronic means had been made by the Principal and agreed by the Chair.

(ii) The Chair (Rajinder Mann substituting for Everton Burke) welcomed all members and attendees. Apologies for absence had been received from Everton Burke and Hadia Rajid. The meeting was quorate.

(iii) There was one new declaration of interest from Rajinder Mann who has been appointed a member at the Royal School, Wolverhampton. All existing declarations were continued.

### **21.25 SAFEGUARDING TRAINING**

Katy Broomfield gave an comprehensive presentation on Safeguarding which covered, amongst other items, the following key points:

- (i) Aims and objectives
- (ii) How to identify abuse and vulnerable young people
- (iii) The College's training scheme for all staff (not just academic staff)
- (iv) Cyber bullying
- (v) Gang related activity
- (vi) Sexual harassment and violence
- (vii) Trafficking
- (viii) Mental health, self-harm and suicidal thoughts
- (ix) The Who's Who of Safeguarding in the College
- (x) Contacts

Members thanked Katy fulsomely for her presentation which was **NOTED**.

## **21.26 SCHEME OF DELEGATION**

It was **CONFIRMED** that the Scheme of Delegation would be reviewed annually by the SLT, the Chair, Yvonne Orton and the Clerk.

## **21.27 MINUTES OF PART 1 OF THE MEETING HELD ON 24 FEBRUARY 2021**

These minutes were **RECEIVED** as a true record and there were no matters arising from them. In response to a question about the auditors, Gary Chin confirmed that their service was for a five-year period following their appointment by tender. The Chair of the Audit Committee praised the work of our existing auditors.

## **21.28 STRATEGIC FRAMEWORK AND DISCUSSION ARISING FROM POLICY UPDATES**

Dawn Ward's paper covered the following items:

- (i) Annual Strategic Dialogue meetings. The ESFA has announced that following the Dame Mary Ney review, annual strategic dialogue meetings will commence this year with colleges. The ESFA and the Commissioner will be represented as will the Principal, SLT, Chair and Vice Chair from the College. Areas such as strengths, challenges, opportunities, governance and leadership, curriculum and finance will all be covered.
- (ii) New FE Commissioner, Shelagh Leagrove (Frances Wadsworth in the interim).
- (iii) OFSTED to renew inspections in the summer term.
- (iv) New Local Skills Improvement Plans, new accountability structure to be based on new legislation with new Secretary of State intervention

powers. BSDC has a strong record of work with the Chambers of Commerce and other bodies.

(v) The clawback of the AEB allocation will take place if there is less than 90% delivery (formerly 68%). This has proved very controversial and criticised by AoC etc.

Members welcomed the detail in Dawn's report and shared the criticism of some of the new developments. The report was **ADOPTED**.

## **21.29 UPDATE ON SAUDI PROJECTS**

### **CONFIDENTIAL**

## **21.30 REPORT FROM STUDENT MEMBERS**

The student members reported that the Canvas page had been finished and was about to go live. An informative video was now being prepared. Recruitment of new Student Council members for next year were also taking place. Since Charlotte was leaving the College a replacement was being sought for her. To aid this process (and make the title of 'governor' less forbidding) the profile of governors will be sent to a number of students who may be interested in the role of student governor.

The report from the student members was welcomed and good wishes were extended to Charlotte Moore with thanks for her service.

## **2.31 MINUTES OF THE AUDIT COMMITTEE HELD ON 23 FEBRUARY 2021**

The minutes were **RECEIVED** and Ben Webster explained that he had been present for only part of the meeting. The main outcomes of the meeting were the approval of the previous meeting minutes, adoption of the risk management termly update and a report on the performance of auditors (classified as 'very good').

The Corporation **ADOPTED** the minutes and thanked the Committee and the auditors for the work undertaken.

## **21.32 QUALITY AND PERFORMANCE REPORT**

This report covered the draft HE Fees Policy and the FE and Skills Fee Policy.

Ryan Halford and John Beaty introduced the Quality and Performance Report and proposed the adoption of the two policy documents (HE and FE/Skills Fee Policies).

The main paper covered a wide range of items including:

- Return to Campus Update
- Face to face learning
- Learner attendance
- Revised teaching, learning and assessment reviews
- Retention
- Franchised HE offer
- Progression and T levels
- Areas of potential and significant concern (staffing vacancies etc).

The paper moved on to cover the quality assurance framework and inspection and HE quality assurance. The paper also covered skills delivery and retention. Another aspect of the paper was teaching, learning and assessment performance. Finally, the paper set out the governor data dashboard and the full range of Critical Success Factors.

Members discussed the value of the historical detail, in the paper, and the update on digital and cyber security work. The marketing team had done well to create virtual and digital tours. These were proving to be a help with recruitment. Also, the international work (especially in South Korea) was flourishing.

Members were also briefed on the effects of the pandemic in relation to quality targets and they praised the efforts made in the face of obvious difficulties. They welcomed the detail in the report.

The Quality and Performance Report was **ADOPTED** and its proposals were **ENDORSED**.

The following policy statements were also **ENDORSED**.

- HE Fees, Charges and Financial Support Policy
- Further Education and Skills – Fees, Charges and Financial Support Policy.

Following a question about sustainability, it was reported that the Sustainability Group had met on a number of occasions but its work was hindered by the pandemic. There were firm hopes of achieving 'operational zero'.

### **21.33 FINANCE AND BUSINESS REPORT**

This paper, written and introduced by Gary Chin, had four appendices:

- College Benchmarks
- FE Commissioner letter (the final one from Sir Richard Atkins)
- Anti-Bribery Policy

- Expenses Policy.

The key points outlined by Gary Chin were:

- The cash position had been effected by the £5m investment agreed previously but the College remained solvent and was in advance of the cash days in hand target
- EBITDA £15K above budget and adult education in line with budget
- HE YTD in line with budget
- COVID has had some effect eg on 'other income' - £32K behind budget
- The Financial Highlights against budget covered operating surplus for March (+£15K) and YTD (+£747K) plus some further data
- The executive summary covered the investment made previously in 'thin client' technology – now paying dividends. However, it was difficult to predict the long term effects of the pandemic but it was certain to have effects, especially on income. The planned annual deficit is now £1,019K this year
- Summary statement of Comprehensive Income showing action being taken by the SLT. The paper also set out detailed accounts of income variances and expenditure variances
- Finally, Gary's report covered cash flow and the balance sheet and our financial health score of 'good'.

The appendices to the Finance and Business Report, were the FE Commissioner's last letter (**NOTED**), the College benchmarks (**APPROVED**), the anti-bribery policy (**APPROVED**) and the Expenses policy (**APPROVED**).

In discussion reference was made to a number of aspects of college finances including:

- (i) Taxation – the College is an exempt charity
- (ii) The 'good' financial health being close to 'outstanding'
- (iii) The bids for capital financial support (eg more efficient lighting) – results awaited
- (iv) The updating of the anti-bribery and expenses policy were welcomed.

Members remarked on the excellent financial report at this difficult time and Gary, his SLT colleagues and all staff were thanked for their diligence and prudence.

## **21.34 GENDER PAY GAP REPORT**

John Beaty introduced the Gender Pay Gap Report. The format was similar to that used previously. The report covered the fact that many more women than men were paid in the lower quantile. Members felt the College should be congratulated on covering all workers (not just academic staff) and praised the ambition to cover all diversity issues, not just gender. Other key points mentioned in discussion were

- The College employs 400 staff
- The commitment to achieving inclusivity
- The difference between gender pay statistics and equal pay – the gender pay gap shows the difference between the average of earnings of men and women expressed as a percentage of men's earnings. The College is confident that the pay gap does not arise from paying men and women differently for like work. Rather, the gap is due to the roles in which the two sexes work within the College
- The paper showed the effects of pay scales and banding on gender differences
- The College's strategies for reducing the gender pay gap were outlined in detail and these strategies and the paper as a whole was **ENDORSED** by the Corporation. It was described as sensitive and appropriate.

### **21.35 MEETING FEEDBACK**

Members studied the Clerk's feedback report based on 9 forms submitted by members following the meeting held on 24 February 2021. They also reviewed the relevant extracts from the Instrument and Articles of Government, and the Adaptive Plan and Framework. The feedback report was very encouraging – 72 'strongly agree' indications of agreement, with the evaluative comments (8 'agree' and 1 'disagree'). The disagree indication was in respect of the evaluative comment 'I made an effective contribution to the meeting'.

The section on the best aspect of the meeting covered items like the presentations, the reports and updates, engagement of student members and the equality and diversity report.

One member thought the pie charts could be clearer and another sought help in improving iPad skills. Overall, though, the Clerk's conclusion was that the feedback was excellent with one or two items for later development. Members shared this view and the feedback report and related documents were **ADOPTED**.

### **21.36 OTHER BUSINESS, DATE OF NEXT MEETING AND CONFIDENTIALITY**

- There was no 'Any Other Business'
- The date of the next meeting was confirmed as Wednesday 9 June 2021
- The item concerning Saudi Arabia continued to be regarded as confidential
- Clarification was given about the cancelled graduation ceremony which would be re-arranged and the migration of emails to Office 365 which Yvonne Orton would organise and contact governors about.