

# **MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON 9 JUNE 2021 BY ZOOM**

## **PRESENT**

Everton Burke (Chair)  
Katy Broomfield  
Keith Buckley  
Elias Lata  
Rajinder Mann  
Sarah Marshall  
Chris Prosser  
Sarah Sandle  
Dawn Ward (Principal and Chief Executive)

## **IN ATTENDANCE**

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

## **PART 1**

### **21.37 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE, DECLARATIONS OF INTERESTS AND NEW STAFF MEMBER**

- (i) The proposal to hold the meeting by electronic means had been made by the Principal and agreed by the Chair.
- (ii) The Chair welcomed all members and attendees and a particular welcome was extended to the newly elected staff member: Katy Broomfield. The Chair undertook to send a message of thanks to Jo Lang the retiring staff member.
- (iii) Apologies for absence were recorded from Charlotte Moore, Hadia Rashid and Ben Webster.
- (iv) There were no new declarations of interests and all existing declarations were continued.

### **21.38 DRAFT CALENDAR 2021/22**

The draft calendar was reviewed and **APPROVED**.

## **21.39 CREATION OF COLLEGE FELLOWS**

It was reported that fellowships would be conferred later, the delay being due to the Pandemic.

## **21.40 MINUTES**

Members considered the draft minutes (Part 1) of the ordinary meeting held on 28 April 2021 and the draft minutes of the extraordinary meeting held on 14 May 2021. The extraordinary meeting had dealt with the Colleges of Excellence two-year Operation and Maintenance Contract. The minutes of both meetings were **RECEIVED** as a true record and there were no matters arising.

## **21.41 STRATEGIC FRAMEWORK AND DISCUSSIONS ARISING FROM POLICY UPDATES**

Dawn Ward introduced this document which covered the Skills and Post 16 Education Bill, the Coronavirus Roadmap, the Spending Review and the May Elections.

The paper described the Education Bill's 26 clauses, including:

- Local Skills Improvement Plans
- Student Loan reforms
- Legal powers for intervention
- Regulation e.g. of FE teacher training.

The lifting of lockdown restrictions was set out in detail as was the spending review with Government departments wanting a three-year funding settlement to aid planning.

The recent local elections had favoured the Conservative cause.

Members discussed a number of points from the report including:

- Challenges to the sector but they welcomed to making FE centre stage. The work in respect of lifelong learning will be fascinating
- Support for the HE in FE – an excellent opportunity
- The growing recognition of the business character of FE
- The role of the annual strategic conversation (to include the Chair, Vice Chair and Principal etc)
- The increase in Government powers regarding mergers.

The overall opinion was a cautious welcome to the Bill and Dawn Ward's report and her suggestions for the way forward were **APPROVED**.

## **21.42 CONFIDENTIAL UPDATE ON SAUDI PROJECTS**

### **CONFIDENTIAL**

## **21.43 STUDENT REPORT**

In the absence of Charlotte Moore and in the face of technological difficulties Elias Lata had with his laptop, John Beaty presented this report. This covered:

- The updating of the Student Council page adding topics like bank advice, housing and bills and pensions
- The commencement of the Diversity Project on 11 May 2021
- The advertisement for a new President (to replace Charlotte Moore)
- The assessment and analysis of student opinions on college life (a good response).

Members welcomed the student report and especially the section on student opinions. Apparently, quizzes are popular!

## **21.44 BRIEF REPORT OF AUDIT COMMITTEE MEETING HELD ON 8 JUNE 2021**

Keith Buckley, the Chair of the Committee, gave a brief presentation about the meeting which had occurred the day before the Corporation meeting. The key audit report covered governance. In the view of the Committee and the Clerk this report was excellent. The minutes of the Committee (to be considered at the next Corporation meeting) gives more detail on this and other audit reports.

However, some reports were missing (from Mazars) and work was being done to deal with this problem. It was expected that Mazars and, eventually, Grant Thornton would withdraw from College Audit work. There were difficulties in recruiting new firms. The new Audit Code of Practice (requiring auditors to gain their own assurances) made audit work in colleges uneconomic in the eyes of the audit firms.

This brief report was **NOTED** and **APPROVED** and the report on governance was **WELCOMED**. The Corporation thanked Keith Buckley for his excellent work as Chair of the Audit Committee.

## **21.45 FINANCE AND BUSINESS REPORT (INCLUDING CYBER SECURITY)**

The highlights in the report, introduced by Gary Chin, were as follows:

- Operating surplus +£119K for April
- Income £1,436K for April
- 175 days cash in hand (very positive)
- Operating surplus £1007K for YTD
- Income £13,250K for YTD
- Margin for April 7.71% and 7.68 for YTD
- The effects of COVID on income are considerable
- The paper set out the usual statement of comprehensive income and covered variances e.g. in adult education, apprenticeships etc
- The paper also covered expenditure variances e.g. pay costs
- The paper set out a 12 month rolling cashflow forecast and financial health scoring (good)
- Finally, there was a section on capital funding and the ESFA 'second round'
- Annexes to the Finance and Business Report were significant and covered:
  - (i) ESFA letter following submission of the audited financial statements (concur with College's assessments)
  - (ii) Finance Dashboard May 2021. No risk of insolvency, no breach of covenants, income diversified (good)
  - (iii) JISC – penetration test report
  - (iv) Cyber Security Arrangements

This report was **ADOPTED**.

The Dashboard and other papers shared with the Corporation were discussed in detail and the Corporation **RESOLVED**

that: The documents were endorsed and understood by the Corporation, as had the current and previous financial reports.

Members welcomed the clarity and comprehensiveness of the Finance and Business reports and its annexes.

They felt that the Cybersecurity Report set out well the measures in place to deal with attacks as far as was possible.

## **21.46 QUALITY AND PERFORMANCE REPORT**

Ryan Halford introduced his report and ran over the Executive Summary which highlighted:

- The return to campus delivery
- The hope that the Office for Students will agree to a validated model (as opposed to a franchise model) giving the College greater control over its HE provision
- T levels – on target
- Apprenticeships – well above national benchmark but there are still concerns about the recruitment of assessors etc
- Good results (91%) for staff having formal teaching, learning and assessment reviews
- Work in progress on issues relating to vacancies, attrition rates, restarting provision (after breaks) etc vis a vis apprenticeships

Ryan's paper also covered the quality assurance framework, skills delivery, feedback and related matters. It concluded with a review of critical success factors. Members discussed a number of aspects of the report e.g. attendance (which has not reached targets for COVID reasons). John Beaty contributed to the report by highlighting the College's international work especially in relation to the King Sejong Institute. Another notable development was the matrix re-accreditation of the Learner Services Team.

John also covered a wide number of collaborative ventures with other colleges and the local Chamber of Commerce.

There were a number of appendices to the Quality and Performance Report e.g. the Governor Data Dashboard and Critical Success Factors.

Members congratulated Ryan and John plus all staff involved in contributing to the Quality and Performance Report. All aspects of the Report were **ENDORSED** and the opportunities set out therein were described as 'fantastic'.

## **21.47 SUB CONTRACTOR POLICY 2021/22**

The paper on sub-contractor policy showed only minor changes to the document approved last year. In turn, the Corporation **APPROVED** the new version of the policy. The policy covered rationale and purpose, provision sub-contracting, due diligence and quality assurance and related matters.

## **21.48 MEETING FEEDBACK**

Members **AGREED** the Clerk's report on feedback from the Corporation meeting held on 28 April 2021. The Clerk said the feedback was very pleasing and no significant improvements, gaps or training needs had been identified. The College Adaptive Framework and extracts from the

Instrument and Articles of Government were **NOTED**. All the evaluative statements had been marked 'Strongly Agree' (69) or 'Agree' (10).

There was praise for the reports (4), the finances and sustainability issues, contributions from the SLT and the Clerk, the quality of the chairing of the meeting and the engagement of the new student member.

#### **21.49 REFLECTION ON CORE VALUES**

It was felt that the meeting had touched on all the College's core values.

#### **21.50 DATE OF NEXT MEETING, FURTHER BUSINESS, CONFIDENTIALITY**

The date of the next meeting was confirmed as 7 July 2021.

There was no further business in the Part 1 agenda and the only confidential items was the Saudi Update.