

MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON 22 SEPTEMBER 2021 BY ZOOM

PRESENT

Everton Burke (Chair)
Katy Broomfield
Keith Buckley
Dan Janes
Eliasz Lata
Rajinder Mann
Sarah Marshall
Chris Prosser
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

21.60 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE, 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 welcomed all members and attendees.
- (iii) There were no apologies for absence. The Clerk confirmed that a quorum was present.
- (iv) There were no new declarations of interests, and all existing declarations were continued. Sarah Marshall declared an interest in relation to Item 21- St George's Park Partnership and would leave the meeting for that item.
- (v) John Beaty advised that another student president had been recruited, Mitchell Ely who was based at the Stephen Burke Construction Academy. Mitchell would be joining the next Governing Body meeting.

21.61 MINUTES OF CORPORATION MEETING HELD ON 7 JULY 2021

Members **RECEIVED** the draft minutes of Part I of the meeting and these were **APPROVED** with no matters arising.

21.62 STRATEGIC FRAMEWORK AND DISCUSSIONS ARISING FROM POLICY UPDATES

The Principal introduced the policy update which covered the following topics:

- Forthcoming Spending Review
- Increase in National Insurance Contributions
- Education Recovery Letter
- Afghan Resettlement Programme
- Cabinet Reshuffle

Gary Chin answered the Governor questions raised on the increase in the National Insurance Contributions and advised on the impact the increase would have on the College budget from April 2022. The report was **ADOPTED**.

21.63 UPDATE ON SAUDI PROJECTS (CONFIDENTIAL)

CONFIDENTIAL

21.64 APPROVAL OF CSFs 2021/2022

Members considered the Critical Success Factors which were an update on last year's CSFs and linked to the Adaptive Plan.

The updated CSFs were **APPROVED**.

21.65 REPORT FROM STUDENT MEMBERS

Governors received the report prepared by Eliaz. The report covered:

- Student President – Eliaz was welcomed back into the role this year. As mentioned earlier in the meeting, there also a new recruit Mitchell Ely.
- Learner feedback on induction, enrolment, lessons and facilities would be collated and put into an action plan.
- Campaigns – an update on campaigns will be presented to the next Governing Body meeting.

Members **NOTED** the student report

21.66 REPORT OF AUDIT COMMITTEE MEETING HELD ON 14 SEPTEMBER

Keith Buckley introduced a summary of the Audit Committee meeting held on 14 September 2021. He highlighted a difference of opinion between the SLT and Mazars (internal auditors) with respect to a Subcontracting report and the recommendation made. Gary Chin added more detail. The meeting also dealt with: - Annual self-assessment; Register of recommendations; External Audit Plan; Risk management report 2020/202; Opening risk register; Board Assurance Framework and JACOP self-assessment. The Audit Committee minutes would be presented to the next meeting for approval.

21.67 FINANCE AND BUSINESS REPORT

Gary Chin introduced his report which covered:

- Solvency of Institution – The 12 month rolling cash flow forecast which gave reassurance on solvency.
- Critical Success Factors – An overview was given on the financial performance which covered surplus generated, current ratio, EBIDTA, staff costs, and cash days in hand.
- The financial health score was likely to be 'outstanding' at the end of the audit with the auditors due in at the latter part of November.
- HBSA – details on the surplus were highlighted.
- Final published accounts would be presented to the Board's December meeting

Members welcomed this report and the excellent financial position. The report on Finance and Business report was **ADOPTED**.

21.68 QUALITY AND PERFORMANCE REPORT

Ryan Halford and John Beaty introduced their report. Ryan highlighted the following:

- Office for students, specific ongoing conditions - A letter from OFS had now been received confirming that arrangements with Staffordshire University could be moved from a franchise to a validation arrangement.
- Higher Education Satisfaction Scores (NSS): Overall satisfaction on Higher Education programmes was judged to be outstanding at 97.0% which was 22% above the national benchmark.
- Learner Appeals – A new appeal system was set up to combat any learners that wished to appeal their teacher assessed grades. The College only received a total of three appeal enquires none of which were escalated to the formal process.

- Apprenticeships – learner retention and timely achievement remained challenging as a result of the ongoing effects of the pandemic.
- Outcomes for Learners Headline Overview – on track to achieve the target. A full set of results would be shared at the next Board meeting.
- 2021/2022 Enrolment – currently on target to meet ESFA allocation for 16-19. HE and Adults were still enrolling
- Classroom based programme performance – the current position on outcomes was positive in most areas apart from the Awards category and QCF Units. The reasons for this and actions being taken were highlighted and challenged.

The Chair congratulated the team on hitting the 2021/2022 enrolment numbers.

John Beaty updated on:

- Learner Services – Team effort across College to handle the lateral flow testing for new learners
- Looked After Children – College has 48 students who were looked after children which was the highest number we had ever had and testament to the quality of support provided.
- Stronger Towns Fund Proposal – John would send Governors the link to the consultation.
- Partnership with Jeonju Kijeon College – this was going really well with two cohorts of Korean Language classes up and running.
- Turing Scheme Grant – plans in place over next two years to allow over 100 learners to go to various countries across Europe for two weeks work experience relating to their UK studies.

The Quality and Performance Report was **ADOPTED** by the Corporation.

21.69 SAFEGUARDING POLICY

John Beaty introduced the policy. The policy had been updated in line with the latest version of 'Keeping Children Safe in Education'. John highlighted two main points. Firstly, there was lot more about mental health support within it which was reflective of COVID, and secondly, to note the requirement to have a specific peer on peer abuse policy which would go 'live' at the same time as the safeguarding policy. In answer to a Governor question John advised of the procedure in place to ensure all staff were kept up to date on safeguarding. John to change the safeguarding link governor name to Everton Burke; to rename the policy to Safeguarding Policy and Procedure and to check if there was a College Restorative Behavioural Policy as mentioned in the report.

The Safeguarding Policy was **APPROVED**

21.70 MEETING FEEDBACK, CORE VALUES, DATE OF NEXT MEETING AND CONFIDENTIALITY

Members considered the Clerk's report on feedback from the meeting held on 7 July 2021. The feedback continued to show a good level of satisfaction.

The feedback report was **NOTED** and the Clerk's summary was **ENDORSED**.

- (i) It was felt that all the core values had been covered in the meeting.
- (ii) There was no further business and only the Saudi item was regarded as confidential.
- (iii) The date of the next meeting was confirmed as Wednesday 10 November 2021.

21.71 ANY OTHER BUSINESS

Governors expressed their thanks to staff in organising the HE Graduation Ceremony which was a fantastic success and asked the Principal to pass this on to the staff involved. Governors also congratulated the SLT and the wider team on the great start to the academic year particularly in light of the very challenging times with Covid.

The Principal was asked to report back on whether the College was going to do anything under the Queen's Green Canopy which involved tree planting, and also whether anything was being planned for the Queens Platinum Jubilee next year.