

# **MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON 10 NOVEMBER 2021 BY ZOOM**

## **PRESENT**

Everton Burke (Chair)  
Katy Broomfield  
Keith Buckley  
Mitchell Ely  
Dan Janes  
Rajinder Mann  
Sarah Marshall  
Chris Prosser  
Sarah Sandle  
Ben Webster

## **IN ATTENDANCE**

John Beaty  
Gary Chin  
Ryan Halford  
Yvonne Orton

## **PART 1**

### **21.74 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) Apologies for absence were received from Eliaz Lata, Keith Scribbins and Dawn Ward. The Assistant Clerk confirmed that a quorum was present.
- (iv) John Beaty introduced the new student governor Mitchell Ely. Members welcomed and introduced themselves to Mitchell.
- (v) There were no new declarations of interests, and all existing declarations were continued.

### **21.75 MEMBERSHIP MATTERS**

- (i) Members RECEIVED the Skills and Experience Audit summary which had been prepared by Yvonne Orton. This was completed on an annual basis or when a governor left, and a new governor appointed. Governors NOTED the summary and concluded that the Governing Body was well served with no deficit in any areas.

- (ii) Rajinder Mann presented the Governance CPD Strategy advising the key areas and highlighting the importance of continued professional development and continued self-appraisal. John Beaty informed Governors of the mandatory training offered by the College on equality and diversity, data protection, health and safety etc which they may wish to attend. The Chair asked John to send the list of training to everyone. Governors **NOTED** the strategy and agreed it was a comprehensive report.

## **21.76 MINUTES OF CORPORATION MEETING HELD ON 22 SEPTEMBER 2021**

Members considered the draft part 1 minutes and **APPROVED** them as a correct record subject to the alteration in section 21.63, to add the word 'work' to the last sentence.

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

John Beaty introduced the policy update in the absence of the Principal. The update focussed on the recent spending review following the Chancellor's announcement and gave a break down on the impact this would have on Further Education and Colleges. It was concluded that there was some good news for colleges in the budget, but it did not go far enough in supporting FE to deliver the significant skills needs. Governors recognised that there would be some significant challenges ahead around finance and increased costs.

The report was **ADOPTED**.

## **21.78 UPDATE ON SAUDI PROJECTS (CONFIDENTIAL)**

### **CONFIDENTIAL**

## **21.79 REPORT FROM STUDENT MEMBERS**

Governors received the report prepared by Mitchell Ely. The report covered:

- Current projects on litter picking on both sites, prayer room and new vending machine at Stephen Burke Construction Academy
- Future projects - working on engaging with students on upcoming events such as Remembrance Day, anti-bullying week and Christmas amongst other events.

Governors suggested a 'quiet room' or a 'contemplation room' rather than a prayer room. Mitchell thought this was a good idea and would look into it.

Governors asked if there was good support from other students and staff to assist with the work undertaken. Mitchell advised he received a good response and feedback from students and staff members. As Mitchell was new to the role, Katy Broomfield answered the question on whether there was a budget for the work of the student council confirming that there was. Mitchell was congratulated on presenting a very good first report.

Members **NOTED** the student report

## **21.80 MINUTES OF AUDIT COMMITTEE MEETING HELD ON 14 SEPTEMBER**

The minutes of the Audit Committee held on 14 September 2021 were **NOTED** and the recommendations set out therein were **APPROVED**. Keith Buckley congratulated the SLT team on their very good work with audit matters. Governors discussed the difference of opinion with the internal auditors on the learner numbers audit report and Gary Chin confirmed that the issues had now been resolved.

### **21.81 QUALITY AND PERFORMANCE REPORT**

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

**Outcomes for Learners** - main areas of performance concern were within functional skills, sub-contracting provision delivered by Pilot and ESOL qualifications with substantial quality improvement plans and strategies implemented to bring required improvement.

**Sustained improvements** - The College had sustained its improvement to substantive qualifications which were identified as areas of concern during previous quality inspections with several departments attaining high achievement rates.

**Quality of Education Group** – A steering group had been established which consisted of key managers from support and curriculum who would meet monthly to help define the collective response and adaptations to the new Education Inspection Framework.

**Staff recruitment** - Significant pressures remained within the recruitment and retention of tutors which has been exacerbated by the increase in demand nationally for skilled workers.

**Quality Monitoring** – The new Quality and Performance Framework (QPF) would be rolled out during the autumn term along with initiating the approved Quality of Education Monitoring Strategy.

**ESFA T-Level implementation plan** -An updated plan had been submitted for the implementation of T-levels for the next academic year.

**Attendance performance** – This currently stands at 82.8% which was expected to improve with the uploading of backdated registers and the resolution of learner and group transfers.

**Apprenticeships** – There were still challenges with the legacy apprenticeship frameworks.

**Teaching and Learning** – Reviews had started to take place and there would be a report at the next meeting.

Governors discussed the issues around staff recruitment and possible solutions. It was agreed that it would be useful to discuss this at the next SLT Strategy Day in December with Sarah Sandle. Ryan answered the Governor question on whether the College had introduced courses to address the shortage of technicians to service electrical vehicles. He confirmed the motor vehicle department had a stock of electrical vehicles which level 3 learners worked on but there would be a big push on this over the next couple of years. John Beaty updated on a small pot of money through the D2N2 local enterprise partnership to pump-prime some areas of curriculum to get people into high demand areas of work.

John Beaty updated on:

**Sustainability Group** - The group met recently and discussed ideas on how to reduce the College's carbon footprint. John highlighted the projects introduced and the proposals being discussed. In answer to a Governor question John updated on the plans to engage students in this area.

**International** – Recently received visitors from Jeonju Kijeon College to look at the progress against the plan that had been submitted to the South Korean Government. The visit went really well with the potential of further work with them.

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

## **21.82 FINANCE AND BUSINESS REPORT**

Gary Chin introduced his report which covered:

- Critical Success Factors Dashboard which showed how the College was performing against national benchmarks.
- Solvency of Institution – The 12 month rolling cash flow forecast which gave reassurance on solvency.
- The financial health score which was 'outstanding'
- Statement of Comprehensive Income

Gary drew attention to the two documents received from the ESFA

- The letter dated 25 October 2021 received following the submission of the financial forecasting return which confirmed the financial health score graded as Outstanding for 2020/2021 and for 2021/2022.

- The Financial Dashboard. Gary went through the dashboard in detail which he had annotated to show what it meant for the College.

The report on Finance and Business report was **ADOPTED**.

### **21.83 MEETING FEEDBACK, CORE VALUES, DATE OF NEXT MEETING AND CONFIDENTIALITY**

Members considered the Clerk's report on feedback from the meeting held on 22 September 2021. All members strongly agreed (or agreed) with the statements and there were a number of best aspects identified.

The feedback report was **NOTED** and the 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 8 December 2021.

### **21.84 GOVERNOR LINK UPDATE**

Governors discussed their recent positive learner walk experiences and those that had been planned in. Ryan Halford updated members on the Governor links for 2021/2022.

### **21.85 ANY OTHER BUSINESS**

There was no other business.