

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION
CORPORATION OF BURTON AND SOUTH DERBYSHIRE
COLLEGE HELD ON WEDNESDAY 8 DECEMBER 2021
BY ZOOM**

PRESENT

Everton Burke (Chair)
Katy Broomfield
Keith Buckley
Dan Janes
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

**21.87 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 welcome all members and attendees. Apologies for absence from Mitchell Ely were **NOTED**.
- (iii) it was reported that Everton Burke had been made a Fellow of the Chartered Institute of FE and that Sarah Sandle had received an award from the Institute of Directors. Congratulations were extended to both members.
- (iv) There were no new declarations of interests and existing declarations were continued.
- (v) Everton Burke gave a brief report on the responses he had had to the governance questionnaire i.e., the Annual Review of Governance

(2020/21). The response was excellent. It was felt that governors discharged their duties well. Their work was professional, and their values were transparent. There was disappointment about the effects of the pandemic, but it was **AGREED** to organise a social meeting as soon as possible. The pandemic may cause extra costs and there was understandable pressure on Government to meet these costs.

The report mentioned the following items

- Individual contributions
- Is the GB effective?
- What was liked and disliked about the GB operations
- Members felt honoured to be part of the Board

Finally, the work of the Principal, members of the SLT, the Clerk and the Assistant Clerk was praised as was the contribution of the Chair and Vice Chair.

The report was **NOTED**.

21.88 MINUTES OF THE CORPORATION MEETING HELD ON 10 NOVEMBER 2021

Members considered the draft Part 1 minutes, page by page and **APPROVED** them as a correct record. There were no matters arising from the minutes.

21.89 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATES

The report which had been prepared by Dawn Ward was discussed and covered in detail. The key items were

- T Levels: Some changes had been announced covering the English and Maths requirements and the timeline for level 3 qualification reform
- Ofsted: A three-year inspection cycle has been announced
- Skills Bill: The Education Secretary has announced changes to the Bill e.g., Mayoral authorities to be involved in developing local skills improvement plans
- Covid-19: Requirements to wear masks has been announced for Secondary and post 16 students
- Social Mobility in HE: Universities and Colleges called upon to focus on 'real social mobility' as part of access and participation plans

Members were grateful for the quality of the update and the detail it contained. They praised the involvement of Lord Lingfield. They hoped

that the timetable for the College's Ofsted inspection would be announced soon. They were pleased to know of the diligence shown by staff and students in respect of wearing masks. The information on changes to the Skills Bill was welcomed. Members were briefed on the testing being done before staff or student gatherings to reduce COVID infections.

Finally, Sarah Sandle was thanked for a session she had led with the SLT on development.

21.90 UPDATE ON SAUDI PROJECTS (CONFIDENTIAL)

CONFIDENTIAL

21.91 REPORT FROM STUDENT MEMBERS

John Beaty introduced this report covering

- Action on knife crime locally and nationally
- Mitchell Ely was congratulated on his work in representing the College
- A report was given on work with the Police on knife crime and related matters, including the knife angel statue
- The organisation of the Christmas Stall was going well
- Steps were being taken to introduce more litter and ash bins in an effort to improve the campus

The student report was welcomed, and the action described was endorsed and the Union was congratulated.

21.92 AUDIT COMMITTEE

Keith Buckley introduced the minutes of the Audit Committee meeting held on 23 November 2021. He also introduced the following attachments:

- Financial Statements and Auditors' Report
- Letter of Representation
- Internal Audit Annual Report
- Annual Report of the Audit Committee

The main outcomes of the meeting were described as follows:

- No new declarations
- Keith Buckley and Ben Webster re-appointed as Chair and Vice Chair, respectively
- Minutes of meeting held on 14 September 2021 approved as a true record subject to a change on Page 4, item 8 – External Audit Plan,

the list of significant risks identified should read: Management Override of Controls, Income recognition and Local Government Pension Scheme

- Internal Audit Report on Learner Numbers satisfactory outcome noted
- Internal Auditors' Annual Report introduced by Mark Lunn and recommended for approval. Mazars were thanked for work done over last seven years
- Internal Auditors' Strategy 2021/22 introduced by new internal auditor, Lee Glover. Approved subject to changes agreed in the meeting
- Informing the Audit Risk Assessment received and noted
- Financial Statements Auditor's Report and Letter of Representation were approved and recommended to the Governing Body for approval and signature at their meeting on 8 December 2021
- Audit Committee Annual report recommended to the Governing Body for approval on 8 December 2021
- Risk Management Policy approved. To be resubmitted to Audit Committee after the risk management audit had been undertaken
- Risk Management Termly Update approved
- Performance report on Auditors adopted

Members welcomed the detail in Keith Buckley's report and in the Minutes of the Committee. All the key documents (Financial Statements and Auditors' Report, the Letter of Representation, the Internal Audit Annual Report and the Annual Report of the Committee) were **APPROVED** and the Committee and auditors were thanked for the quality of their work. The accounts and the report from the external auditors on them, were signed off.

Mazars were thanked for their work as internal auditors and it was **NOTED** that their contract was at an end.

21.93 FINANCE AND BUSINESS REPORT

Gary Chin introduced his report and the attachments, being:

- The Annual Report on Health and Safety
- The Finance Record 2021

As usual the report covered a range of performance indicators e.g., the statement of income, cash flow, the balance sheet and financial health scoring. There was also a section on property matters.

The financial headlines were the areas behind budget (due to COVID and similar matters) plus phasing. Some examples of performance were operating surplus (October, -£127K and FY -£77K).

The Report's Executive Summary covered EBITDA, the effect of COVID, the uncertain financial climate. Any announcement from Government on FE funding was eagerly awaited.

The Report's summary stated full year income is £17,126K, pay and non pay costs were being maintained at budget leading to EBITDA of £358K (an increase of £127K on the original budget).

The discussion covered the degree to which 'cash is King!' It was pointed out that the College's cash days in hand far exceeded the general ratio in most Colleges. The average EBITDA is less than 1% but BSDC's is 2.79%. The financial health score for BSDC is 'outstanding'.

Members were reminded that an item which may be important in Inspection is that the Governors adopted the national code of good governance. Members studied the draft annual report on health and safety and the finance record for 2021 and both these documents were **APPROVED** as was the full Finance and Business Report.

21.94 QUALITY AND PERFORMANCE REPORT

The report had been prepared by Ryan Halford (Vice Principal) and John Beaty (Deputy Principal). There were two attachments to the Report:

- The College validated position statement (annual self-assessment 2020/21)
- The Quality Improvement Plan 2021/22

In introducing their report, Ryan and John, highlighted attendance, difficulties of recruiting staff in some areas, mental health issues for students arising from the pandemic, the desire of students to return to face-to-face learning as soon as possible.

In discussion members concentrated on the new Ofsted timetable (at least one) inspection September 2022 to 2025. They also discussed strategies for improving student attendance. The members welcomed the work of the office for students and the removal of conditions on the College's registration. The paper reported on quality assurance, skills delivery, student feedback, teaching and learning and assessment, partnerships (e.g. Stronger Town's Fund). An appendix to the report covered the College's critical success factors and members praised the staff and students for their work.

The Quality and Performance report was **ADOPTED** and the College validated position statement (annual self-assessment) was **APPROVED**.

A number of members remarked on the robust nature of the governors' involvement in the assessment process. Mention was also made of the comprehensiveness and quality of the Quality and Performance Report.

21.95 ANNUAL REPORT ON SAFEGUARDING

John Beaty introduced his report. Its central purpose was to assure governors about safeguarding provision at the College. In addition, the Report referred to statutory expectations and those of key stakeholders such as parents and carers. The report set out details of the safeguarding team and listed local priorities, training aspects and Prevent. It also gave numerical details of referrals (circa 200) and of external meetings attended.

Everton Burke and Rajinder Mann were the governor links on safeguarding. They reported that there had been no Prevent issues and work on student wellbeing took place in the Staff Development days. Katy Broomfield outlined the student referral procedure. The Safeguarding report was **APPROVED**.

21.96 PROPOSAL FOR PAY AWARD

CONFIDENTIAL

21.97 MEETING FEEDBACK

The feedback from the 10 November 2021 meeting was excellent. There was 100% agreement with the evaluative statements (over 90% at the 'strongly agree' level). Members expressed their gratitude to the new student governor for the quality of his work (5 responses) and to the SLT for their reports (4). The discussion on developing skills for the future was singled out as a valuable part of the meeting. The Clerk's comment was that the governors asked challenging questions which were answered to their satisfaction.

Finally, members reflected on the core values document and felt that the business of the meeting had related well to this statement. The feedback and core values report were **APPROVED**.

21.98 GOVERNOR LINK UPDATE, DATE OF NEXT MEETING AND CONFIDENTIALITY

Everton Burke reported on college meetings he had attended. Thanks were expressed to Yvonne Orton for the extra work she had done in the absence of the Clerk due to ill health.

The date of the next meeting – Wednesday 19 January 2022. The Saudi Project and the Pay Award items were regarded as confidential.