

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION
CORPORATION OF BURTON AND SOUTH DERBYSHIRE
COLLEGE HELD ON WEDNESDAY 19 JANUARY 2022
BY ZOOM**

PRESENT

Everton Burke (Chair)
Keith Buckley
Mitchel Ely
Dan Janes
Sarah Marshall
Chris Prosser
Sarah Sandle
Dawn Ward (Principal and Chief Executive)
Ben Webster

IN ATTENDANCE

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

Congratulations were extended to Ryan Halford on the birth of his baby, Sienna. The item on Quality was taken first to enable Ryan to leave early.

Members expressed sympathy to Keith Buckley on the death of his wife and he thanked everyone for their messages of support.

PART 1

**22.01 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 welcomed all members and attendees. Apologies for absence had been received from Katy Broomfield and Rajinder Mann. These were **NOTED**.

(iii) There were no new declarations of interests and existing declarations were continued.

(iv) It was **NOTED** that the Governor Development session would be held on Friday 24 June 2022 rather than Friday 17 June, as previously notified.

(v) It was **NOTED** that the draft scheme of delegation was an excellent fit with the adaptive plan. The scheme of delegation covered the following items:

- The purpose of the scheme
- The role of the Corporation
- The role of the Chief Executive and Principal
- The role of the Clerk
- The role of the Chair and the taking of Chair's action
- Document schedule
- Policy schedule and updated schedule

The scheme was **APPROVED**

22.02 QUALITY AND PERFORMANCE REPORT

Ryan Halford and John Beaty introduced this report which covered the following items:

- Executive Summary
- Quality Assurance
- Skills
- Feedback
- Training Learning and Assessment
- Partnerships
- Governor Dashboard
- Appendices (CSFs on vibrant and outstanding, our people and responsiveness to the market)

The executive summary covered news from Ofsted (inspections in FE to continue); attendance (8.7%) below target; staff recruitment (significant pressures remain); staff absences (COVID related); learner retention (above target but concerns that this may fall); moderation (using FE inspectors); apprenticeships (a quality improvement priority); review of staff (31% of staff in scope); staff development day (on 17 December 2021) was well received with 5 guest speakers and some staff from Saudi. In discussion it was stated that the moderators were good and independent. Two staff were going through the capability process.

As to attendance and retention all that could be done to mitigate effects of employers needing skilled staff to return to work, was being done.

Further items discussed were:

- The correlation between attempts to recruit staff and student attendance – this existed but was not complete
- Use of agency staff and their effect on costs (an increase), steps being taken to reduce this
- There had been a few class cancellations caused by the recruitment problem
- Patterns of absences and the recruitment problem is being studied thoroughly and there will be a further report at the next meeting
- Excellent partnerships with Toyota
- Hopes for Beacon award i.e., international work
- Korean student programme at the College, going well
- Outline given of carbon literacy course to be followed up in Governor Development session

The Quality and Performance report was **APPROVED** and its recommendations were **ADOPTED**

22.03 MINUTES OF PART 1 OF THE MEETING HELD ON 8 DECEMBER 2021

Members considered the draft minutes page by page and **APPROVED** them as a correct record.

It was **NOTED** that the award to Sarah Sandle had been for non-executive director of the year.

22.04 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATES

Dawn Ward presented her paper which covered:

- COVID 19
- Levelling Up White Paper
- Date for next fiscal statement
- UCAS end of cycle report

New face covering guidance had been published and January assessments were to go ahead as planned. There was a further delay in publication of the Levelling Up White Paper and further detail on the future of the LEPs were awaited. The Chancellor hoped for an updated forecast in late March. In respect of UCAS there was good and bad aspects to their report. The report showed record demand but also a widening gap between advantaged and disadvantaged groups. The paper on strategy stimulated a wide-ranging discussion especially on the future of LEPs.

The paper was **NOTED** and **APPROVED**

22.05 UPDATE ON SAUDI PROJECTS (CONFIDENTIAL)

CONFIDENTIAL

22.06 REPORT FROM STUDENT MEMBER

Members congratulated Mitchel Ely on his Student Report. 110 learners had expressed interest in working with the Student Council. These will be half termly meetings and feedback from these meetings will be recorded.

The report was **NOTED** with thanks.

22.07 AUDIT COMMITTEE

It was **NOTED** that the minutes of the Committee held on 23 November 2021 had been adopted at the last Corporation meeting. Signatures of Dawn Ward and Everton Burke had been added to relevant documents.

22.08 FINANCE AND BUSINESS REPORT

Gary Chin introduced his report. The headlines were:

- EBITDA was -£26K behind budget
- Adult education income being accrued to budget
- HE is -£75K against budget and £140K behind YTD
- Other ESFA is £10K vs budget as is other income

The Executive Summary dealt with operating surplus and the effects of COVID, and the impacts (of COVID) remain uncertain. Expenditure assumed to follow budget pending any announcement about support for FE.

As usual the paper was completed by a number of spreadsheets showing, for example, the statement of comprehensive income.

In discussion it was pointed out that prudence was still needed before spending reserves. The new rules regarding financial health were outlined and discussed. The information on staff recruitment (exceptional performance) was welcomed. It was **NOTED** that the College's cash days in hand (209) was well above the national benchmark. The pay award was regarded as a modest additional cost (£34K).

The finance report was **NOTED** and the recommendations were **APPROVED**. The performance was unanimously agreed to be exceptionally good.

22.09 MEETING FEEDBACK

Members considered the feedback report which had been prepared by the Clerk. They also considered the Adaptive Framework and the Skills for Tomorrow document. All these documents were **APPROVED**.

The feedback on the meeting held on 8 December 2021 showed another excellent set of responses – 90% in the 'strongly agree' category in assessing the evaluative propositions. The papers were described as excellent, and compliments were paid to the Chair. It was a shame that the usual Christmas social get together had to be missed! It was suggested that in a future development session there would be a description of key focus areas for the College and engagement with employers could be a theme.

The feedback report was **NOTED** and the action suggested was **APPROVED**.

22.10 DATE OF NEXT MEETING AND ANY OTHER BUSINESS AND CONFIDENTIALITY

The Governor Development session would take place on Friday 4 February 2022 and the next Corporation meeting on Wednesday 2 March 2022. This was **NOTED**.

There was no 'any other business' and no confidential items except the Saudi report.

The meeting concluded with a vote of thanks for the Christmas puddings which had been sent to members.