

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION
CORPORATION OF BURTON AND SOUTH DERBYSHIRE
COLLEGE HELD ON WEDNESDAY 2 MARCH 2022
BY ZOOM**

PRESENT

Everton Burke (Chair)
Keith Buckley
Dan Janes
Rajinder Mann
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

**22.11 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 Katie Broomfield, Mitchel Ely and Sarah Marshall. These were **NOTED**.
- (iii) There were no new declarations of interests and existing declarations were continued.

**22.12 REPORT ON THE DEVELOPMENT DAY HELD ON 4TH
FEBRUARY 2022**

- (i) The Clerk introduced his report of the development day and summarised the attendance. The meeting had been held by Zoom. The Corporation considered the presentations by:

- Tony Dolling (Facilities Manager)
- Fiona Hanson (Director of Quality and Performance)
- Lee Mitchell (Curriculum Team Leader, Sports and Public Services)
- Steph Parker (Curriculum Team Leader, Art & Design)
- Hannah Roberts (Finance Director)
- Hannah Zaki (Ex-Student)

(ii) The Development Day concentrated on a number of key issues including sustainability, the Deep-Dive Process, the Teaching and Learning Rubric, Curriculum Intent, the Paperless Department and Governors' Self Assessment. All the sessions were supported by slides which can be found in Dropbox and Convene. Amongst the items discussed were the following matters:

- Attendance in the pandemic
- The Carbon Literacy Programme
- Strengths emerging from Deep Dive (Learners high expectations)
- The College's Open Culture (Classrooms open to visitors)
- Globalisation (excellent presentation by Hannah Zaki)
- Going digital and avoiding paper clutter!
- The Governors' skills audit prepared by Yvonne Orton and presented by Rajinder Mann. Need to review feedback form for next year.

(iii) The conclusion was to thank all contributors and a particular tribute was paid to Hannah Zaki. All of the papers (including the paper on Governors' Self-Assessment) had been **APPROVED**. All Members supported the view that the development day had been very successful and that the contributions had been excellent.

22.13 MINUTES OF PART 1 OF THE MEETING HELD ON 19 JANUARY 2022

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

There were no matters arising.

22.14 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

Dawn Ward introduced her paper which covered:

- College funding and finance
- the DfE's Climate Strategy
- the Levelling Up and Regeneration Bill
- DfE Review of the ESFA.

The discussion concentrated on the Levelling Up and Regeneration Bill and this included comments on the development of the LEPs. Mention was made of the likelihood of a 'County deal' for Staffordshire, Nottinghamshire and Derbyshire as part of the levelling up process.

A report was given on the good contacts the College had with Government Ministers and the steps being taken nationally to avoid "too much bureaucracy".

In terms of funding and finance the operating environment will continue to be a challenging one. It was felt that the Government's draft Climate Strategy fell short of the College need.

In her paper Dawn referred to the 12 key missions involved in Levelling Up and the Regeneration Bill e.g. public transport connectivity, improvement in primary school children's achievements, well-being and devolution.

Finally, comment was made on the decision by the DfE to take back policy responsibility for the EFSA. The review said that the Agency should focus on its core funding role and that the DfE should form a single 'consolidated' unit for all post-16 skills policy.

Members welcomed the detail provided in the policy update paper and **SUPPORTED** the approach to the developments recommended by Dawn Ward. They shared the disappointment about the draft climate strategy but felt that the levelling up proposals offered a good deal of change in significant areas.

22.15 *UPDATE ON SAUDI ARABIA PROJECTS (CONFIDENTIAL)*

CONFIDENTIAL

22.16 *REPORT FROM STUDENT MEMBER*

John Beaty indicated that he had just received a text from Mitchel Ely saying that due to a family commitment he could not attend the meeting. John Beaty introduced the report which Mitchel Ely had written. Recently the Student Council had been working on a campaign to raise money for a charity dedicated to helping others. The latest Learner Rep meeting had given a great deal of recent feedback on how facilities at the College could be improved. A number of new clubs (e.g. boxing and basketball) had been proposed. There was also interest in a LGBTQ group and a Mental Health Awareness Club. Finally, work was being done under the 'Keeping Britain Tidy' banner to improve the removal of rubbish on the campus.

Members discussed the report and welcomed all the developments taking place. Favourable comments were made about the impact of the 'Keeping Britain Tidy' campaign. Overall, the students were congratulated on the progressive work they were doing in all of the areas included in Mitchel Ely's report. The report was **NOTED**.

22.17 MINUTES OF THE AUDIT COMMITTEE HELD ON 15 FEBRUARY 2022

The Chair of the Audit Committee, Keith Buckley, introduced the minutes of the meeting held on 15 February 2022 by zoom. All Members and attendees were present as was Lee Glover representing the Internal Auditors. No representatives of the external auditors were present because there were no items on the agenda relevant to them. Bill Devitt of Grant Thornton, external auditors, had given apologies for absence.

Members **APPROVED** the agenda. There were no new declarations of interests and the minutes of the meeting held on 23 November 2021 were **APPROVED** as a correct record.

Members of the Corporation said they were pleased to see that new internal auditors had been appointed and that there had been such a thorough discussion, as reported in the minutes, on risk management. This covered the risk management approach and the Board assurance framework, performance against the risk management plan, 32 key risks and the effectiveness of their management and the introduction of COVID-19 risks. It was felt that the action in relation to the risk register and action plan had been adequate and the papers illustrated the approach taken in respect of significant risks, contingency risks, housekeeping risks and low risks. The papers also dealt with the risk profile.

The Committee **APPROVED** the risk spreadsheet and the extension of the risk targets (16 targets replacing the original 12 targets). The headings in the risk management spreadsheet were approved and these included items such as risk title, risk log, assurance level, action required and so on.

The Committee reached the following agreements and these were **ENDORSED** by the Corporation:

- The shape and character of the spreadsheet
- A target of 16 rather than 12
- Any alteration to the spreadsheet to be considered at the next meeting

- The Internal Auditors' risk management review should be incorporated in the document.

The Corporation **NOTED** the proposal to appoint McIntyre Hudson as the external auditors to replace Grant Thornton and this was **APPROVED**. The minutes of the Audit Committee were also **APPROVED**.

22.18 FINANCE AND BUSINESS REPORT

The Finance and Business report was introduced by Gary Chin. It covered:

- Headlines
- Financial Highlights
- Performance Indicators
- Statement of Comprehensive Income
- Cashflow
- Balance Sheet
- Debtors and Creditors
- Financial Health
- Capital Expenditure
- Property Matters
- Accountability
- There was a concluding section on critical success factors

The financial picture was a small degree of performance below budget e.g. higher education is £2k below budget and this was also reflected in the financial highlights. The operating surplus for January 2022 was -£45k and for the year to date was -£1k. In the executive summary Gary pointed out the COVID-19 continues to affect operations and the current circumstances were very unpredictable. Impacts going forward were also unprecedented and difficult to predict. In summary, the full year total income was £17,821k and there was year to date savings of £100k. The national position is so uncertain that the ESFA confirmed that it is unlikely to apply the financial health score for 2021/22.

Members considered the summary statement of comprehensive income and key financial risks. The report went on to cover the income and expenditure account, the capital statement, the cashflow statement and the balance statement.

The report moved on to analyse income variances and expenditure variances. The cashflow forecast covered bank movements and related matters including the 12-month rolling cashflow forecast. The balance sheet dealt with non-current assets, current assets, creditors, capital gains, benefit obligations and reserves. There were also sections on capital expenditure including property matters.

The College had no debts and the forecast was 1% of EBITDA which amounted to good financial health. Overall performance was close to prediction. Members discussed security costs, capital works (none at the moment), construction and energy costs and fund management. There was a small dip in investments and all of the staff were aware of the need of balance between the achievement of value for money and the achievement of the students' interests. Members congratulated Gary and all staff involved in finance on the excellence of the report and the achievements being made in very difficult circumstances.

The Finance and Business Report and all its recommendations were **APPROVED.**

22.19 QUALITY AND PERFORMANCE REPORT AND INCLUSION, DIVERSITY AND EQUALITY REPORT

Ryan Halford introduced the Quality and Performance report which had been prepared by John Beaty and himself. The key points in the report were as follows:

- A significant cross-College drive to address attendance which has result in a 1.4% overall improvement
- Staffing recruitment continued to prove problematic but there was some headway including the appointment to the post of Director of Apprenticeships. Inevitably this has caused the College to have to rely more on temporary agency staff which a high costs and variable quality outputs. This is impacting the most in Health and Social Care, motor vehicle and engineering and apprenticeships. Learner retention is down by 1% and progress was being made with the appraisal of all tutors. A team of cross college leaders are working in task and finish teams to drive forward key areas of development.
- The Quality Assurance Framework
- Skills Delivery
- Feedback
- Teaching Learning and Assessment and the Risk Register associated with it
- Critical Success Factors

Members felt that the Quality and Performance Report gave an outstanding degree of detail about the progress being made by the College and whilst the signs of improvements were modest they were remarkable in the current climate. There were no major concerns (even in relation to apprenticeships). There were positive signs that employers wished to increase engagement in apprenticeships and their buoyancy

was increasing. Steps were being taken to establish whether students or their relatives had connections with Russia or Ukraine.

Ryan and John moved on to deal with Inclusivity, Diversity and Equity being an annual report which for the first time includes 'inclusivity' in the title. It was indicated that this was a work in progress and that the diagrams and numbers on page 10, 12 and 16 of the report required checking. Another feature was the upward trend in staff ethnicity. The report provides a basis for the College's submission to National bodies and Rajinder Mann pointed out that some of the data was needed for legal reasons. A number of Members said that they were proud of the College's achievements including achievements in diversity. There was progress for arrangements for 'looked after' children and the College was thought to be LBGQT friendly. Again, Members expressed their full support for the work on Quality and Performance including Inclusivity, Diversity and Equity and they **ENDORSED** the annual report.

22.20 GENDER PAY GAP

Members considered the report on the Gender Pay Gap. They felt that the report was very comprehensive and showed important detail about the employment of women and men. Some of the key features were:

- The College employs over 400 staff and has an on-site nursery
- The values of inclusivity, avoiding discrimination, promoting equality and embracing diversity are very important in the College
- The gender pay gap shows the difference between the average (mean or median) earnings of men and women expressed as a percentage of men's earnings

The position in the College and the explanation of the gender pay gap can be observed throughout the UK labour market.

Part of the explanation of the gender pay gap is that some careers are stereotypically considered more appropriate for one gender over another. For example business support roles are often classified as 'female' roles and they attract lower remuneration. At BSDC 89% of all positions that fall within the lower two pay quartiles of the gender pay gap data are jobs which are occupied by significantly more females than males. The position in the College on gender work roles reflects the national position.

In BDSC, as in the nation generally women provide 74% of childcare time and a much higher proportion of women work part time. The paper concluded with the declaration from the Principal that the data provided in the pay gap report was accurate and in line with mandatory requirements. The steps being taken to address the pay gap included:

- Effective, efficient and fair recruitment and selection procedures which are consistent with the College's Inclusivity, Equality and Diversity policy.
- An internal management development programme
- Inclusivity, Diversity and Equality training to Level 2
- Pay banding and established pay scales
- Staff training and the use of all gender images in marketing

In discussion Members welcomed the report, the information it provided and the action being taken to rectify the gender pay gap. A number of Members congratulated the Senior Leadership Team on the detail in the report and its comprehensiveness. It was felt that the bar charts and other graphs helped the understanding of the gender pay gap issues and that the actions being taken were commendable. The Corporation **APPROVED** the report.

22.21 MEETING FEEDBACK

The Clerk introduced his report of the feedback from the meeting held on 19 January 2022. There had been nine responses and all of them showed 'strong agreement' (87.6%) or 'agreement' (12.4%) with the evaluative statements. In the comments section of the report the contributions of the SLT, the Principal and the Chair were praised and the update on finance was felt to be particularly valuable. There was a strong interest in the work on carbon footprint. In his comments on the report the Clerk put forward the proposed development of a guide on college finance and a higher level session on risk appetite and investments. The Chair suggested that these guides should be repeated at the start of each year together with guides on curriculum, quality and related matters.

The feedback document was **ENDORSED** and the proposed guides were welcomed. It was also suggested that in the next academic year the feedback scoring should be reviewed with, perhaps, a box covering 'neither agree nor disagree'.

22.22 REFLECTION ON CORE VALUES, IMPACT OF GOVERNANCE AND GOVERNOR LINK UPDATES

Members felt that all of the core values set out in the reflection document had been covered in all items in the meeting. Work continued to be done on the impact of governance and the engagement of governors in the work of the College, The Chair and Vice Chair were both playing important roles in relation to a number of College projects and would communicate with Governors about these at a later date. Other Governors (under the Governor link update) reported on engagements they had in College business. The approval of the document on Core Values was **EXTENDED**.

22.24 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

The date of the next meeting was confirmed as Wednesday 27 April 2022. Under Any Other Business Dawn Ward reported on her contact with the Minister responsible for Further Education. In respect of confidentiality it was **AGREED** that the report on the Saudi Project should remain confidential.