

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION  
CORPORATION OF BURTON AND SOUTH DERBYSHIRE  
COLLEGE HELD ON WEDNESDAY 27 APRIL 2022  
BY ZOOM**

**PRESENT**

Everton Burke (Chair)  
Katy Broomfield  
Keith Buckley  
Dan Janes  
Rajinder Mann  
Sarah Marshall  
Chris Prosser  
Dawn Ward (Principal and Chief Executive)  
Ben Webster (part only)

**IN ATTENDANCE**

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

**PART 1**

**22.25 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 Sarah Marshall and Mitchell Ely.
- iii. There were no new declarations of interests and existing declarations were continued.

**22.26 MEMBERSHIP MATTERS**

The Clerk reported that Ben Webster's term of office had terminated. The Board expressed thanks to Ben for his substantial contribution to the Board and Audit Committee. Search and Development Committee would be looking at a replacement and will report back to the Board.

## **22.27 MINUTES OF PART 1 OF THE MEETING HELD ON 2 MARCH 2022**

Members considered the draft minutes page by page and **approved** them as a correct record with an amendment on page 3 to replace EFSA with ESFA.

There were no matters arising.

## **22.28 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE**

Dawn Ward introduced the policy update which covered:

- Special Education Needs and Alternative Provision Green Paper
- National Pay Claim 2022/23
- Skills Bill Update
- Turing Scheme

The Board **noted** the contents of the Policy Update.

## **22.29 UPDATE ON SAUDI ARABIA PROJECTS - CONFIDENTIAL**

### ***CONFIDENTIAL***

## **22.30 REPORT FROM STUDENT MEMBER**

John Beaty introduced the report in Mitchell's absence which covered the following:

- Keeping Britain Tidy campaign – A number of staff, students and children from the nursery helped with the litter picking day in and around the College. This was a great success.
- Collection Boxes and Donations for Ukraine – Learners were keen to help the people of Ukraine by raising funds.
- Course Representative meeting – John attended the meeting to talk about the World Federation of Colleges and Polytechnics Youth Camp and the opportunity for two learners to attend the camp in Spain in June 2022.
- Exercise with Student Council undertaken on how safe they felt in and around the campus. In the main students felt very safe in the campus but there were areas outside the campus where there were potential anxieties. However, the student liaison officers helped alleviate these anxieties. It was a useful exercise with really good feedback.

The Board **noted** the content of the Student Member report.

## 22.31 QUALITY AND PERFORMANCE 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:

- Attendance – improved on last month and was presently at 83%
- Some pressures with staffing but had improved slightly
- Learner retention had dropped at just under 94% which had been anticipated due to lower levels of engagement post COVID
- Quality of education – a number of formal reviews of tutors carried out
- That national survey had not been run so continued with own internal survey
- Table with links to the Quality Improvement Plan had been added to the report
- Retention position chart – huge focus on learners who had been retained to achieve successfully to maintain success rates
- Outcomes
- Sub-contracting provision
- Apprenticeships – these have suffered significantly throughout the pandemic. The national achievement rates were revised in the last few weeks. Achievement rate quite poor nationally at 51%.
- Value added performance – able track how many learners are above or below target

Ryan answered the Governor questions on apprenticeship break in learning and the biggest reason for apprentices leaving or not completing with Dawn and John adding the factors that contribute to this.

John Beaty updated on the following:

- East Asia opening up again to face to face programmes and travelling to the UK with visitors from South Korea and Japan visiting the College.
- John advised he was visiting South Korea at the end of May 2022
- Turing Scheme went very well with 80 students visiting Spain, France, Italy and Malta.
- Plans for Queen's Platinum Jubilee – updated on the College jubilee plans and also the Queen's Green Canopy
- Armed Forces Covenant – have been successful in moving from bronze to silver
- Partnership with Toyota and St Modwen – very positive working partnerships
- Stronger Town Funds – revised plans have been approved with the College's proposal intact. The business case was with the Government for final sign off.

The Quality and Performance report was **noted** and the College was commended for the work undertaken with employers.

## **22.32 FINANCE AND BUSINESS REPORT**

Gary Chin introduced the Finance and Business report. It covered:

- Summary of income and expenditure – in terms of changes since the last report, income was up by £22k, pay was down by £114k and non-pay had also gone down resulting in an end position EBITDA of £315k.
- Pay costs – a full explanation was given on the section on pay costs following a question at the last meeting on agency costs
- Cash flow – very strong position with 214 cash days in hand
- Financial health – the end of year position was showing 'good' without HBSA and 'outstanding' with it included. Very strong financial health position.
- ESFA College financial letter and college financial dashboard – details of the dashboard were highlighted. Online access to the dashboard would be arranged for Governors to enable them to view the detail.

The Board **noted** the content of the report.

### **22.32.1 Financial statements and the Audit findings report**

Gary Chin explained the financial statements were submitted to the Board in December 2021 and this report was the final outcome following the auditors' conclusion. Gary highlighted the amendments.

The Board **received** and **approved** the revised Financial statements and Audit findings report.

### **22.32.2 Appointment of external auditors – Macintyre Hudson**

Gary Chin highlighted the tender process for the appointment of the external auditors and recommended the appointment of Macintyre Hudson to the Board. The Board **approved** the appointment of the external auditors, Macintyre Hudson.

### **22.32.3 Anti-Fraud and Anti-Corruption Policy**

Gary Chin introduced the policy advising that it was reviewed every two years and there were no changes. The Board **approved** the policy

#### **22.32.4 FE & Skills Fees Policy 2022/2023 and High Education Fees Policy 2022/2023**

Gary Chin drew attention to the changes highlighted in yellow in the two revised policies and in particular the updated fee values. The Board **approved** the two policies on FE and Skills Fees Policy and High Education Fees Policy 2022/2023.

#### **22.33 MEETING FEEDBACK**

A summary of feedback in relation to the meeting held on 2 March 2022 was considered and agreed to be a very positive report. The Chair reiterated that he would always be happy for Members to raise any points missed on a previous item.

#### **22.34 REFLECTION ON CORE VALUES, IMPACT OF GOVERNANCE**

Members agreed that all of the core values set out in the reflection document had been covered in all items in the meeting.

#### **22.35 GOVERNOR LINK UPDATES**

Dan Janes had met with John Beaty at College and virtually.

#### **22.36 DATE OF NEXT MEETING AND ANY OTHE BUSINESS**

The date of the next meeting was confirmed as Wednesday 8 June 2022 and the Governor Day as Friday 24 June 2022 both to be held at the College.

In response to a Governor request, Gary Chin agreed to give an update on sustainable technology, eco lights etc to bring down the operating running costs of the College.

#### **22.37 CONFIDENTIALITY**

It was **agreed** that the report on the Saudi Project should remain confidential.