

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON WEDNESDAY
8 JUNE 2022 - CONFERENCE ROOM AND ZOOM**

PRESENT

Everton Burke (Chair)
Keith Buckley
Mitchell Ely
Dan Janes
Rajinder Mann (via Zoom)
Sarah Marshall
Frank McArdle – from item 22.42
Chris Prosser
Sarah Sandle
Dawn Ward (Principal and Chief Executive)

IN ATTENDANCE

John Beaty
Gary Chin (via Zoom)
Ryan Halford
Yvonne Orton
Debbie Egodibie

PART 1

**22.40 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE AND
DECLARATIONS OF INTEREST**

- i) The Chair welcomed all members and attendees. Members were delighted to be able to meet face to face. Apologies for absence had been received from Katy Broomfield and Keith Scribbins. The meeting was quorate.
- ii) There were no new declarations of interest and existing declarations were continued.
- iii) The Chair welcomed and introduced members to Debbie Egodibie who may be the new Student Council President from next year.

**22.41 DRAFT CALENDAR 2022/2023, CREATION OF COLLEGE FELLOWS
AND NEW GOVERNOR**

- (i) The draft calendar was reviewed and **APPROVED**.
- (ii) John Beaty explained that each year two individuals who had given significant contribution to the College, local community or sector were nominated to become a Fellow of the College. Proposals to award fellowships to Kirstie Donnelly, whose nomination had been carried forward from last year, and Ben Webster were **APPROVED**.

(iii) The Chair reported that the Search and Development Committee had met before the Board meeting to interview Frank McArdle (former Governor), Chief Executive of South Derbyshire District Council. The Committee felt he was an excellent candidate and recommended him to the Board as a new member. The Board **APPROVED** Frank's appointment for an initial four-year term.

At this point Frank joined the meeting where he was welcomed and introduced to members.

22.42 MINUTES OF PART 1 OF THE MEETING HELD ON 27 APRIL 2022

The minutes of the meeting held on 27 April were deferred to the next meeting due to the ill health of the Clerk.

22.43 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

Dawn Ward introduced her paper which covered:

- DfE consultation on moving the sector back to public sector from private – Dawn to keep Governors updated on developments.
- Proposed Defunding of Level 3 Vocational Qualifications that overlap with T-levels – Governors had a discussion on the implications of the qualifications to be defunded.
- Legislation
- Pay Claim 2022/2023 (FE Colleges)

Members welcomed and **NOTED** the detail provided in the policy update paper.

22.44 UPDATE ON SAUDI ARABIA PROJECTS - CONFIDENTIAL

CONFIDENTIAL

22.45 REPORT FROM STUDENT MEMBER

Governors received a report prepared by Mitchell Ely which covered:

- Helping Learners in Exams
- LGBTQ+ Campaign
- Tree Planting
- Learner Representative Meeting

In answer to a Governor question on collecting feedback from students on the work of the Student Council, Mitchell said he would speak to marketing about how this could be undertaken for next year. He advised this was his last meeting as he would be finishing his course at the end of June 2022. The Chair thanked Mitchell for his excellent report. Mitchell was also thanked for his contribution to the Governing Body meetings and wished well for the future. The report was **NOTED**.

22.46 FINANCE AND BUSINESS REPORT

i) Finance and Business Report

The Finance and Business report was introduced by Gary Chin which covered the following.

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

Gary advised that the forecast EBIDA was at £200k, 0.64% of income which was a slight decrease on the previous month. Gary answered the Governor question on the EBIDA giving assurance that this would achieve the 1% of income by the end of the year. Gary also answered the Governor question on why the capital expenditure had exceeded the budget advising that it was unforeseen expenditure on general safeguarding within the environment of the College.

Members welcomed the report and the assurance it provided. The report on Finance and Business report was **ADOPTED**.

ii) College Decarbonisation Plan

Gary updated Governors on the College's position regarding its decarbonisation plans to achieve its Net Zero target by 2050 and in particular the Governor question regarding replacement of existing lighting units to LED. Gary answered Governor questions on the priority order if not successful in getting the full bid advising LED lighting and the hot water generation systems upgrade would be prioritised as they had the highest consumption and therefore there would be bigger savings on the revenue budget. Members **NOTED** the report.

iii) College Benchmarks 2020-2021

Gary highlighted the key points from the report. Overall, colleges financial performance had improved in the past 12 months with 53% of colleges with a financial health at Good or better compared to 42% last year. BSDC had further improved its financial health from Good to Outstanding during a very difficult and challenging economic climate. Members **NOTED** the report.

iv) College Governing Body Finance Dashboard

Gary had presented this information at the last Governing Body meeting from a version he had produced as the ESFA report had not been available at that time. This report was now available and in addition ESFA were keen for Governors to look at the information online. **Action:** Yvonne to send Governors the login details.

22.47 QUALITY AND PERFORMANCE REPORT

Ryan Halford introduced the Quality and Performance report which had been prepared by John Beaty and himself. Ryan advised there had been a change to the format of the report in response to Governor feedback which made it clearer. The key points from the report covered the following.

- GCSE Examinations
- T-Levels
- Learner Engagement
- Learner Retention
- Value Added
- Staffing – the new staff who have filled the Apprenticeship Standards Managers roles making huge headway
- EPA Award – City and Guilds recognised the College for excellence in End of Point Assessment delivery awarding a quality kite mark.
- Teaching Learning and Assessment
- New metrics in report to help identify the CSFs and targets
- Attendance and engagement
- Apprenticeships
- Deep Dive Strategy

The Chair congratulated the team on the appointment of the three new members of staff in apprenticeships.

John Beaty updated on the following key points:

International

- The second round Turing scheme bid which if successful would enable learners to visit Europe, South Korea and Japan.
- Recent visit to South Korea – really positive experience with significant appetite to engage with BSDC and send their students to our College.
- Toyota High School programme likely to be on-line again.
- Delighted to inform Governors that the College had won the British Council Beacon Award for Internationalism.
- **Marketing**
- Adult themed open day held in May which was very successful
- Video for World Federation of Colleges and Polytechnics Congress in June
Action: Yvonne to email WFCP video to Governors

People and Performance

- Working with the Skills Education Group Foundation to secure an Inclusivity, Diversity and Equality programme for our staff. Rajinder Mann would be

employed by them to deliver the training to managers as mentors and staff as mentees.

In answer to a Governor question John confirmed that the CSFs would be updated in line with the Adaptive Plan and presented to the Board meeting in September 2022 for approval. Governors recognised the continued hard work in quality and performance. The Quality and Performance report was **NOTED**

22.48 SUB-CONTRACTOR POLICY 2022/2022

John Beaty advised that the Sub-Contractor Policy was submitted to the Board annually for approval and drew attention to the amendments. John explained that the ESFA would not be issuing their sub-contractor contract to the College until September 2022 which may have changes therefore the approval of the policy would have the caveat that if there were significant changes in the ESFA contract, the policy would be resubmitted to the Board for approval. Finally, John advised that the ESFA had brought out a sub-contracting standard to add more rigour to College sub-contracting and our auditors had been asked to test the College against the standard.

The Board **APPROVED** the new version of the policy and noted that it may be necessary to review/approve the policy at a later date.

22.49 MEETING FEEDBACK

The Chair introduced the feedback report from the meeting held on 27 April 2022. The feedback document was **ENDORSED**.

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

- i) Members felt that all of the core values set out in the reflection document had been covered in all items in the meeting.
- ii) Members agreed that the following showed impact of governance.
 - Sustainability in curriculum led to discussion on process and impact of sustainability seeing that embedded over the years.
 - T-levels and curriculum intent on what the College offers in terms of what the industry requires
 - Impact of Covid on students and the assistance given in examinations to help with anxiety and mental health in general.
- iii) Ryan advised he would invite Governors to the September Induction sessions. Governors discussed learner walks and it was agreed to have virtual walks along with onsite learner walks. **Action:** Ryan to send out dates for September inductions and arrange virtual learner walks.

22.51 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

The date of the next meeting was confirmed as Wednesday 6 July 2022. It was also noted that the next Governor Day afternoon was being held on Friday 24 June from 12.00 noon.

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

PART 2

Part 2 of the minutes of Wednesday 27 April were deferred. There was no other business under part 2.