

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON WEDNESDAY
6 JULY 2022 - ZOOM**

PRESENT

Everton Burke (Chair from 22.60 and present for item 22.53 which was taken later
Katy Broomfield
Keith Buckley
Dan Janes
Rajinder Mann (Chair until item 22.60)
Chris Prosser
Sarah Sandle
Dawn Ward (Principal and Chief Executive from item 22.59)

IN ATTENDANCE

John Beaty
Gary Chin
Ryan Halford
Yvonne Orton

PART 1

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

- i) The proposal to hold the meeting by Zoom had been made by the Principal and agreed by the Chair.
- ii) The Chair, Everton Burke had been delayed and it was agreed that Rajinder Mann should Chair the meeting until his arrival.
- iii) Apologies for absence had been received from Frank McArdle, Sarah Marshall and Keith Scribbins. The meeting was quorate.
- iv) There were no new declarations of interest and existing declarations were continued.

22.53 MEMBERSHIP MATTERS

- i) The reappointment of Everton Burke as Chair and Rajinder Mann as Vice Chair of the Corporation for 2022/2023 was **approved**.
- ii) The Assistant Clerk confirmed that the calendar invites for the 2022/2023 meetings would be sent out over the summer.

22.54 MINUTES OF PART 1 OF THE MEETING HELD ON 27 APRIL AND 8 JUNE 2022

- The minutes of the meeting held on 27 April were received and **approved** as a true record. As the minutes were submitted late, it was noted that Sarah Sandle would advise any matters arising via email as she was unable to read them prior to the meeting.
- The minutes of the meeting held on 8 June were received and **approved** as a true record with no matters arising.

22.55 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

John Beaty introduced the policy update which had been previously distributed and asked members to take it as read. John updated members on the recent changes to the Cabinet Office and the resignation of Alex Burghart MP.

Members **noted** the detail provided in the policy update paper.

22.56 UPDATE ON SAUDI ARABIA PROJECTS - CONFIDENTIAL

CONFIDENTIAL

22.57 REPORT FROM STUDENT MEMBER

Katy Broomfield introduced the report as the student governor had now completed his studies at the College. The report covered:

- WFCP Youth Camp – The learners involved agreed that it was a very positive experience and they gained new skills and achieved things they did not think possible.
- LGBTQ+ Campaign – This campaign was highly successful and embraced across both campuses.
- Student Council Sign up and Learner Services Event

The report was **noted**.

22.58 MINUTES OF AUDIT COMMITTEE ON 22 JUNE 2022

Keith Buckley highlighted the main outcomes of the minutes and confirmed there were no issues arising.

The minutes were received, noted and **approved**.

22.59 QUALITY AND PERFORMANCE REPORT

Ryan Halford introduced the Quality and Performance report which had been prepared by John Beaty and himself. There was little to update on since the last meeting as learners had completed for this year. The update covered:

- Governor Development Day – links were included in the report to the PowerPoints for Governors to revisit.

- Attendance – this had outturned at just over 82% which was significantly lower than a pre Covid year. Plans were in place for September to get the attendance back up.
- Retention – stabilised at around 91%. Curriculum and support teams were heavily focused on learners at risk to support, encourage and maximise achievement.
- Quality of Education - A total of 105 tutors from five of the six Curriculum Directorates had their teaching practices formerly reviewed equating to 97% of staff in scope, giving a college headline profile for teaching, learning and assessment of 92% 'meeting college expectations' against a target of 90%
- Outcomes – new table added to the report which outlined (by department) best-case achievement rates, and indicative performance risks based upon the latest round of departmental performance reviews.
- Value added – grade outcomes were holding strong with 41% of the learners achieving their predicted score based upon their prior attainment and 32% were predicted to achieve better than predicted grade.
- Apprenticeships

Ryan answered a Governor question on the learner survey rate and explained that actions had been taken to drive up the response rate and feedback from learners was also received through the student council meetings, focus groups and deep dives.

Action: Ryan Halford to arrange for Sarah Sandle, on the next learning walk, to meet Caroline Jennings, Director of Apprenticeships.

John Beaty updated on the following key points:

- Destination data from 2020/2021 learners – the key points were summarised concluding that the total positive destinations were 95% which was very positive and an increase on the previous year.
- Sustainability - BSDC was now a carbon neutral business

John answered a Governor question on how we calculated the metric tonnes per annum.

The Quality and Performance report was **noted**

2.60 FINANCE AND BUSINESS REPORT

i) Finance and Business Report

The Finance and Business report was introduced by Gary Chin who advised there were no significant changes since the last meeting.

- Headline position – EBITDA year to date was £259k and the forecast for the year £288k, which would give 10 points and a financial health score of 'good'.
- Cashflow – 215 cash days at the end of May and 265 at the end of the year.
- Investments – dipped slightly due to the global uncertainties and cost of living challenges.

- Overall CSFs – all financial measures were green apart from staff costs at 67.18% rather than 65% but by the end of the year it would be 65% and green.

Gary concluded that the financial position was very strong and we were likely to have a very healthy surplus at the end of July despite all the uncertainties and shifts in inflation during the year.

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

ii) Two Year Financial Plan

Gary Chin advised that we were required by the ESFA to submit our forecast for year ending 2021/2022 and present our budget for 2022/2023 and 2023/2024. He apologised for submitting the papers late for the meeting and explained this was due to changes in energy costs and ensuring the increases were incorporated into the plan. Gary highlighted the detail of the plan.

The Chair congratulated the SLT team on the hard work in achieving a strong financial position. The Two-Year Financial Plan was **approved**.

iii) Financial Regulations

Gary Chin advised there were no changes to the Financial Regulations and the next review would be in 2024 unless there were changes before that date.

The Board **approved** the Financial Regulations.

22.61 ADAPTIVE PLAN

John Beaty gave an overview at the recent Governor Development Day on the revised Adaptive Plan and asked the Board to formally approve the plan. Governors congratulated the SLT team on the plan and the layout.

The Board **approved** the new version of the Adaptive Plan.

22.62 MEETING FEEDBACK

The Chair introduced the feedback report from the meeting held on 8 June 2022. The feedback document was **endorsed**.

22.63 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. Discussions on:
 - learner feedback
 - teaching and learning

22.64 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

The date of the next meeting was confirmed as Wednesday 21 September 2022. It was agreed that Katy Broomfield would do a presentation on Safeguarding update at the beginning of the next meeting.

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