

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 21 SEPTEMBER 2022**

PRESENT

Everton Burke – via video conference
Katy Broomfield
Keith Buckley
Dan Janes
Frank McArdle
Sarah Marshall – via video conference
Sarah Sandle
Isabelle Smith
Dawn Ward (Chief Executive)

IN ATTENDANCE

John Beaty (Principal)
Gary Chin
Ryan Halford
Yvonne Orton (Deputy Clerk)
Keith Scribbins (Clerk) via video conference

PART 1

22.68 PRESENTATION ON SAFEGUARDING UPDATE

Katy Broomfield gave a presentation on Safeguarding which followed the same presentation given to all staff. Katy summarised the details relevant for Governors but also gave information on what staff were guided to do on safeguarding and why and where it came from. The aims of the presentations were as follows:

- To understand what was meant by Child-on-Child abuse, also known as Peer-on-Peer abuse.
- All staff to have the knowledge and confidence to effectively deal with and challenge abuse of this type.
- All staff will know what their role is in responding to this type of abuse and able to effectively apply BSDC procedure to keep all learners safe
- All staff to be aware of our next steps and how they will become involved in promoting learning from this training to wider staff and learners.

Members thanked Katy and **noted** the content of the presentation.

22.69 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

- i) Apologies for absence had been received from Rajinder Mann and Chris Prosser. The Deputy Clerk confirmed there was a quorum present.
- ii) The Deputy Clerk confirmed that all declaration forms for 2022/2023 had been received and thanked members for their returns. The declaration of

interest from Rajinder Mann on mentor training was noted and would be recorded by the Deputy Clerk.

- iii) Isabelle Smith, student governor was introduced to members (details under 22.74).

22.70 MINUTES OF PART 1 OF THE MEETING HELD ON 6 JULY 2022

The minutes of the meeting held on 6 July 2022 were considered and **approved** with no matters arising.

22.71 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

The Chief Executive introduced the policy update which included the following:

- Death of Her Majesty The Queen – recognised within the College with book of condolences and starter activity lesson linked to British values and citizenship
- Energy announcement
- New Prime Minister and new Education Ministers
- Devolution
- D2N2 Local Skills Improvement Plan (LSIP) – College has been involved in a lot of the conversations with the Principal attending meetings.

The Chief Executive concluded that the Government were settling back in and it was too early to say what the impact would be on the College and a case of watch this space and keep abreast of everything.

In response to a question from the Chair, Frank McArdle updated on the devolution that he had been involved with in Derbyshire and Nottinghamshire which included 19 local authorities. He would continue to update on this as it progressed.

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

22.72 UPDATE ON SAUDI ARABIA PROJECTS - CONFIDENTIAL

CONFIDENTIAL

22.73 APPROVAL OF CSFs

Members considered the Critical Success Factors which had been updated taking on board feedback from the auditors and looking at the adaptive plan and identifying key performance measures. The dashboards had also been updated.

The updated CSFs were **approved**.

22.74 REPORT FROM STUDENT MEMBER

John Beaty introduced Isabelle Smith to the Chair, Sarah Marshall and Keith Scribbins, other members had been introduced to Isabelle prior to the meeting. Isabelle would be the student governor along with Isobel Mansell who

would attend Corporation meetings. John explained the new system for the Student Council and the aim to have two further students to assist with the workload. The Chair welcomed Isabelle to the meeting.

The report was received and **noted** and Members **approved** the appointment of Isabelle Smith and Isobel Mansell as student members.

22.75 REPORT OF AUDIT COMMITTEE ON 13 SEPTEMBER 2022

Keith Buckley highlighted the main outcomes and recommendations of the Audit Committee meeting held on 13 September advising that the full minutes would be presented to the next Corporation meeting. Keith thanked Sarah Sandle for joining the Committee, Chris Prosser for agreeing to be Vice Chair and Lynn Gouldthorp for her continued support.

Members considered the recommendations and **approved** the following:

- a) Risk Management Policy
- b) Fraud Self-Assessment
- c) JACOP Self-Assessment

22.76 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. The report covered the following.

- Income and expenditure– The full year forecast was similar to what was reported in the May accounts with the July accounts being finalised and audited. The EBITDA was presently around £300k with the College performance still good but with the HBSA performance added this took it to an outstanding position. The HBSA accounts were also being audited and there was no indication that the figures would change.
- Solvency – The 12 month rolling cash flow forecast gave reassurance on solvency

Gary answered governor questions on current assets and debtors increasing explaining that this was due to HBSA owing money which had now been paid and would show in the July accounts. The question on capital outlay was answered confirming that there was £450k forecast in the budget and in addition the College had successfully secured funds through the Stronger Towns fund, Institute of Technology and Strategic Development fund giving just under £4m to support curriculum.

Members welcomed the healthy report and the assurance it provided. The report on Finance and Business report was **received** and **noted**.

ii) Financial Regulations

Gary Chin highlighted the changes in the document, marked in yellow, for members consideration and approval.

The Board **approved** the Financial Regulations.

22.77 QUALITY AND PERFORMANCE REPORT

Ryan Halford introduced the Quality and Performance report which had been prepared by John Beaty and himself. Ryan said there was not a huge amount to update on in the report. The start of term had gone well with students settling in nicely. He went on to highlight the key points on the following.

- Achievement from last year was being finalised and would be reported at the next meeting in November.
- Attendance was lower than it had been historically but there had been a big push across the board and it was a key strategy for this year to get it back to where it had been before the pandemic.
- Apprenticeships – The vast majority of the historical out of funded learners (COVID Impacted) had now been resolved.
- Self-Assessment Report – the process had been started earlier this year and there were three key themes which had been shared with all staff on:
1) Industry led 2) Development focused, 3) Job ready.
- Learner feedback – National Student Survey (NSS) results for High education provision were disappointing and had dropped significantly. Ryan explained this was due to only one programme (Creative) qualifying for the sample size.
- Apprenticeship employer feedback – The College was rated 3 stars out of 4 giving an overall good rating.
- Retention – suffered poor retention following the pandemic and 2% lower than we would like to be.

There was discussion on the College focus to work with employers and prepare learners to work in industry and meet the local skills need. In answer to a question on whether the mix of local skills had changed since Covid, Ryan replied that every year curriculum goes through the extensive process of evaluating courses and programmes and fundamentally employers were looking for the same skills.

John Beaty updated on the following.

- International – updated on the international students who visited from South Korea and Japan and how wonderful it had been to welcome them in person to the College for the first time since the pandemic.
- Marketing, Learner Services and Admissions
- People and Performance – push by P&P and marketing as part of strategy to recruit to areas which were hard to fill by exploring new methods of candidate attraction.
- Stronger Towns Fund secured £2.9m funds. Also, successful in getting funds from Strategic Development Fund round 2
- Silver Award for the Defence Employer recognition scheme.

Action: John to contact Frank McArdle re servicemen at college partnering up with Leisure Centres.

The Quality and Performance report was **noted**

22.78 SAFEGUARDING POLICY

John Beaty introduced the policy. The policy had been updated in line with the latest version of 'Keeping Children Safe in Education.'

Action: John to correct typo on page 11.

The Safeguarding Policy was **approved**.

22.79 MEETING FEEDBACK

Members considered the Deputy Clerk's report on feedback from the meeting held on 6 July 2022. In particular, members discussed the point raised on understanding the rationale for holding the amount of cash/investments and what risks were being mitigated and what opportunities there were to invest further.

Action: Gary to address this point in his report

The feedback report was **noted** and **endorsed**.

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

- i) Members felt that all of the core values set out in the Adaptive Plan Framework had been covered in all items in the meeting.
- ii) Governors reflected on examples of challenge to the SLT.
- iii) Ryan Halford advised that invites had been sent to Governors to schedule in learner walks. Ryan also explained the Governor Links for 2022/2023 document which paired up activities with key people and was linked to the inspection framework.

22.81 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- 1) The date of the next meeting was confirmed as Wednesday 9 November 2022.
- 2) The Chair thanked all staff who were involved in the FE Award Ceremony at the Pirelli Stadium which was a fantastic evening.
- 3) Frank McArdle advised that Mayor Ota, Toyota City was visiting in February 2023. The Chief Executive confirmed that the College was fully aware with details in the calendars.

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