

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 9 NOVEMBER 2022**

PRESENT

Everton Burke (Chair)
Katy Broomfield
Keith Buckley
Dan Janes
Rajinder Mann –video conference
Frank McArdle
Isobel Mansell
Sarah Marshall
Chris Prosser – video conference and in person
Sarah Sandle – video conference
Dawn Ward (Chief Executive)

IN ATTENDANCE

John Beaty (Principal)
Gary Chin
Ryan Halford
Yvonne Orton (Deputy Clerk)

PART 1

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

- i) Apologies for absence had been received from Keith Scribbins. The Deputy Clerk confirmed there was a quorum present.
- ii) There were no new declarations of interest, and all existing declarations were continued.
- iii) Isobel Mansell, student governor was welcomed and introduced to members.

1. CHAIR'S ACTION - CONFIDENTIAL

CONFIDENTIAL

2. MEMBERSHIP MATTERS

- i) Members **received** the Skills and Experience Audit. This was completed on an annual basis or when a governor left, and a new governor appointed. Governors noted the summary and concluded that the Governing Body and its committees were well served with a good balance of skills and experience.

- ii) The Chair gave a brief report on the responses he had received to the governance questionnaire as part of the Governors' Annual Review. It was felt that this was a strong Governing Body with good attendance; governors bringing a mix of expertise and curiosity to discussions; challenging questions asked and working together as a team. The Board agreed and the report was **noted**.

22.87 MINUTES OF PART 1 OF THE MEETING HELD ON 21 SEPTEMBER 2022

The minutes of the meeting held on 21 September 2022 were considered and **approved** with no matters arising.

22.88 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

The Chief Executive introduced the policy update commenting that there had been a lot of changes in Government since the policy update had been produced with a new Prime Minister and Ministers. It was pleasing however that Gillian Keegan had been appointed as Secretary of State for Education and also Robert Halfon as the Minister for Skills, Apprenticeships and Higher Education. Also highlighted were:

- T-levels
- Level 2 reform
- ONS Review of categorisation – should know the outcome at the end of November 2022
- Office for Students tightens rules on tackling sexual harassment - we will keep an eye on the detail of the policy change as we already have strong safeguarding policies and procedures in place

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

22.89 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL

CONFIDENTIAL

22.90 REPORT FROM STUDENT MEMBER

Isobel Mansell presented the report which covered:

BE Social – supporting Progress Coach team to review BE social
Learner Drop-in Sessions - obtaining feedback from learners with drop-in sessions

Laptops/ Computer Issues – updated on the issues experienced and actions taken

Canteen/Food to go - updated on the issues experienced and actions taken

Student Council Canvas - student council canvas page created to capture issues learners were facing.

In answer to a Governor question, the laptop and computer issues were explained in more detail by Ryan Halford and Gary Chin and the actions taken to

resolve them. In response to Isobel's comments on students being shy and reticent to raise issues face-to-face, a Governor commented on the importance of face-to-face contact in interview situations and other situations. Ryan agreed and advised that helping students with this was a graduated process reinforced through lecturers in the class and presentations.

The Chair thanked Isobel for the report. The report was received and **noted**.

22.91 MINUTES OF AUDIT COMMITTEE ON 13 SEPTEMBER 2022

The minutes of the Audit Committee held on 13 September 2022 were **received**.

The summary report had been approved by the Corporation at its meeting on 21 September 2022 (see item 22.75 of those minutes). It was **noted** that the Corporation had **approved** the reports on: Risk Management Policy, Fraud self-assessment and the JACOP self-assessment.

22.92 QUALITY AND PERFORMANCE REPORT

Ryan Halford introduced the Quality and Performance report which had been prepared by John Beaty and himself. Ryan highlighted the following points:

Attendance – there had been a big push on re-establishing education norms with lots of individual actions taken and everyone on board. Actual Attendance had improved this term and was presently at 87% which was 5% above where we were this time last year. This was a positive picture and moving toward the 90% target. Members noted the point made that the College record 'true' attendance ie present or absent therefore medical absence would be recorded as absent. In answer to a Governor question, Ryan confirmed that punctuality meant on time and if a learner was late the time would be recorded on the register. There were a lot of punctuality challenges to positively educate learners and prepare them for work.

Outturns –The final return for last academic year (2021/22) showed a lower overall achievement rate than the College's historical performance as a result of lower retention following the first full time year back in education after the pandemic. This had been discussed with the Board previously and was not a surprise. The retention issues were consistent with those being experienced both locally and nationally and were impacted by a lack of meaningful pre-sixteen advice and guidance, instances of low learner aspiration, poor mental fitness and resilience. As a result of the pandemic, it has also been challenging to find meaningful national performance benchmarks to act as performance comparison.

Subcontractors – two main subcontractors, The Skills Network and Pilot, separated their data out to give an oversight of the subcontractors. They had both performed very well. The meeting discussed comparators and noted these.

Value added – The College overall value added for level 3 qualifications included within the Government Value Added performance league tables for 2021/22 was +0.25.

Apprenticeships – this was a challenging area and was graded as a 3 last year as needed new staff. Outcome was above the national rate, but the national rate was very low. Following investment over the last two academic years, the

College had a clear vision for the advancements to outcomes and their timeliness.

Deep Dives – these have just started for this academic year so would be reported on at the next meeting.

Members had a discussion around potential downturn and recession. There was a discussion around building resilience in learners to help them achieve and be the best that they can to get them into the workplace.

John Beaty updated members on the following:

South Korea and Japan – confidential item

Business Development – refocused team and refreshed key account geographies and priorities in line with 2022/23 Apprenticeship targets and in partnership with the new Director of Apprenticeships.

Learner Services – thank you to Katy Broomfield for her great work with a charity called 'Street Whyze' which seeks to support learners with practical training and give them a voice and channel to discuss and explore issues that make them feel unsafe.

The Quality and Performance report was **adopted**.

22.93 FINANCE AND BUSINESS REPORT

i) Finance and Business Report

The Finance and Business report for July 2022 was introduced by Gary Chin. The report covered the following.

Key Performance Indicators – Current ratio, debt cover ratio, cash days in hand and staff cost % of total income

EBITDA % of total income – The reason for the dip in July on the chart and the previous staff cost chart was due to the year-end adjustment for the pension FRS* which was a noncash item, an accounting charge and also the pay increase to staff.

Summary Statement of Comprehensive Income – Performance excluding and including the FRS and pay award was explained in detail.

Cashflow – very positive position with 82 cash days in hand

CSFs – these were all rated green, achieved

Gary explained that the Financial Statements which would be presented to the December Board meeting would only show the actual column with no comparison to budgets.

****Financial Reporting Standard***

ESFA letter – Gary explained that following the submission of the College's Financial Forecasting Return 2022–2024, the ESFA confirmed the financial health as 'outstanding' for 2021/2022 and 'good' for 2022/2023, the current budget year.

Gary also drew attention to the Financial Dashboard which the ESFA had asked to be shared with all Governors so that they could view the financial information in the new digital format. He then gave a detailed demonstration on how to access the website and portal to view the Education Data. However it was noted the Governor portal did not work so Gary took them through the College portal. The login details and password were shared with Governors to view outside of the meeting. *(It was also noted that the login details, password and guidance were in the Convene app Document Library/Finance and Business Documents folder).*

Governors thanked Gary for the demonstration which they found extremely helpful.

ii) BSDC Property Strategy 2022-2027

The Property Strategy executive summary was introduced by Gary who explained it was a requirement as part of the financial forecasts submitted in July to submit a property strategy. The report set out the College's strategic intention for the effective planning, management and operation of its estates for the next five years. *(The full Property Strategy was in the Convene app/Document Library/Finance and Business Documents)*

The Finance and Business report was **adopted** and the BSDC Property Strategy 2022-2027 was **approved**.

22.94 CRITICAL SUCCESS FACTORS

John Beaty introduced the report advising that a number of the CSFs were not yet in scope. He reminded Members that the CSFs had been combined to cover all SLT CSFs and aligned to the adaptive plan. Members **noted** the CSFs.

22.95 MEETING FEEDBACK

Members considered the Deputy Clerk's report on feedback from the meeting held on 21 September 2022. All Members at the last meeting had completed a form and mainly 'agreed' or 'strongly agreed' with the evaluative statements.

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

22.96 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. After a brief discussion Members agreed that it was useful to reflect on the core values and as a reminder of what they were and to reflect if covered in the meeting.
- ii) Governors reflected on examples of challenge to the SLT.
- iii) Governor links. Members reported back on the learner walks undertaken. They found the teams were positive and what was heard in the Governing Body meetings was filtered down as challenging questions were asked of staff

to test that out. Keith Buckley had enrolled and attended two classes during the term and said the interactions between students and lecturers was good.

22.97 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- i) The date of the next meeting was confirmed as Wednesday 7 December 2022 at 5pm followed by the Christmas meal in the Mulberry Restaurant.

It was **agreed** that the report on the Saudi Project should remain confidential and the Chair's action relating to the Saudi Project and the commercially sensitive item on Japan and South Korea.