

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 7 DECEMBER 2022**

PRESENT

Everton Burke (Chair)
Katy Broomfield
Keith Buckley
Dan Janes
Rajinder Mann –video conference
Frank McArdle– video conference
Sarah Marshall
Chris Prosser
Sarah Sandle
Dawn Ward (Chief Executive) – video Conference (left after item 22.104)

IN ATTENDANCE

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

PART 1

**22.99 CONFIRMATION OF QUORUM, APOLOGIES FOR ABSENCE AND
DECLARATION OF INTEREST**

- i) Apologies for absence had been received from Keith Scribbins and Isabelle Smith. The Deputy Clerk confirmed there was a quorum present.
- ii) There were no new declarations of interest, and all existing declarations were continued.

**22.100 MINUTES OF PART 1 OF THE MEETING HELD ON 9 NOVEMBER
2022**

The minutes of the meeting held on 9 November 2022 were considered and approved as a true record with two minor changes as follows: *22.89 remove pound sign before 12m SAR and 22.94 correct 'repot' to read report.* There were no matters arising.

**22.101 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY
UPDATE**

The Chief Executive introduced the policy update advising that the main focus of the update was the Office for National Statistics (ONS) published decision on the classification of colleges in the UK National Accounts and its verdict that all 228 college corporations and designated institutions in England as well as their subsidiaries should be reclassified to the public sector side of the UK national accounts. The ESFA would be working on the rules, regulations and guidance

over the coming months. The Chief Executive asked Gary Chin to include a detailed update on the information coming out in his report to the next Governing Body meeting in January.

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

22.102 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL

CONFIDENTIAL

22.103 REPORT FROM STUDENT MEMBER

Katy Broomfield presented the report in Isabelle Smith's absence which covered:

- Derek's tree charity donation campaign – The student council had led the campaign and promoted it around the College. This had been successful with a lot of gifts received ready to donate.
- Student Council Feedback boxes – new initiative for students to have a number of ways to give their feedback
- London Trip – the students were really looking forward to attending The Chartered Institution for Further Education's Admission Ceremony on Friday 9 December.

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

22.104 MINUTES OF AUDIT COMMITTEE ON 22 NOVEMBER 2022

Keith Buckley introduced the minutes of the Audit Committee meeting held on 22 November 2022 highlighting the main outcomes. He advised that the auditors were performing well and the Committee were pleased with the quality of their work.

Gary Chin explained the key documents attached to the minutes below which had been considered in detail by the Audit Committee.

- Financial Statements and Auditor's Report
- Letter of Representation
- Internal Audit Annual Report
- Annual Report of the Committee

The key documents were **approved** with the Financial Statements and Auditor's Report, and Letter of Representation **approved** for signature

22.105 FINANCE AND BUSINESS REPORT

i) Finance and Business Report

The Finance and Business report for 31 October 2022 was introduced by Gary Chin. The report covered the following.

- Key Performance Indicators which showed actual and target against benchmark
- Performance to date – income was ahead of costs so presently showing a healthy surplus and healthy EBITDA of 11%. Going forward this would show a deficit with the assumption that the HSBA contract was ending.
- Cashflow
- CSFs

The Chair questioned the expenditure on Capital. Gary explained it was normal to spend at least 2% of the annual turnover on capital. The capital budget was £500k but there had been some unforeseen expenditure relating to Health and Safety which needed to be responded to, therefore the forecast budget was now £539k. He also highlighted the three items which had been purchased from sole suppliers of specialist equipment explaining the reasons why.

Members **noted** the contents of the Finance and Business report and **noted** the three items purchased through the sole suppliers.

ii) Annual Report on H&S

Gary Chin introduced the standard report which was done each year on the work carried out by the Health and Safety Committee.

The Annual Report on Health and Safety was **adopted**.

iii) Finance Record 2022

Gary introduced the Finance Record, a standard template which captured the statutory annual accounts numbers and monitored these against the ESFA's existing financial health assessment measures. Governors' attention was drawn to the declarations on the form and Gary explained in detail how the financial health of outstanding was reached.

Members **approved** the ESFA Finance record.

22.106 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:

- Annual Self-Assessment process – the process had been completed and validated with Governors attending some of the panels.
- Attendance – this had been a key priority since the start of the academic year and it had improved at 87.6% which was a big improvement on last year. Work was continuing to restore education norms.
- Retention – no data for retention at present but would be in the next report
- New measures on apprenticeship accountability on performance - currently the College was within the permitted thresholds for all three of the measures.
- Quality of Education Monitoring – started formal reviews and completed about 20% of teaching cohort so far. Teaching observations performance on

target coming out at 90% good or better. A total of 257 learning walks had been carried out and two deep dives had been undertaken.

- Learner Survey for induction- the survey had been completed and would be presented to the next meeting in January.
- FE Survey – it was hoped that there will be a national FE survey this year for the first time since the pandemic.

A Governor questioned a point in the report about the poor cleaning at the Stephen Burke Academy and what was being done to address this. Ryan explained it was a result of a change to the cleaning contract being subcontracted out and he reassured Governors that since writing the report, this had been resolved and there was no longer an issue. Ryan also answered the question about the Skills Promise advising that learners do understand the Skills Promise but work was being done in linking it back to the core values.

John Beaty updated members on the following:

- International - Two members of the Korean Government came to the College at the end of November to inspect our Korean language school. The results of this were expected at the end of January 2023. Took the opportunity to feedback to them on some proposed adaptations to their model of learning of the Korean language.
- Employer engagement – working with local chamber to push skills to local businesses. Also engaged members in agreeing our Local Skills Improvement Plan (LSIP) and they were confident that the plan met local business need.
- Sustainability – following AoC's roadmap to sustainability.
- TMUK – in December undertaking a deep dive into the provision at TMUK. Dan Janes was thanked for his support with this.

A Governor asked John how the College was working with South Derbyshire District Council to ensure we were supporting skills development in South Derbyshire. John confirmed that he interacts with Mike Roylance at SDDC regularly and the BSDC Business Development department were intertwined with the work of SDDC.

College Validated Annual Self -Assessment 2021/2022

Ryan Halford introduced the report which had been validated by a panel of internal managers: SLT, Everton Burke and Rajinder Mann. He drew attention to the overall effectiveness which were graded as 2 and highlighted the new judgement added: Contribution to Skills Needs which was graded strong.

The Chair said it was an interesting and robust validation panel and he felt the grades were accurate to which Rajinder agreed. A Governor asked if any areas were pushing for a grade 1. Ryan answered that this was difficult due to the lack of benchmarking data as there were no national averages on outcomes. A Governor who was undertaking an English and Math GCSE, said the teaching staff were excellent.

The Quality and Performance report was **adopted** and the College Validated Annual Self -Assessment 2021/2022 **approved**.

22.107 CRITICAL SUCCESS FACTORS

The update on the CSFs was **noted**.

22.108 ANNUAL REPORT ON SAFEGUARDING

John Beaty introduced the report advising the purpose was to assure Governors about safeguarding provision in the College. The report set out details of the safeguarding team and listed local safeguarding priorities, training statistics for staff and the safeguarding team, updated policies and also Prevent. It also gave details of referrals and external meetings attended. Finally, John advised on the Alex Timpson ARC award won for outstanding care for those young people who had spent time in foster or residential care.

John and Katy Broomfield answered a Governor question on *'how do you know that the safeguarding training was effective and having an impact.'* They advised that this was determined through the type, timeliness and quality of referrals coming through to them and gave examples. Also, if something was not picked up and came through later, further training would be given to those concerned to ensure they fully understood. John also clarified that the training was mandatory and for those staff who did not complete the training, they were met with individually and action taken.

The Safeguarding report was **approved**.

22.109 MEETING FEEDBACK

Members considered the Deputy Clerk's report on feedback from the meeting held on 9 November.

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

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

- i) Members felt that all 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) Governor links. Members reported back on the learner walks undertaken.

22.111 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- i) The date of the next meeting was confirmed as Wednesday 18 January 2022 which would be held remotely via Teams.
- ii) There was no other business.
- iii) It was **agreed** that the report on the Saudi Project should remain confidential.