

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 18 JANUARY 2023 VIA MS TEAMS**

PRESENT

Everton Burke (Chair)
Katy Broomfield
Keith Buckley
Dan Janes
Rajinder Mann
Frank McArdle - from item 23.12
Sarah Marshall
Chris Prosser
Sarah Sandle
Dawn Ward (Chief Executive)

IN ATTENDANCE

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

PART 1

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

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

23.02 MEMBERSHIP MATTERS

- i) **Scheme of Delegation** – The Deputy Clerk introduced the report which was reviewed annually and highlighted the changes made. The Board **approved** the updated Scheme of Delegation
- ii) **Use of College Seal**– The Deputy Clerk reported on the Chair’s action to sign and apply the College seal to the ESBC Stronger Towns Fund agreement before the commencement of the project start date of 1 January 2023. The agreement had been included in the meeting pack for Governors’ information. The Board **approved** the Chair’s action to use the College seal.

23.03 MINUTES OF PART 1 OF THE MEETING HELD ON 7 DECEMBER 2022

The minutes of the meeting held on 7 December 2022 were considered and approved as a true record with a minor amendment to record that Sarah Sandle was at the meeting in person and Frank McArdle joined via Teams.

23.04 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

The Chief Executive introduced the policy update which covered:

- Maths for all – Prime Minister looking at plan to ensure that all young people in England study maths in some form until the age of 18. It was a case of watch and see what comes out from government.
- Kier Starmer pledges to 'take back control'.
- Schools Bill will not progress.
- Trade union reforms.
- D2N2 Devolution – John Beaty had been collaborating with colleges in the D2N2 area.

The Chief Executive also updated on the proposal to open a 16-19 Free School in Stoke on Trent and the impact it would have on the college in that area. Even though this would not impact BSDC directly something similar may in the future. The Chief Executive had agreed to sign a joint letter from Staffordshire Colleges. She asked Governors if they would support a letter to be signed by the Chair on behalf of the Board providing the consultation had not closed. The Board agreed to the letter should this be needed and requested to see a draft first.

The Board **noted** the detail provided in the policy update paper.

23.05 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL

CONFIDENTIAL

23.06 REPORT FROM STUDENT MEMBER

John Beaty presented the report in the absence of Isobel Mansell who was studying for upcoming exams. The report covered:

- Derek's Tree – fantastic work undertaken by students collecting presents and monetary donations.
- London trip – the students who attended the Chartered Institution for Further Education admissions ceremony held at the Apothecaries Hall in London, were honoured to have had the opportunity to attend and thoroughly enjoyed the experience.
- Be Social clubs – positive points raised by students who attended the clubs.

A Governor asked if there was adequate space provision for the clubs to take place. John advised that these clubs took place outside of curriculum time so there had been no problems in finding space. Any suggestions for new clubs by students were explored thoroughly checking there were adequate numbers and appropriate safeguarding in place if students were running the club. The Chair asked if this could be reported again to the Board on whether a permanent space had been found.

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

23.07 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:

- Learner engagement – attendance had not moved much since the last report at 87.5% which was 2.5% below the College target but significantly better than this time last year. This was still a main priority and looking at strategies to secure better outcomes. Attention was drawn to the links on the headings for each section for Governors to drill down on the raw data.
- Classroom based provision – retention was currently at 99% which was marginally above this point last year.
- Apprenticeships – highlighted best case scenario achievement and current achievement. Also included some new metric that the government had started to measure by i.e. how many learners were out of funding, how many were continuing beyond their planned end date which were key measures. In answer to a Governor question, Ryan said that the vast majority of students' attendance was good but there were isolated students within cohorts that dragged the attendance down. However, Health and Social Care and Hair and Beauty needed further work on attendance and there were actions being taken to address this i.e. letters sent out to the students.
- Quality of Education – 32% of the staffing cohort had been reviewed to date.
- Learning Walks – nearly 300 learning walks had been completed.
- Deep Dive at Toyota – this had been completed. Dan Janes said that it was an excellent process with really useful feedback to drive up quality improvements.
- Learner survey feedback – used many measures that Ofsted used and married to the same matrix which would be used for the next 3 years. The results of the survey were highlighted. Again, there was a link on the report so that Governors could drill down on the information. In answer to a Governor question on what happens if a student was on the wrong course, Ryan explained that during the first 6-8 weeks there was a process where the learner could be reinterviewed and moved onto a different course. However, it would be difficult to move students post October half term as they would have difficulty catching up. In this instance they would be given the right advice and guidance to help them through to the correct route.

John Beaty covered the following:

- Stronger Towns Fund – the report should read £3.5m funds not £3.2m.
- Korean Language School – explained why BSDC would not be continuing with the language school which was due to the restrictive nature of the processes and rigid expectations from the King Sejong Institute. Feedback had been given to the Korean Government but unfortunately, they were not prepared to change the processes which had become frustrating and time consuming for BSDC staff.

Dan Janes advised that he had recently undertaken a learning work at the Stephen Burke Academy which was really good with good teaching. However, during the visit 'near misses' were mentioned with respect to accidents and he asked if the College were confident that everything was being reported.

Gary Chin advised that at the recent Health and Safety Committee which Chris Prosser attended as Governor representative, there was a report presented

showing all the of the incidents and accidents at the College. This included 'near misses' with a clear definition of the meaning of a 'near miss'. He was confident that lecturers were aware of the definition of 'near misses'. Ryan Halford said he would go back to the teams to get reassurance that all 'near misses' were reported.

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

23.08 FINANCE AND BUSINESS REPORT

i) Finance and Business Report

The Finance and Business report for period ended 31 December was introduced by Gary Chin. The report covered the following.

- Key Performance Indicators which showed actual and target against benchmark – College continues to be in a strong solvent position with 168 cash days in hand compared to the sector average of 25.
- Performance to date – bottom line position: EBITDA £322k surplus which gives an EBITDA percentage income of 4.12%. The end of year forecast position was also highlighted which was a less positive position due to income lines being down in HE and international.
- Financial Health scoring – at present this was outstanding.
- Capital expenditure – Budget £500k against forecast of £556k. The waiver to purchase software from Smart Assessor was reported.

ii) College Reclassification to Public Sector

Gary highlighted the key changes and implications reclassification to the Public Sector would have for the College advising that it was in the early stages and therefore subject to change. Therefore, any decision that the Board made going forward would be in good faith with the information available as rules could change at any time. Governors thanked Gary for the well written report which set out clearly the implications.

The Finance and Business report and College Reclassification to Public Sector were **noted**.

23.09 CRITICAL SUCCESS FACTORS

John Beaty introduced the CSFs which were updated monthly and there were no fluctuations between the current report and last month's report.

The Board **noted** the Critical Success Factors.

23.10 MEETING FEEDBACK

Governors considered the Deputy Clerk's report on feedback from the meeting held on 7 December 2022 which was very positive on the best aspects of the meeting.

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

23.11 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) Governor links. Members reported back on the learner walks undertaken. Dan Janes had reported on his learning walk earlier in the meeting. Keith Buckley updated on the Maths and English GCSE classes he was attending where the lecturers were very good and the students appreciative of the lecturers.

23.12 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- i) The date of the next meeting was confirmed as 1 March 2023.
- ii) Any other business – Frank McArdle advised on the Toyota City visit which was the 25th year of the partnership. Frank thanked the Chief Executive and the Principal for agreeing to be involved in the visit on 5 February when South Derbyshire District Council were meeting with Mayor Ota from Toyota City.
- iii) It was **agreed** that the report on the Saudi Project should remain confidential.