

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 1 MARCH 2023 VIA MS TEAMS**

PRESENT

Everton Burke (Chair)
Katy Broomfield
Keith Buckley
Dan Janes
Rajinder Mann
Frank McArdle – left the meeting at item 23.23
Sarah Marshall
Chris Prosser
Sarah Sandle
Dawn Ward (Chief Executive)
Isobel Mansell

IN ATTENDANCE

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

PART 1

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

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

**23.16 PRESENTATION ON GOVERNANCE SELF-ASSESSMENT REPORT
2021-2022**

Rajinder Mann presented an update on the Governance Self-Assessment report which covered the skills audit, makeup of the Board: disability, ethnicity and gender, and aggregated self-review.

The Board **noted** the detail of the presentation and the link to the full Governance Self-Assessment report for 2021-2022 (in the Convene document library).

**23.17 MINUTES OF PART 1 OF THE MEETING HELD ON 18 JANUARY
2023**

The minutes of the meeting held on 18 January 2023 were considered and approved as a true record with a minor amendment to item 23.07, final paragraph should read learning walk not learning work.

23.18 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

The Chief Executive introduced the policy update which covered:

- Strategic meeting with the Department for Education – The Chair and Vice Chair joined the strategic leadership team for a meeting with the DfE which went well. The following was discussed.
 - ❖ Accountability statements – This was a new document which would summarise the work done with local stakeholders and how it would meet the skills needs of our local communities. This would be submitted to the Board meeting in April for approval.
 - ❖ Level 3 reform – There was an ongoing campaign about the challenges faced and the impact.
 - ❖ Variety of issues on challenges faced.
- D2N2 – John Beaty was continuing to do good work on devolution with D2N2 colleges and met with them recently.
- Positioning ourselves ready for anything that comes out or moves forward.

The Chief Executive answered the questions from a governor on the best case, worse case scenarios for the College given the level 3 reforms.

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

23.19 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL

CONFIDENTIAL

23.20 REPORT FROM STUDENT MEMBER

Isobel Mansell presented the report which covered the following.

- Bass House Renovation - Discussed plans to renovate Bass House in collaboration with HE students to produce ideas for the project.
- Student Council feedback – Some students had raised that the cost of travel increases were more challenging when the timetable was over 4 days instead of 3 which Emily Vinall said she would pass on to be considered with curriculum planning. First year students had reported that they did not fully understand the layout of the whole college so the student council was looking to produce a map with a 3D video.
- New drop-in session – Be Social – There was a new drop-in session in LRC2
- Charity Event – After the success of Derek’s Tree, the student council were looking to organise another charity event.
- New Student Council members – Starting to look at advertising and choosing the Student Council members for 2023/24.

Ryan Halford updated that he had discussed with Emily the issues around the cost of living and buses but unfortunately it would be difficult to have a timetable over 3 days as the Government had been on a pathway to increase the number of learning hours on all student programmes, which for most

students would be 4 days. Also, as we move into T levels, the Government's agenda was to move to 5 days a week. However, Ryan would pass the feedback on and work with the curriculum directors to try and make as many efficiencies as possible but drew attention to the fact that the College was faced with constraints outside its control.

John advised that with reference to the 3D video, that during the pandemic marketing had created virtual tours of many areas of the College which might be useful and save recreating some of those walkthroughs. John also updated on the games club which was reported at the last meeting. As part of the review of the sessions and the work of LRC2 they were looking to put a games club in that area. He also highlighted that the college was introducing new games design and e-sports courses in September. This would provide the opportunity to bring that club and those curriculum areas forward.

Frank McArdle updated on the forthcoming elections and that photo ID would be required and, as a returning officer, Frank would need more staff. He would therefore like to offer to students recruitment as poll clerks, counting clerks etc subject to the Chief Executive's and the Principal's approval. It was agreed that Frank should take this forward and offer the recruitment opportunity to students.

The Chair thanked Isobel for a very good report. The report was received and **noted**.

23.21 DRAFT MINUTES OF AUDIT COMMITTEE HELD 14 FEBRUARY 2023

Keith Buckley introduced the draft minutes of the Audit Committee held on 14 February 2023 highlighting the main outcomes of the meeting. In response to a question from the Chair, Gary advised that the external auditors were excellent and linked well with HBSA and it was still early days with the internal auditors but they were doing ok.

The Board **approved** the draft minutes of the Audit Committee held on 14 February 2023.

23.22 FINANCE AND BUSINESS REPORT

The Finance and Business report for period ended 31 January 2023 was introduced by Gary Chin. The report covered the following.

- Headlines
- Financial highlights v budget
- Key Performance Indicators
- Performance to date – the end of year EBITDA forecast position had improved on last month at £81k and therefore at 0.43% as a percentage of income.
- Investment of surpluses cash – doing much better on surplus income with investment up by £177k (it was noted that this did not get added to the EBITDA). An Investment Report produced by Barclays was included in the meeting pack for more detail.
- Financial Health scoring – position year to date was 'good.'

- Capital expenditure – The waived items were highlighted and noted: STF Educational Robots and SDF- Hydrogen Fuel Cell car. In response to a question, Ryan explained what the educational robots were and that they would be used in the engineering department and the mechatronics and robotics course once it was up and running. The life cycle of the robots was expected to be 10 years plus on the asset register.
- Capital Grants – attention was drawn to the new table on capital grants which showed the amounts allocated, amounts received to date, project deadline, a brief explanation of the grant conditions and any cash contribution required from the College. The Chair thanked everyone involved in the bidding process which secured the grants.
- Accountability – the accounts had been signed off and submitted to the ESFA on 30 January. In terms of the changes from the document which was submitted to the Board (dated July 2022), Gary highlighted these changes on pages 30, 32, 33 and 34. The Board **approved** the changes to the accounts.

The Finance and Business report and Investment Report were **noted**.

23.23 QUALITY AND PERFORMANCE REPORT

i) 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:

- Quality improvement plan - this had been completed with 15 key actions under the key focuses; 2 had been completed in full, 11 were currently on-track, and one action was overdue which was being looked at to get it back on track. There was a link included in the report to enable Board members to look at the QIP in more detail.
- Learner engagement – attendance was currently at 87.5% which was the same as last month. The 16-19 attendance was improving but adult and HE was declining slightly. The attendance was 5% up on this time last year but below our aspirational target. However, everyone was working hard to get there.
- Outcomes – currently retention was at 97.1% down by 1% but broadly in line with what was expected this time of year and above last year at this point.
- Sub-contractors – retention remains strong and achievements coming through positively.
- Apprenticeships – overall cohort due to finish year: 41.1% achieved (roll on, roll off programmes), 37.3% still in learning and could still achieve so overall that equates to our best-case scenario being 78.4% which was above the end of year target but dependant on the 37.3% achieving before the end of the academic year. Apprenticeships were moving in the right direction and outcomes looked positive.
- Quality of Education Monitoring – 92% of formal teaching, learning and assessment reviews met the College’s expectation against a target of 90%. 351 learning walks had been carried out since the start of term.
- Deep Dives – 5 curriculum deep dives had been completed with another 2 to be completed by the end of the month.
- Learner survey feedback – a new survey had gone out for the spring term and would be reported back at the next Board meeting.

In response to a question on registers, Ryan replied that we still had some outstanding register completions due to odd learners that had moved around registers or groups resulting in the register being part marked causing some anomalies with complex multi groups merging together under one timetable. The large majority of the anomalies had now been resolved but it was individual learners not cohorts.

John Beaty covered the following key highlights:

- Strategic Development fund – through this fund the College had welcomed a significant number of local school children into our Lego education and innovation studio getting them involved in STEAM (science, technology, engineering, the arts, and mathematics) subjects. The feedback from the school children and their teachers had been fantastic.
- People and Performance – the team had been working hard to focus on our hard-to-reach vacancies looking at building on existing methods of recruitment and/or exploring new ones. This involved attending different types of events such as careers fairs and utilising different types of advertising.
- Toyota City visit – photographs and details of the visit by Mayor Ota and his Chairman who had been key partners of the College for some time. We will have high school students from Toyota coming to visit around the end of March and also been contacted to ask if we would take on a younger group of visitors a few weeks after which we had agreed to. This was a partnership which was beginning to grow and when John and the Chief Executive visit Japan in April they would be visiting a range of colleges and universities including a new college who were interested in working with us.
- International manager and Team Leader for Catering had visited South Korea during February half term to finalise the details of the Turing Scheme placement activity which would take place with our Catering students at Jeonju Kijeon College - one of our longest standing Korean partners.
- Saudi Arabia – we have been contacted by the Colleges of Excellence (following Chief Executive visit) to talk about providing the students in those colleges with an opportunity to visit our College on a study programme of approx. 14 weeks.
- Department for International Trade – the Chief Executive updated on her recent skills mission visiting Thailand and Vietnam and the potential opportunities which include Turing placement for our students in Thailand and Vietnam.

ii) Inclusion, Equity and Diversity Report

Ryan Halford introduced the report which was presented to the Board annually for approval. The report had been refreshed to include the Chief Executive overview, context and key IED objectives. Ryan highlighted the main points from the report. There were a few minor amendments highlighted which Ryan confirmed he would update before the report was published on the website.

In response to a Governor question on whether there was anything we should be doing differently with the awareness that this data brought now that it had been trended over a period of time, Ryan replied that the College was becoming more diverse each year. When adding new HE programmes there was more diversity

brought into the mix, for example, HE was very education based and creative which attracted a certain stereotypical student whereas where we move into more diverse HE provision it enriches that and brings new students. We also have a bigger mix of ESOL students coming to the College because of migration. The Chief Executive added that it was difficult to promote our diversity, it was better that students talk about the College and the culture from experiencing it.

The Quality and Performance report was **noted** and the Inclusion, Equity and Diversity report was **approved**.

22.24 GENDER PAY GAP REPORT

John Beaty introduced the Gender Pay Gap report which was submitted to the Board annually for approval and published on the website. In an answer to a Governor question, John advised that there was an equal chance of people progressing and being promoted and gave an example of progress coaches who were predominantly female using it as a steppingstone into teaching.

The Board **approved** the Gender Pay Gap report.

23.25 CRITICAL SUCCESS FACTORS

John Beaty introduced the CSFs which were updated monthly for Governors to note.

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

23.26 MEETING FEEDBACK

Governors considered the Deputy Clerk's report on feedback from the meeting held on 18 January 2023. The feedback was excellent with very strong agreement to the evaluative statements.

The feedback report was **noted**.

23.27 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 – Ryan Halford advised that Governors would be contacted shortly to book learning walks.

23.28 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- i) The date of the next meeting was confirmed as 26 April 2023, in person. Sarah Sandle advised she was not available and her apologies were noted. It was also noted that the Chief Executive, John Beaty, Ryan Halford and Rajinder Mann would be at the World Federation of

Colleges and Polytechnics Congress in Montreal but would be able to join via video conference.

- ii) Any other business – The Chief Executive advised that Rajinder Mann had been invited to be on a panel on Gender at the World Federation of College and Polytechnics Congress in Montreal in April 2023.
- iii) It was **agreed** that the report on the Saudi Project should remain confidential.