

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 26 APRIL 2023 VIA MS TEAMS**

PRESENT

Everton Burke (Chair)
Katy Broomfield
Dan Janes
Rajinder Mann
Sarah Marshall
Chris Prosser
Dawn Ward (Chief Executive)

IN ATTENDANCE

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

PART 1

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

- i) Apologies for absence had been received from Keith Buckley, Frank McArdle, Sarah Sandle and Isobel Mansell. Apologies were also received from Keith Scribbins due to health reasons. The Deputy Clerk confirmed there was a quorum present.
- ii) Dan Janes advised a new declaration of interest; he had joined the Board of Derby University Technical College. The Deputy Clerk to note and update declaration form. There were no other declarations of interest and all existing declarations were continued.
- iii) External Board Review (EBR) – The Deputy Clerk advised the Board that three quotes had been obtained to carry out the review and feedback from other colleges who had undergone a review were sought by the Chief Executive. After consideration of the quotes and feedback it was recommended to the Board to appoint the Association of Colleges at a cost of £5,700 plus VAT to carry out the EBR.

The Board **approved** the recommendation to appoint the Association of Colleges to carry out the External Board Review.

23.32 MINUTES OF PART 1 OF THE MEETING HELD ON 1 MARCH 2023

The minutes of the meeting held on 1 March 2023 were considered and approved as a true record with amendment to item 23.23 Apprenticeships to read: overall cohort due to finish this academic year.

Electronic resolution – The Board were informed that the electronic resolution sent out via email on 22 March had been approved by the majority of Governors on 24 March 2023 at 4.30pm. Gary Chin confirmed that the relevant action had been taken (the resolution had been included for information in the meeting pack).

The Board **noted** the outcome of the Electronic resolution.

23.33 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

The Chief Executive introduced the policy update which covered:

- Sector Pay – Since the report had been written, the Association of Colleges (AoC) had written to Gillian Keegan as the government had refused to negotiate on sector pay. There was no sign of the FE sector getting any extra funding. The pay gap between schools and colleges was getting wider and would create challenges in the future.
- Westminster update
- Winding up Local Enterprise Partnership (LEP) – An update on the work being done on the Local Skills Improvement Plan was shared. John Beaty had been attending D2N2 and Staffordshire group meetings and both he and the Chief Executive had been in discussions on the plan but there were challenges in agreeing the priorities that local employers and stakeholders could get behind to drive change.
- Mental Health Challenges
- Ofsted

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

23.34 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL

CONFIDENTIAL

23.35 REPORT FROM STUDENT MEMBER

Katy Broomfield explained that she would be presenting the report that Isobel Mansell had written as Isobel was travelling back from the World Federation of Colleges and Polytechnics (WFCP) Congress. The report covered the following:

- WFCP – Two students (Debbie and Isobel) were in Canada attending the Congress 'Voice of the Youth' and would be sharing what they had achieved on the visit on their return.
- Wellbeing week - The Student Council were involved in the planning of 'Wellbeing week' commencing on 22 May 2023
- Drop-in Session – Be Social – These sessions were continuing and proving to be a success with positive feedback received from students.
- New Student Council Members – Work was underway to choose the student council members for 2023/24 so that plans could be put in place for the start of the academic year.

The Chair thanked Katy for presenting the report. He also thanked the SLT for including the students in the international visits and the opportunity given to them. The report was received and **noted**.

23.36 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 was presently 87.2% which had dropped slightly at 2.8% below target but 4.3% above last year which was a significant improvement.

Current outcomes and retention

- Retention was currently at 94.9% which had dropped slightly but still 2.7% above where we were at the same point last year. Seeing fewer withdrawals and overall we were retaining more learners and closer to pre-pandemic levels. Big emphasis on turning the retention into achievement for vast majority and convert to high outcomes.
- Headline Qualifications – There was no category that had significant concerns.
- Subcontracting – Two partners: Skills Network and Pilot – This remains strong in terms of retention of learners and achievement and in line with performance expectations.
- English and Maths – Functional skills was on target and was improving but the biggest challenge was as we move into the GCSE season in ensuring learners turn up to undertake exams; this was a problem nationally. Learners were required to turn up to all three maths exams to achieve. There were a number of actions which had been put in place such as reminders going out to learners/parents; breakfast offered prior to exams and coaching.
- Apprenticeships – Of the cohort due to finish in 2022/23, 19% achieved; 57% were still in learning and 23% withdrawn. At the moment the best-case scenario was still possible at 76% which was significantly higher than the national rate of 53.85%. The key government measures were also highlighted.

Quality of Education

- Over 50% of formal teaching reviews had been completed to date with 93% meeting College expectations against a target of 91%.
- Seven curriculum 'deep dives' had been fully completed.
- 430 learning walks had been undertaken.

Ryan reminded Governors that they could click on the links in the report to get further detail.

In answer to a Governor question as to whether there could be too many learning walks, Ryan said that feedback was not given to staff directly and was through department leads or generalised feedback at meetings. It was about striking the right balance and making sure it was done in a supportive way.

John Beaty covered the following key highlights:

- The Turing Scheme placements had now concluded with 50 staff and learners visiting France, Italy, Spain, Malta and South Korea. There were also the two learners in Montreal, Canada as part of the WFCP Congress as mentioned in 23.35 student report. John shared how powerful the feedback had been from

those staff and learners and how life changing the trips had been. International travel had a big impact on a number of staff and learners with all curriculum areas having had some type of international experience in the last four years through either an international learner visiting their area at the College or through an international visit. Some governors advised that they followed the visits through the posts on LinkedIn and John confirmed that the visits were posted on all social media.

- E-sport – As mentioned at a previous meeting, the e-sport course was being launched in September 2023 and we were proud to announce that St Modwen Homes were going to be the sponsors of our e-sport team: BSDC Swans.
- LinkedIn – Katy updated on the work done with learners during 'careers' week on how to use LinkedIn effectively and professionally.
- Gasket project – Dan Janes advised that two apprentices from Toyota had been involved in the gasket project which was now a fixed exhibit in a science museum and he would send the photos/video to John to put on social media.

In answer to the Chair's question, Ryan updated on the work the College were doing with ChatGPT.

The Chief Executive thanked the Board for their continued support and faith to drive international work which gave learners opportunities and experience.

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

23.37 FINANCE AND BUSINESS REPORT

i) Finance and Business report

The Finance and Business report for period ended March 2023 was introduced by Gary Chin.

Gary drew Governors' attention to the confidential resolution on page 8 of the report which had been previously circulated.

HBSA – Confidential item.

Gary went on to highlight the following from the report:

- Income had increased by £57k mainly on the Educational Contracts (high needs confirmed as higher than expected). Also, other income had gone up by £13k.
- Expenditure was slightly better by £130k however this had been offset by further increases in supplies and services with the main one being energy costs.
- Performance to date – Overall the EBITDA was just below -£133 and therefore at 0.6% as a percentage of income however with HBSA included this increased to 1.91% which was a positive position overall.
- Capital grants – As reported at a previous meeting, the College had secured £5.6m in capital grants of which £1m had been received but had not yet been spent. Also, Gary was pleased to advise that on 28 March, BSDC had been granted £2.9m from the ESFA payable in two instalments which had to be

spent by March 2026 on capital building works to improve the condition of the College.

In answer to a governor question, Gary confirmed that there was sufficient resource within the team to deliver the work on the £5.6m capital fund but next year they may have to bring in a project manager. However, the capital funds could be used for fees for professional services.

- Financial health – The ESFA had reviewed the financial statements and confirmed that the College was outstanding in terms of financial health and there were no issues regarding financial controls. All the relevant documents were included in the meeting pack.

The Chair congratulated the senior leadership team on securing the capital funds for the College.

The Finance and Business report was **noted**.

ii) FE and Skills Fees Policy 2023/2024 and Higher Education Fees Policy 2023/2034

The FE and Skills Fees Policy and Higher Education Fees which were submitted to the Board annually for review and approval were introduced by Gary. He drew Governors' attention to the changes highlighted in yellow and in particular the updated fee values. Governors noted that the Higher Education Fees were being reduced to make the College more competitive.

The Board **approved** the FE and Skills Policy 2023/2024 and the Higher Education Fee Policy 2023/2024.

iii) Financial Regulations

The Financial Regulations were introduced by Gary who highlighted the key points and stated that the main changes were in relation to the fact that we had moved into the public sector. Gary to correct the minor typing errors in the report.

The Board **approved** the Financial Regulations

23.38 CRITICAL SUCCESS FACTORS

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

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

22.39 ACCOUNTABILITY STATEMENT (DRAFT)

John Beaty introduced the draft Accountability Statement explaining that running alongside the Local Skills Improvement Plan (LSIP) we were required to produce an accountability statement to show how the College would work to meet LSIP priorities. Once the document was finalised it would be signed by the Chair and

Chief Executive and submitted to the Department for Education by the end of May 2023.

After a discussion, it was agreed that the word 'assimilate' and 'assimilation', on page 7, under the section on Ukrainian refugees should be changed to 'adapt'.

The Board **approved** the Accountability Statement.

23.40 MEETING FEEDBACK

Governors considered the Deputy Clerk's report on feedback from the meeting held on 1 March 2023. There were some very positive comments on the best aspects of the meeting. The Deputy Clerk confirmed that a list of acronyms was in the Document Library in Convene.

The feedback report was **noted**.

23.41 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 – The Chair advised that he would be arranging a visit to the Nursery. Rajinder and Sarah Marshall had both booked in for a learning walk.

23.42 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- i) The date of the next meeting was confirmed as 7 June and the Governor Day on 23 June 2023. Sarah Marshall advised she was not available for the next Governor Day on 23 June and asked if the event could be recorded. **Action:** Deputy Clerk noted apologies and to arrange recording.
- ii) Any other business –
- iii) It was **agreed** that the report on the Saudi Project should remain confidential.