

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION  
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON  
WEDNESDAY 7 JUNE 2023, CONFERENCE ROOM/MS TEAMS**

**PRESENT**

Everton Burke (Chair)  
Keith Buckley  
Dan Janes  
Rajinder Mann  
Sarah Marshall  
Sarah Sandle  
Dawn Ward (Chief Executive) (Via MS Teams)

**IN ATTENDANCE**

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

**PART 1**

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

Apologies for absence had been received from Katy Broomfield, Frank McArdle, Chris Prosser and Isobel Mansell. Apologies were also received from Keith Scribbins due to health reasons. The Deputy Clerk confirmed there was a quorum present.

**23.46 MEMBERSHIP MATTERS**

- i) **Draft Calendar 2023-2024** – The calendar was reviewed and **approved**. Governors noted that the meeting in November 2023 was being held on a Monday rather than a Wednesday. Calendar invites would be sent out in July,
- ii) **Creation of College Fellows** - John Beaty introduced the two Fellowship proposals for Lynn Goulthorp and Martin Ward. The proposed Fellowships were **approved**.
- iii) **Staff Governor** – The Board were advised that a global email had been sent to staff asking for expressions of interest to stand as staff governor and to advise that Katy Broomfield had expressed an interest to stand again. No expressions of interest had been received and Katy was appointed unopposed as staff governor for another term of office of two years. The Board **endorsed** the appointment.
- iv) **Standing Orders** – The revised standing orders were **approved**. The two changes were a) that meetings could be held virtually in line with the College’s contribution to the UNs sustainable development goals and b) that the Board may, in order to facilitate urgent decision making between meetings, use a written resolution to decide a specific question(s) in the absence of a meeting.

- v) **External Board Review** – The Chief Executive updated the Board on the EBR advising Rob Lawson was the AoC consultant carrying out the review.  
**Action:** Deputy Clerk to email Rob Lawson’s biography to the Board.
- vi) **Use of the College Seal** – The Board **approved** the use of the College Seal on two documents a) Variation to the Grant Agreement – College Specialist Offer Project (ESBC and BSDC Stronger Towns Funds) and b) Institute of Technology (IoT) Deed of Grant – Newcastle and Stafford Colleges Group and BSDC.

### **23.47 MINUTES OF PART 1 OF THE MEETING HELD ON 26 APRIL 2023**

The minutes of the meeting held on 26 April were considered and approved as a true record with an amendment to page 5 ii) Higher Education Fees Policy, the year should read 2023/2024. To also note that Rajinder Mann, John Beaty, and Ryan Halford had joined the meeting from the WFCP Congress in Montreal.

### **23.48 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE**

The Chief Executive introduced the policy update which covered:

- Level 3 Qualification Reform
- VAT in Colleges
- College Year End
- Freedom of Speech in Higher Education – In answer to a Governor question on whether the College had any issues with minority views or unusual views being closed out by students, Ryan responded that BSDC do not have any issues as a lot of students were studying part-time over several years and coming into College for very short periods of time. There was also a policy on this and any speakers coming to talk to students would be vetted beforehand.

The Chair asked if there was any decision on moving the college year end to which Gary responded that his was ongoing behind closed doors within Government.

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

### **23.49 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL**

**CONFIDENTIAL**

### **23.50 ANNUAL REPORT FROM STUDENT MEMBER**

The student report was introduced by John Beaty in Isobel Mansell’s absence due to work commitments. The report covered the following:

- WFC Montreal Canada – The two students, Isobel and Debbie who attended the Congress would be sharing their experience with the Board at the Governor day on 23 June 2023.
- Well-being week

- Pride – This event was held at lunch time on Tuesday 6 June with a pride party; it was well supported.
- CIFE Admissions Ceremony - Isobel and Debbie would be attending the ceremony on 16 June and were proud to be representing the College.
- Marketing
- Student Council Yearly Summary – The Student Council thanked the Board for listening to their voice and working hard to ensure the College was successful for all.

Following a Governor question on whether we were confident that we did get the voice of the students, Ryan replied that it was not a singular student voice and there were a lot of mechanisms for getting student views such as focus groups feedback, the deep dive interviews with students, student staff liaison committees and also learning walks. Dan Janes shared that on a recent learning walk at the Stephen Burke Construction Academy students freely gave their views.

The Chair thanked the Student Council Chair and members for their work during the year.

The report was received and **noted**.

## **23.51 FINANCE AND BUSINESS REPORT**

### **i) Finance and Business report**

The Finance and Business report for period 9 ended April 2023 was introduced by Gary Chin who highlighted the following key points.

- Income and Expenditure – Since the last report income had increased by £131k, mainly up on the 'other income' line. Costs were holding the same as in previous months and therefore the bottom line EBIDA had gone up from £490k to £539k. The EBIDA as a percentage of income was currently 0.77% and the intention was to get it to at least 1% so the College could achieve good financial health.
- Capital Grants Statement – Pleased to report that of the FE Capital Transformation fund of £2.9m, we had received payment of £810k resulting in an additional £1.8m more in the bank. A plan would be presented to the Board at a future meeting on how best to improve the Estate using this fund.
- Capital work – Work had commenced on the Stronger Towns Fund (STF) and we were starting to see the changes around the College but work was yet to start on the Institute of Technology project.

In answer to a Governor question on whether student and staff were kept informed of the improvements, John replied that this was done through features in the internal newsletter; some suppliers involved in the STF who had held open days for the students; games and development learners and games and development businesses helped shape the games development suite. Also student feedback had been considered on what improvements they would like to see in the College. An example of this was during the summer when some classrooms were too hot and following student feedback action had been taken to address it. The new facilities would also be promoted on the website.

## ii) Treasury Management Policy

Gary Chin introduced the Treasury Management Policy which required Board approval biennially. He confirmed that there were no changes to the report. In answer to a Governor question on whether the College had a Reserve Policy, Gary replied in the published financial statements on page 8, the reserves policy is set out as the College having no formal policy but recognises the importance of reserves in the financial stability of the College and ensures there are adequate reserves to support the College's core activities. A discussion followed on why the College was not investing cash reserves back into the College and whether we were using reserves in the best optimum way. It was agreed that this should be discussed further at the Governor Day in February 2024 as this would allow time for the guidance to be published following the reclassification of FE colleges to the public sector.

## iii) Expenses Policy

Gary Chin highlighted the minor changes marked in yellow on the expenses policy.

**Noted:** Finance and Business report

**Approved:** Treasury Management Policy and Expenses Policy

## 23.52 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 key points:

- Quality Assurance – Out of the 16 identified actions in the annual quality improvement plan, 8 had been completed in full, 8 were currently on-track, and none were overdue. Ryan drew attention to the link in the report where Governors could look at the plan in more detail.
- Learner engagement – Attendance had dropped slightly to 86.5% which was typical at this time of year with exam season and end of unit submissions. This was however still a significant improvement on where we were this time last year. 16-19 attendance, the biggest indicator, was at 87% marginally off the College's stretch target of 90%. Attendance data was a true performance measure and did not include any forms of authorised absences (learners were either present or absent).

In answer to a Governor question of where the 90% target came from, Ryan replied that it was a historical management stretch target. However, the aspiration for every learner was 100% attendance.

- Outcomes for Learners (Classroom Based - Retention was currently 94% which had been creeping back up, a positive indicator. Sub-contractor retention was also positive at 94.6%.
- Apprenticeships – Currently 21% had achieved with 55% still in learning and 24% being withdrawn. The current achievement rate was 45% but best case possible at the end of the year was high at 75.3% bearing in mind the sector average at present was 51%. It was acknowledged that the Director of Apprenticeships had a big impact on improving achievement and team morale. Dan Janes said that following a learner walk at South Derbyshire, he was really impressed with the ambition and vision the Director, Caroline had

for the area and the tutors knew everything about the learners ie challenges they faced and background.

- Quality of Education - To date 88% of staff in scope had been through a formal teaching, learning and assessment review against a target of 97%. Eight curriculum deep dives had been undertaken which had been really extensive and had a big impact on driving quality forward. Learning walks had continued to increase with over 500 undertaken. In response to a Governor question on whether the action plans for deep dives were robust enough and achievable, Ryan replied that they were individualised, realist, dynamic action plans which were added to continually and monitored.
- Learner feedback – There was a link included to the raw data if Governors wanted to look at this in more depth.

John Beaty covered the following key highlights:

- Local Skills Improvement Plan – The College were heavily involved in the development of the LSIP in both Stoke and Staffordshire and the D2N2 area with the priorities for each area detailed in the report. Following the production of the LSIPs there was a new fund from the Government called Local Skills Improvement Fund and work was being done on collective plans.
- Destination data for 16-8 year old learners – Overall the College had maintained an incredibly strong position in ensuring our learners secure strong destinations after their studies.

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

### **23.53 CRITICAL SUCCESS FACTORS**

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

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

### **22.54 SUB-CONTRACTOR POLICY 2023/2024**

John Beaty advised that the Sub-Contractor Policy was submitted to the Board annually for approval and the only change was the date to 2023/2024.

The Board **approved** the Sub-Contractor Policy 2023/2024.

### **22.55 ANNUAL REPORT 2021-2022**

John Beaty introduced the annual report 2021-2022 highlighting the key points and confirming the report would be published on the website.

The Annual Report 2021-2022 was **noted**.

### **23.56 MEETING FEEDBACK**

Governors considered the Deputy Clerk's report on feedback from the meeting held on 1 March 2023.

The feedback report was **noted**.

### **23.57 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 – Sarah Sandle and Dan Janes had recently been on learning walks. The Chair advised that he had arranged a visit to the Nursery this month and Rajinder Mann also had a visit booked in.

### **23.58 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY**

- i) The date of the next meeting was confirmed as 5 July 2023 .
- ii) There was no other business.
- iii) It was **agreed** that the report on the Saudi Project should remain confidential.