

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 5 JULY 2023, CONFERENCE ROOM/MS TEAMS**

PRESENT

Katy Broomfield
Keith Buckley
Rajinder Mann (Chair)
Frank McArdle – MS Teams
Chris Prosser
Sarah Sandle
Dawn Ward (Chief Executive) (Via MS Teams)

IN ATTENDANCE

John Beaty (Principal)
Gary Chin – MS Teams
Ryan Halford
Yvonne Orton (Deputy Clerk)
Rob Lawson – (AoC Consultant joined the meeting at 18.15)

PART 1

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

- i) Apologies for absence had been received from Everton Burke, Dan Janes and Sarah Marshall. Apologies were also received from Keith Scribbins due to health reasons.
- ii) There were no new declarations of interests and all existing declarations were continued. Frank McArdle updated the Board that following his retirement he had taken on a consultant role with Geldards Law Firm.
- iii) The Deputy Clerk confirmed there was a quorum present.

23.61 MEMBERSHIP MATTERS

i) Forthcoming renewals – Everton Burke and Keith Buckley

Chris Prosser reported that at the Search and Development Committee held on 28 June 2023 the renewal of the terms of office for Everton Burke and Keith Buckley were considered. It was agreed that the stability of the Board was crucial during this time of uncertainty and change within the sector. The skills and experience of both Everton and Keith were greatly valued by the Board. In these exceptional circumstances, the Search and Development Committee **recommended** the renewal of a further term of office.

The Board **unanimously approved** the recommendation for a further term of office for Everton Burke and Keith Buckley.

ii) **Appointment of Chair and Vice Chair**

Everton Burke was unanimously **re-appointed** Chair and Rajinder Mann as Vice Chair for the academic year 2023-2024.

iii) **Approved Calendar 2023/2024**

The Deputy Clerk confirmed that the calendar invites would be sent out over the summer period.

23.62 MINUTES OF PART 1 OF THE MEETING HELD ON 7 JUNE 2023

The minutes of the meeting held on 7 June were considered and approved as a true record with no matters arising.

External Board Review – Rob Lawson, AoC Consultant

Rob Lawson joined the meeting via MS Teams. Board members introduced themselves to Rob and he then spoke about his background and experience and the different organisations he had worked with. He confirmed that he would be following the AoC framework for the External Board Review and would be arranging one to one interviews with a number of Governors as well as attending the next Board meeting on 20 September and a couple of Committee meetings. Governors were looking forward to meeting Rob in person at the meeting on 20 September. *Rob left the meeting.*

23.63 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

The Chief Executive introduced the policy update which covered:

- Ofsted –BSDC would definitely be inspected in the next academic year to fall within the Ofsted inspection window.
- Scotland - skills review published- for information.
- Education Committee discuss teacher recruitment and retention – there were big challenges around teacher recruitment.

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

23.64 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL

CONFIDENTIAL

23.65 REPORT FROM STUDENT MEMBER

John Beaty advised that Isobel and Debbie had now completed their time as Student Presidents and therefore there was no report. There would be a new President joining the meeting in September 2023.

23.66 MINUTES AUDIT COMMITTEE ON 6 JUNE 2023

The minutes of the meeting of the Audit Committee held on 6 June 2023 were considered. Keith Buckley highlighted the main outcomes of the meeting and the recommendation to approve the External Audit Plan.

The Board **received** the minutes and **approved** the External Audit Plan.

23.67 QUALITY AND PERFORMANCE REPORT

a) 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 – New Ofsted guidance around timeframe of routine inspections. The College will be inspected before July 2024.
- Learner Engagement – Curriculum ended on 30 June, and this was the finalised data with attendance at 86.3% which was below the aspirational target of 90%. This, however, was a significant improvement on the previous year's picture and the team would continue pressing on this with the new objectives.
- Outcomes for Learners – Retention remained strong at 93.9% which was the highest retention for a number of years. Subcontracting retention was also high at 95.5%. Therefore, the College is currently in a stronger position in terms of outcomes for learners.

A Governor questioned what has driven this improvement? Ryan responded that this was due to a culmination of a lot of elements, including a greater use and understanding of performance data, training, right learner right course, quality focused curriculum deep dives, and generally more consistency across the board.

- Qualifications category – There was no single qualification category that was at significant risk at the time of reporting.
- Apprenticeships - 23% achieved; 24% withdrawn and 54% in learning with best case being 74.7% against a national average of 53%.
Government accountability measures for apprenticeships – currently, all 5 areas were on track and there were no current risks identified.
- Quality and Monitoring of Education – 98% of staff in scope have been through formal teaching, learning and assessment reviews with 95% meeting College expectations. Included in the report was the headlines of the last deep dive for Performing Arts, which was one of the strongest deep dives of the year.

There was a discussion on attendance and the actions put in place to continually improve the attendance.

A Governor raised questions regarding the College's Maths and English Strategy, and specifically why the achievement targets were set at +2% above the national rate for functional skills and how the College was going to achieve this. Ryan explained that achievement of +2% above the NR target would be considered good position, 5% an outstanding one, however this would vary between qualifications. This is not absolute measure as national averages vary between the levels of functional skills and BSCDC currently offers a variety including entry 3, entry 2 and entry 1, level 1 and level 2.

Functional skills and maths and English remains a challenge and a key focus for the College, recognising that significant proportion of school leavers which join BSDC have poor maths and English prior attainment and therefore getting them to the national benchmarks and achieve high-grade GCSE passes remains challenging.

The College had taken a lot of actions to continue to improve the quality of literacy and numeracy, including raising learner engagement, by reducing formal lesson times, including more self-direct learning, more informal learning, one-to-one and small groups, alongside the use of Century software.

The Chief Executive acknowledged the great work Ryan and the team had done on delivering in English for Speakers of Other Languages (ESOL) for refugees. Staffordshire Country Council had praised the College for the work done in this area. Keith Buckley added that having undertaken GCSE in English and Maths at BSDC, the tutors were excellent and the standard very good.

John Beaty covered the following key highlights:

- Collaboration across Stoke and Staffordshire and D2N2 – Looking to secure funding to develop a sustainability centre and to develop a hydrogen/electric vehicle/advanced driving assistance system (ADA) specialist centre that supported the motor vehicle provision.
- Learner Services Move - Restructured area to be better focussed on the learners. Katy also gave an update on making the learner hub more of a business focussed hub and making the books in the Learning Resource Centre (LRC) more relevant. All positive interventions.
- Stronger Town's Fund update – Work was progressing well with the project currently on track and on budget.

There was a Governor question on the sustainability centre and what it was; John responded saying that there were a few areas that the Construction team were looking at such as retrofit technology and essentially it would start small but grow into something specific like the Lego centre that attracts school pupils.

b) Final 2023-2024 Curriculum Plan Overview

Ryan Halford advised that the Financial Forecast and Budget 2023-2024 report which Gary would be presenting later in the meeting, was based on the curriculum plan. The curriculum planning process for 2023-2024 had started in September 2022 and was finalised recently; it contained all of the key aspects that go through the planning phase. Our internal auditors recommended that the Board had oversight of the plan. Ryan highlighted the key points which covered:

- Local market intelligence
- Models of costing for curriculum and assumptions and break even analysis
- Funding Streams
- Analysis of schools locally
- Projections in terms of numbers hoping to achieve
- Average class size – key measures that the FE sector use
- Contribution values

- Benchmarks
- Performance ratios
- Headline SWOT analysis

In answer to a Governor question on what footprint the Burton Town Fund new facilities were going on, Ryan replied they would be on existing floor space in the University Centre Cyber Café, first floor at the end of the science block, and the third floor.

The Board **noted** the detail in the:

- a) Quality and Performance Report, and
- b) Final 2023-2024 Curriculum Plan Overview

23.68 FINANCE AND BUSINESS REPORT

a) *Financial Forecasts and Budget 2023/2024 (Confidential)*

Gary advised that we were required by the ESFA to submit our Financial Forecasts for year ending 2022/2023 and present our budget for 2023/2023. Gary highlighted the detail of the plan.

Confidential item

b) Finance and Business report

Gary highlighted the key points for period 10, ending May 2023.

- Income – adjusted down by £191k, mainly due to apprenticeship outturn and being more prudent.
- Pay had remained the same as in the previous month.
- Non pay costs – there were additional costs related to Turing and energy costs.
- The bottom-line position was that the EBITDA had gone up to 0.87% points which would achieve good financial health.
- Cash was still strong.
- Capital work progressing to plan at this stage.

c) College Financial Benchmarks 2021-2022

Gary introduced the report explaining that once all the financial statements had been received from colleges for the year ended July 2022, the ESFA aggregate the information onto a single spreadsheet. Gary highlighted the key points. Overall colleges had improved marginally in their financial performance with BSDC being in a strong financial position.

Noted: Finance and Business report and the College Financial Benchmarks 2021-2022.

Approved: Financial Forecasts and Budget 2023/2024 (*Confidential item referring to above*)

23.69 CRITICAL SUCCESS FACTORS

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

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

23.70 MEETING FEEDBACK

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

The feedback report was **noted**.

23.71 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 – Rajinder Mann updated on her recent learning work in Performing Arts.

23.72 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- i) The date of the next meeting was confirmed as 20 September 2023
- ii) **Joint Statement of Intent for Subcontracting 2023-2024** – John updated on the generic template for the joint statement. The Board **approved** the joint statement of intent.
- iii) It was **agreed** that the report on the Saudi Project should remain confidential and the item under the Budget 2023/2024.