

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON
WEDNESDAY 20 SEPTEMBER 2023, CONFERENCE ROOM/MS TEAMS**

PRESENT

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

IN ATTENDANCE

John Beaty (Principal)
Gary Chin
Ryan Halford
Yvonne Orton (Deputy Clerk)
Rob Lawson – (External Board Review Consultant)

PART 1

The Chair welcomed Rob Lawson to the meeting. Rob introduced himself followed by everyone introducing themselves to Rob.

23.75 PRESENTATION OF SAFEGUARDING UPDATE

Katy advised that the purpose of the presentation was to update on the new Keeping Children Safe in Education (KCSIE) 2023/2024 and a reminder on the safeguarding processes. The presentation covered:

- Details of the safeguarding team.
- Current measures in place.
- Main priorities implemented from the KCSIE 2022 update.
- KCSIE guidance and updates for 2023/2024.

Katy also included in the meeting pack the Level 1 Awareness: Safeguarding Children and Protecting them from Abuse & Neglect slides with notes on each slide for Governors to look through.

In answer to a Governor question on whether vulnerable adults were also covered, Katy responded that when delivering the training staff were advised that whilst our duty remained on children in our safeguarding policies, we do the same for vulnerable adults. Katy agreed to add this point into the text of the presentation. Katy confirmed that the safeguarding processes were replicated at the Stephen Burke Academy with a learner hub and a safeguarding officer. The Chair asked why there was only one male member of the Safeguarding Team.

John said that the learner facing support roles do tended to have a larger proportion of female staff. It was proposed that People and Performance check whether there were any potential barriers to males applying for those particular roles.

A Governor asked if learners were aware of their rights and what the dangers were for them. Ryan responded that a lot of the KCSIE elements were delivered in learner Be tutorial sessions with various mechanisms in place to educate them around being safe and where to go if there were issues. John added that student inductions covered Prevent, child on child abuse, sexual discrimination and also the difference between the fire alarm and the lock down alarm.

Another Governor asked what the biggest risks were with the processes and resources available. Katy replied that there were a lot of young people with mental health issues which affected their engagement in College. Also, ongoing family issues which had a big impact on their anxiety. The team undertook to respond with additional support and intervention with the common themes in College such as one identified with respect to young girls in unhealthy relationships.

Action: i) Katy to include a sentence on vulnerable adults in the presentation. ii) John to speak to People and Performance about potential barriers to males applying for roles in learner services.

The updates on Safeguarding were **received** and **noted**.

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

Apologies for absence had been received from Keith Scribbins due to health reasons. The Deputy Clerk confirmed there was a quorum present.

The Deputy Clerk confirmed that all declaration forms for 2023/2024 had been received and thanked members for their returns.

23.77 MEMBERSHIP MATTERS

Annual Governance Review

The Chair gave a brief report on the responses he had received to the governance questionnaire as part of the annual governance review. The Governors agreed that it was a true reflection of the comments made. The Chief Executive asked the Board how they wished to action the two points raised in A and B of the report. It was agreed to discuss these at the next Governor Day on 9 February 2024.

Action: The Deputy Clerk to add the two action points from the review to the next Governor Day agenda in February 2024.

The Board **agreed** and **noted** the Annual Governance Review.

23.78 MINUTES OF PART 1 OF THE MEETING HELD ON 5 JULY 2023

The minutes of the meeting held on 5 July 2023 were considered and **approved** as a true record with no matters arising.

23.79 STRATEGIC FRAMEWORK AND MATTERS ARISING FROM POLICY UPDATE

The Chief Executive introduced the policy update. She reminded the Board that Sarah Sandle had undertaken some work with the SLT on the adaptive plan and when we talk about strategy it was our adaptive plan which was approved by the Board on 6 July 2022. Within the meeting pack at all meetings was the adaptive framework and the policy update highlighted anything that was going to take us off track from the key objectives within the plan. The key points from the update were highlighted which covered the following.

- Level 2 and 3 results
- Office for Students
- Federation of Awarding Bodies Research
- OFSTED review of T Levels

There was a detailed discussion around the points above. The Chief Executive said the biggest risk was funding and the flexibility in terms of our adaptability to deliver. A Governor asked if there was anything we should be doing that we were not doing to improve the resilience we had today. Ryan responded that we were doing a lot of work through the Strategic Development Fund in respect of green and the curriculum and following the objectives laid down in terms of our curriculum design especially in construction and motor vehicle. The Chief Executive said that we were positioned as well as we could be with the SLT keeping abreast of what was going on through various forums.

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

23.80 UPDATE ON SAUDI ARABIA PROJECTS – CONFIDENTIAL

CONFIDENTIAL

23.81 APPROVAL OF CSFs

John Beaty reminded Governors that the new model of CSFs were introduced last year following the work done with Sarah Sandle on the Adaptive Plan and they linked directly to the plan. He highlighted that the five key targets were on the left-hand side with a breakdown of what made up those targets. In answer to a Governor question on whether any categories had changed, Ryan responded that the categories remained the same but target numbers had changed.

The proposed CSFs were **approved**.

23.82 STUDENT COUNCIL UPDATE

Katy Broomfield gave an update on the Student Council advising that it would be made up of five representatives from each of the Director of Curriculum areas

and would be based in the LRC1 Wellbeing Hub. One of these representatives had shown an interest in being the student governor and once the checks had been completed, they would be able to attend the next Governing Body meeting in November. In response to a Governor question on what checks were undertaken, Katy responded that a DBS check and employment check were undertaken along with a recruitment process with an interview.

23.83 REPORT OF AUDIT COMMITTEE ON 12 SEPTEMBER 2023

Chris Prosser as the newly elected Chair of the Committee, highlighted the main outcomes and recommendations of the meeting held on 12 September advising that the full minutes would be presented to the next Corporation meeting. A Governor asked how often the risk register was reviewed and challenged by SLT to which Ryan responded that it was updated by SLT quarterly and the Committee received notification of any risks that had changed in terms of their category, movement and frequency.

Gary Chin highlighted the agreed changes made following the Audit Committee meeting to the Fraud Self-Assessment and JACOP Self-Assessment.

The Board considered the report and recommendations and **approved** the following:

- a) Annual Risk Management Report
- b) Fraud Self-Assessment
- c) JACOP Self-Assessment

The Annual Risk Management report was not in the meeting pack and it was agreed it would be added to the next Board meeting in November.

Action: Deputy Clerk to add the Annual Risk Management report to the next Governing Body meeting agenda.

23.84 FINANCE AND BUSINESS REPORT

i) Finance and Business report

Gary Chin introduced the report advising it was the first draft of the year end position as of 31 July which was subject to audit with the final signed off version being presented to the Board meeting in December. The report covered the following.

- Income – Since the last report, income had gone up by £173k mainly from the other income line due to commercial activity such as catering, nursery, business units and Turing coming in higher than forecast. In addition to that there had been recharges to other organisations with HBSA coming in higher than anticipated and the Skills Development Fund.
- Pay costs – This had come in at £414k below budget which was a major achievement with the issues and challenges faced in recruiting staff.
- Non-pay costs – This had gone up from the previous forecast by £186k mainly due to additional expenditure in particular relating to energy costs.

In response to a Governor question, Gary confirmed that the cleaning services were now outsourced. Another Governor asked if we could find out if the cleaning company had a modern slavery policy.

Action: John Beaty to check the outsourced cleaning company's policy on modern slavery.

- *Confidential item – commercially sensitive*

The Chair thanked Gary for his reporting of the College and HBSA accounts.

- *Confidential item – commercially sensitive*

ii) Draft Reserves Policy

Gary Chin introduced the policy advising that the purpose was twofold; one in response to a question from Sarah Sandle following the Audit Committee meeting and to propose a draft College Reserves policy as required by the new ESFA financial handbook to provide the Board with reassurance that not only current commitments would be met, but also there were sufficient reserves to manage unforeseen financial circumstances in the future. The policy would be revised every three years or sooner if there were any environmental changes.

The Board **noted** the detail of the Finance and Business report and **approved** the Draft Reserves Policy.

23.85 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:

- Annual self-assessment – The self-assessment had been completed earlier this year in draft format to ensure curriculum departments had up-to-date position statements in readiness for the impending Ofsted inspection. However, the timeline would not change for the validation of those self-assessments.
- Recruitment -There had been a positive shift in curriculum staff recruitment for vacant posts over the summer. There were still however, several vacancies but significantly fewer than this time last year, and these were mainly isolated in construction. These gaps were currently being filled through part-time, agency or temporary amendments to programme delivery.
- Teacher Training – There were 16 staff members scheduled to undertake initial teacher training this year as we were seeing more staff coming out of industry.
- Review of Quality Improvement Plan – Ryan was pleased to report that all 15 actions had been completed in full and signed off. There were links in the document that Governors could click on and get further details to review specific actions.
 - Outcomes for learners –Looking back at outcomes for learners and apprentices for last year (2022/23). Again, there were links in the

documents so Governors could drill down to the raw data. Outcomes were due to be finalised for R14 (18 October), however the vast majority (96%) of outcomes were finalised and reported at R13. The remaining 4% of results were largely due to continuing adult or sub-contracted learners, individuals re-sitting assessments, or those waiting for achievements to be claimed and recorded.

- Retention finished at around 94% which was a significant improvement on the post Covid years and back to where we were in 2018-2019. There had also been a substantial increase in the volume of achievements.
- The performance of the College's two sub-contracting partners, The Skills Network (TSN) and Pilot Ltd. remained strong with achievements currently outturning at +4.9% above the national rate. These outcomes will improve further once all outcomes were reported and recorded.
- 16-19 vocational and technical achievements were currently 89.0% against a national rate of 82.9% (+6.2% above) and adult achievement was currently at 89.1% against a national rate of 87.1% (+2.0%). This gave a provisional overall achievement rate of +4.3% above the prevailing national rate. Whilst overall achievement rates were yet to be finalised, these provision type outcomes were unlikely to significantly change.
- GCSE results – Overall high-grade GCSE attainment was below the sector benchmark with English at -3.3% and Maths at -5.8% below). It was an area where we know we had challenges and we need to keep working on it. The policy and approach was right with learners attending more and being more engaged but need to push to get the high grade achievements. However, 151 learners passed who had not passed when they came to the College from school.
- Apprenticeships – Currently, achievement stands at 60.2% against a national average of 53.3% (+6.9%), with the best case being 73% if all apprentices achieved. Due to the nature of the apprenticeship provision being largely RORO, there were still a significant proportion of outcomes not yet recorded and these would be reported at the Governing Body meeting in November.
- National Student survey – This relates to students on Higher Education programmes. Overall, the results were extremely positive with an action plan developed from the results. There were links in the report to drill down and see further information.

A Governor asked if the targets would be stretched in light of the positive result. Ryan responded that our targets were set at 2% above the national rate but he believed the national rate was likely to increase and it was about consistency of getting everyone above the national rate.

In answer to the Chair's question on the outstanding results, Ryan replied that there was a report on all outstanding outcomes and regular meetings were held to go through them and they were being closed down rapidly. Ryan advised he would produce a full outcome report with more detail for the next meeting.

In response to a Governor question on how the start of term was progressing to previous years, Ryan said it was very positive with an improvement in learner behaviour and an increase in learner volumes.

International/Partnership work/other

John Beaty took the section on international and partnership work as read and highlighted the details of the pay negotiations with the trade unions. Confidential section.

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

23.86 SAFEGUARDING POLICY

John Beaty introduced the policy. The policy had been updated in line with the latest version of 'Keeping Children Safe in Education'. John drew attention to the sections in green which were the updates to the policy which Katy had included in the presentation at the beginning of the meeting.

The Safeguarding Policy was **approved**.

23.87 MEETING FEEDBACK

Governors considered the Deputy Clerk's report on feedback from the meeting held on 5 July 2023.

The feedback report was **noted**.

23.88 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 Chief Executive confirmed the Governor links would remain the same for 2023/2024.
Action: Ryan Halford advised that an email would be sent out inviting Governors to the Governor Learning Walks and to attend the Curriculum SAR Panels schedule.

23.89 DATE OF NEXT MEETING, ANY OTHER BUSINESS AND CONFIDENTIALITY

- i) The date of the next meeting was confirmed as Monday 6 November 2023
- ii) It was **agreed** that the report on the Saudi Project should remain confidential; the item under the Budget 2023/2024 and the Pay negotiations section should also be marked as confidential.