

**MINUTES OF THE MEETING OF THE FURTHER EDUCATION CORPORATION  
OF BURTON AND SOUTH DERBYSHIRE COLLEGE HELD ON  
WEDNESDAY 6 NOVEMBER 2023, CONFERENCE ROOM/MS TEAMS**

**PRESENT**

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

**IN ATTENDANCE**

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

**PART 1**

**23.91 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 Chair welcomed Christian Modiga, Student Governor to the meeting.

There were no new declarations of interest.

**23.92 MEMBERSHIP MATTERS**

**i) Skills/Experience Audit Summary October 2023**

Members **received** the Skills and Experience Audit. This was completed on an annual basis or when a governor left, and a new governor appointed. Governors **noted** the summary and concluded that the Governing Body and its committees were well served with a good balance of skills and experience.

**ii) Governing Body Business Cycle 2023/2024**

Members **noted** the updated Business Cycle for 2023/2024.

### **23.93 MINUTES OF PART 1 OF THE MEETING HELD ON 20 September 2023**

The minutes of the meeting held on 20 September 2023 were considered and **approved** as a true record with no matters arising.

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

The Chief Executive introduced the policy update taking it as read. The update covered the following.

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

The Chief Executive highlighted some points which she wanted to make Governors aware of against the College adaptive plan. These were in respect to the DFE changes to the funding of qualifications and the proposed level 3 qualification ie T Levels and the future Advanced British Standard announced by the Prime Minister. There was a concern about the pathway to progress from level 2 to level 3 for learners on vocational programmes. The Chief Executive advised they would be working with the Chartered Institution for Further Education on this and also with employers to ensure they were aware of the implications. She gave the example that for public services there would be a small qualification accompanied by two A Levels. BSDC currently offers an excellent Public Services course with students progressing into employment across a range of public services. BSDC does not offer A Levels (as there is plenty of provision locally) and would therefore not be able to offer this provision unless it reinstated A Levels but being a more academic programme, it was unlikely to attract and retain students. The Chief Executive felt that this example demonstrated a lack of understanding about vocational learners and DFE providing programmes that schools could offer. In answer to a Governor question, Ryan advised that a carpentry and joinery learner may have started on level 1 full-time, progressed on to level 2 full-time and then possibly progressed on to level 3 but now the only option would be to progress on to a T level which could be challenging for a vocational learner as T levels had a lot more classroom based technical content. Another Governor asked what action they wanted the Board to take. The Chief Executive responded that the SLT were managing the changes in terms of cutting unfunded provision and offering what DFE fund but would like the Board to support with messages to employers and influencing bodies for example CBI, Chamber of Commerce etc. **Action: Dawn and John to work on the message for Governors.**

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

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

**CONFIDENTIAL**

### **23.96 STUDENT COUNCIL UPDATE**

Members introduced themselves to Christian. Christian then went on to

introduce the Student Council update explaining that he was the Student Governor and was undertaking a L2 course on Motor Vehicle Maintenance and Repair Principles. The update also covered the following.

- Introduction to student council - Sveta Zghurieva (Learner representative) Millicent Ennis-Emms (Events Planner) Mark Howard (Treasurer) and Taianne Mundell (HE representative). Christian gave a brief description of the work they would be undertaking with learners.
- The current impact of the student council –BE social lunch clubs had started. Hosted a stand at the wellbeing fayre in October. A member of student council was represented at all the Ofsted focus groups which included male, female and LGBT.
- Future impact – Looking at opportunities for raising funds including the annual Derek’s tree to ensure disadvantaged children in the local area receive a gift at Christmas.

The Chair thanked Christian for his report.

The report was received and **noted** and Members **ratified** the appointment of Christian Modiga as the student member.

### **23.97 MINUTES OF THE AUDIT COMMITTEE ON 12 SEPTEMBER 2023**

The minutes of the Audit Committee held on 12 September 2023 were **received**.

The summary report had been approved by the Corporation at its meeting on 20 September 2023. It was **noted** that the Corporation had **approved** the reports on: Annual Risk Management Report, Fraud self-assessment and the JACOP self-assessment. However, the Annual Risk Management Report was not available at the last meeting and was therefore included in the meeting pack. Gary highlighted the main points from the report.

The Board **adopted** the Minutes of the Audit Committed on 12 September 2023

### **23.98 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:

- 16-19 numbers were currently 1840 (subject to withdrawals) which was significantly higher than the allocation of 1702 which was really good news.
- Key outputs for the year
  - 16-19 achievement was 6.4% above national rate
  - 19+ achievement was 1.6% above national rate
  - Overall achievement was 4.2% above national rate
  - Sub-contractors 4.8% above sector average
  - Apprenticeship achievement was 9.5% above the national average

These were a really strong set of achievement results and the best that the College has ever out turned in its history. A very positive outcome putting the College in a really strong position.

- *Confidential item*
- Learner engagement was currently at around 88.3%.
- Outcomes had been finalised and there were links in the report to drill down and see the information course by course.
- Apprenticeship achievement was 62.8% which was significantly above national average. However, we had secure plans in place to improve apprenticeship achievement.
- Formal reviews had not been undertaken due to the inspection but they would now be started and will come through in the reports.
- A total of 123 learning walks had been conducted since the start of term, September 2023.

### **International/Partnership work/other**

John Beaty updated on the following.

- Progress in establishing a 'private training provider' – This was progressing well with the onboarding of two key members of staff who have spent time with key managers in the College. The pipeline was looking good.
- People and Performance – We were currently undertaking the process of signing up to the pledge to become a Real Living Wage Employer.
- Awards – We were informed that we were not successful with our entry to the Queen's Anniversary Prize for Higher and Further Education but we were informed that we neared the final shortlist and would be seeking feedback to improve a future submission. **Action: John to update Everton and Rajinder on the feedback received.**
- Sustainability – We had completed stage 1 (of 3) of our sustainability action plans.
- We had it confirmed today that we had secured in D2N2 and Stoke and Staffordshire about a £1m worth of additional funding. Part of this was to further develop our motor vehicle provision and end point assessment capabilities, and in South Derbyshire, it would be establishing a green and sustainability centre based on construction skills. The DfE would be sending out contracts shortly and there were certain key milestones we had to achieve over the next six months. This was another large amount of money to enhance what we do at the College.

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

### **23.99 FINANCE AND BUSINESS REPORT**

Gary Chin introduced the report for period 2, 30 September highlighting the following points.

- Income and expenditure – There was not much movement at this stage in terms of forecast.
  - 16-19 income – following approval of the budget we received additional funds from the Government of £633k for additional pay costs. This has therefore taken the forecast deficit that we budgeted at the beginning of the year to a forecast surplus of £206k.
  - 16-19 numbers had been exceeded by 138 and though we were not eligible for an in-year funding increase, the 138 would translate into an additional funding increase next year of approximately £620k for the

increase in student numbers.

- In addition to the £633k received this year, the Government had indicated that there would be a further 2% next year, approximately £550k.

Overall, a strong position as we had gone from a -£135k EBITDA to a plus £135k

- Financial Health– With the additional funding we were now forecasting a good financial health.

A Governor commented that this illustrated that the efforts put in to meet the challenges were now being rewarded. There were difficult and challenging decisions that had to be made and it was really good that Governors could see the rewards of the work put in by the executive team.

- Cash flow – We were currently in a very strong financial position.
- Waivers – Gary highlighted the waivers for the artwork, cyber security and engineering material and testing equipment. The Board **noted** and **approved** the waivers.
- Capital – The amounts allocated, money received to date, project deadline and an explanation of the grant conditions were highlighted.

### **23.100 CRITICAL SUCCESS FACTORS**

John Beaty updated on the closed CSFs for 2022-2023 for Governor information. John also highlighted the key points on the CSFs for 2023-2024.

The Critical Success Factors were **noted** for both the close of CSFs for 2022-2023 and the update on CSFs 2023-2024.

### **23.101 MEETING FEEDBACK**

Governors considered the Deputy Clerk's report on feedback from the meeting held on 20 September 2023.

The feedback report was **noted**.

### **23.102 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 – Governors had learner walks booked in.

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

- i) The date of the next meeting was confirmed as Monday 6 December 2023 on MS Teams.
- ii) The Chair thanked Sarah Marshall, Sarah Sandle and Rajinder Mann for their contribution in the Ofsted inspection meeting and to Chris Prosser and Dan Janes for their contribution during Ofsted on Skills.

- iii) Frank McArdle updated on the visit from Toyota City and how impressed the Japanese were with the college. The feedback from them was excellent.
- iv) It was **agreed** that the item on Ofsted outcomes and the report on the Saudi Project should remain confidential.