



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING HELD VIA ZOOM ON**  
**TUESDAY, 19<sup>th</sup> October 2021**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 6.33 p.m.

**PRESENT:**

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Callum Beckwith	Student Member
Peter Bury	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Mark Granby	Independent Member – from 5.51 pm
Daniel Hart	Student Member – to 5.31 pm
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Faheem Nawaz	Independent Member
Naomi Sharples	Independent Member
Paul Smith	Independent Member

**IN ATTENDANCE:**

Andrew Harrison	Deputy Principal Finance and Corporate Services
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

<b>21/22.11</b>	<b>APOLOGIES (AGENDA ITEM 1)</b>
	<p>Apologies for absence had been received from Chris Trees, Emily Cowburn and Jeanie Frodsham and it was noted that Mark Granby would join the meeting later.</p> <p>The Clerk confirmed that Caitlyn O’Sullivan had decided not to become a Student Governor and in accordance with the election arrangements it was recommended that Callum Beckwith be appointed as a Student Governor and Member of the C&amp;Q Committee from 19th October 2021 to 31st August 2023.</p> <p>The Chair welcomed Faheem Nawaz, Daniel Hart and Callum Beckwith to their first meeting.</p>
	<p>It was <b>Resolved</b> that:</p> <p>a) <b>The contents of the report should be noted; and</b></p> <p>b) <b>Callum Beckwith be appointed as a Student Governor and a Member of the C&amp;Q Committee from 19<sup>th</sup> October 2021 to 31<sup>st</sup> August 2023.</b></p>
<b>21/22.12</b>	<b>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</b>
	<p>Trustees and Members of the BCET Board declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies. Mark Granby had asked that his interest as a Trustee of Bury Athletics Club be recorded. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.</p>
<b>21/22.13</b>	<b>MINUTES (AGENDA ITEM 3)</b>
	<p>The Minutes of the Corporation Board Meeting on 21<sup>st</sup> September 2021 were approved to be signed as a true record.</p>
<b>21/22.14</b>	<b>MATTERS ARISING (AGENDA ITEM 4)</b>
	<p>The Clerk introduced the report which provided an update on matters arising from the Corporation meeting held on 21<sup>st</sup> September 2021.</p>

		It was <b>Resolved</b> that the contents of the report should be noted.
21/22.15		<b>CURRICULUM (AGENDA ITEM 5)</b>
		<p><b>a) Safeguarding and Prevent Update</b>  Director of Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Data Level 3 Referrals</b> – Details were outlined within the report;</li> <li>• <b>The Colleges response to national and Local Issues</b> - Following recent events and national media attention, a current topic of focus related to keeping women safe. This was being driven through the zero-tolerance approach to sexual harassment;</li> <li>• <b>Staff and Student Training</b> - Safeguarding training took place on 14<sup>th</sup> of September and further sessions would take place on CPD day 7<sup>th</sup> October;</li> <li>• <b>Informal training, newsletters and e-bulletins</b> - The sexual harassment video had been circulated to all staff and a parental letter would be sent to parents in regards to the zero-tolerance approach to sexual harassment;</li> <li>• <b>Mental health support</b> - All students who had declared that they require mental health support had been contacted by the Counselling and Wellbeing Team;</li> <li>• <b>Prevent</b> - No referrals have been made;</li> <li>• <b>Online Safety and IT Monitoring</b> - Online Safety training for all teaching staff would take place on CPD Day 7<sup>th</sup> October; and</li> <li>• <b>LADO – Local Authority Designated Officer</b> - No referrals have been made to the LADO.</li> </ul> <p>Following a question, it was confirmed that although there had been 3 referrals of sexual harassment there had been no disciplinary action as those accused were not students or members of staff of the College.</p>
		It was <b>Resolved</b> that the contents of the report should be noted.
		<b>b) Covid Update</b>
		<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that the College continued to report all cases to the local public health team. As evidenced by the regular Covid reports to Members, there had been a small rise in cases reported and risk assessments continued to be sufficient and the control measures were reviewed regularly.</p> <p>A recent open evening took place on campus and with the support of the local public health team a number of additional control measures were implemented to ensure the safety of staff and visitors. There continued to be a small onsite testing facility to support lateral flow testing where required. Staff and students were expected to undertake home Covid tests and record the outcome.</p>
		It was <b>Resolved</b> that the contents of the report should be noted.
		<b>c) Headline SAR and QIP</b>
		<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that Self-Assessment activity was currently underway in curriculum teams ahead of panels which had commenced on 11<sup>th</sup> October 2021. The College SAR would be considered by the the Curriculum and Quality Committee in November ahead the Corporation meeting in December.</p> <p>Submission of the SAR to Ofsted would be made before the Christmas break. Emerging strengths and areas for improvement indicated that the College would self-assess as a grade 2/good for 2020/21 with a grade 2 for all key judgements and types of provision.</p> <p>Following discussion, it was confirmed that the judgements made were supported by internal and external quality assurance and improvement activity and by strong outcomes and destinations reported for learners in 2020/21.</p>
		It was <b>Resolved</b> that the contents of the report should be noted.

<b>21/22.16</b>	<b>PERFORMANCE (AGENDA ITEM 6)</b>
	<p><b>a) Enrolment 2021/22</b> The Principal detailed current enrolments within the following funding categories: 16-18 FT; HE; Apprenticeships; Adult and the Tuition fund. Further updates would be provided to Corporation and Resources Committee meetings.</p> <p>Following questions Members noted that;</p> <ul style="list-style-type: none"> <li>• Key funding risks related to Apprenticeship provision and CDF, which would be monitored by the C&amp;Q Committee:</li> <li>• The 4-year trend in pre-census withdrawals was positive;</li> <li>• The GM Chairs group had asked if comparative enrolment data could be made available; and</li> <li>• The HE retention target was 95%.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<i>Daniel Hart withdrew from the meeting at 5.31 pm</i>
	<p><b>b) Leadership Team Targets – Report and Minutes from the Remuneration Committee – 23<sup>rd</sup> September 2021</b> The Clerk introduced the report as follows:</p> <p><b>a) SPH Targets 2021/22</b> On 23<sup>rd</sup> September 2021, the Remuneration Committee reviewed the SPH Target Outturn for 2020/21 and discussed Targets for 2021/22. The report provided a further update on the specific Covid targets that had been established and assurance was given that these arrangements could be reintroduced quickly, if required.</p> <p>Members recognised that the financial targets must be flexible in order to fully deliver the College Mission, provide adequate and sufficient resources and support processes to students and ensure improvements in quality. Discussions should be held at the Resources Committee to establish a development fund.</p> <p><b>b) Wellbeing in Leadership – FE Trust Report</b> Members of the Committee had acknowledged that the SPH's would have heavy workloads but they needed to be sure that this was not taking its toll. The College arrangements were detailed in the minutes of the Remuneration Committee.</p> <p><b>c) Clerks Objectives 2021/22</b> Also, at the meeting on 23<sup>rd</sup> September 2021 the Remuneration Committee agreed the 2021/22 objectives for the Clerk. A copy of the Objectives was included within the report.</p>
	It was <b>Resolved</b> that:
	<p><b>a) The contents of the report should be noted;</b>  <b>b) The Leadership Team Targets 2021/22 are agreed;</b>  <b>c) The Wellbeing Arrangements are noted; and</b>  <b>d) The Clerks Objectives 2021/22 are noted.</b></p>
	<p><b>c) Letter from John Edwards, Interim ESFA Chief Executive</b> The Clerk introduced the letter of introduction from John Edwards, Interim Chief Executive, ESFA, for the information of Governors.</p> <p>Following discussions, it was confirmed that the trends and recognised and understood.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.17</b>	<b>FINANCE/AUDIT (AGENDA ITEM 7)</b>
	<p><b>a) Management Accounts</b> The Deputy Principal Finance &amp; Corporate Services introduced the report and asked Governors to consider revisions to the forecast which took into account subsequent funding allocations and commitments. The underlying operating surplus had reduced by £38k and there was a minimal impact on cash-flow. The</p>

	<p>underlying deficit had increased by £425k because of the increase in the Actuary forecast notional pension costs of £387k but this had no cash-flow implications.</p> <p>The College had identified Apprenticeship Income and CDF work placement income at risk after a slow start, and would continue to monitor and advise any revisions in forecasts as the year progressed.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• The September 2021 Management Accounts were on the Governor Portal;</li> <li>• Cash generation remained strong; and</li> <li>• The Resources Committee would consider the establishment of a Development Fund.</li> </ul>
	<p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b></p> <p><b>b) The Resources Committee would consider the establishment of a Development Fund.</b></p>
	<p><b>b) Property Strategy</b></p> <p>The Deputy Principal Finance and Corporate Services introduced the report as follows:</p> <p><b>Health Innovation STEM Centre</b> - The Section 106 Agreement was signed and the Corporation sealed applied by the Chair of the Corporation and Principal on 30th September 2021, planning permission had now been granted and the contractor had commenced works.</p> <p>Following a question, it was confirmed that contingency arrangements to deliver the planned curriculum were in place, if the September/October 2022 deadline was not achieved.</p> <p><b>FECA Projects</b> – The deadline had been extended to September 2021 from March and the full allocation had been claimed.</p> <p><b>T-Levels (Education &amp; Childcare)</b> - The refurbishment was due to be handed over on 15<sup>th</sup> October 2021.</p> <p><b>Estates Masterplan</b> - Transformation bids for £11.4m refurbishment had been submitted.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
	<p><b>c) Draft Members Report</b></p> <p>The Deputy Principal Finance and Corporate Services introduced the latest draft of the 2019/20 Statutory Accounts. The highlighted areas were still under development and were mainly the audit certificates.</p> <p>The early sight of the draft accounts gave Governors the opportunity to review the draft Operating &amp; Financial Review (OFR). These were currently subject to audit for which no material changes had, so far, been identified. These showed an out-turned £180k surplus including notional pension adjustments which was an improvement on the July 2021 Management Accounts, presented to the September Corporation, as the pension adjustments were slightly less.</p> <p>The final 2020/21 Statutory Accounts would be presented to the Resources and Audit Committees in November and to the December Corporation Meeting for sign-off. The College would also complete a Finance Record containing the final figures to the ESFA. This would have the College's assessment of Outstanding Financial Health. In addition, the Bank Covenants had been met.</p> <p>A Member asked if the achievement of the Silver TEF award for quality of HE provision could be included within the report.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
	<p><b>d) Grant Thornton Revised Audit Plan</b></p> <p>The Deputy Principal Finance and Corporate Services introduced the report and confirmed that in previous years a key element of the audit approach for Revenue was the receipt of funding confirmations from the ESFA. Grant Thornton had now identified the additional audit work required and had updated the External Audit Plan. Grant Thornton had confirmed that, assuming robust College documentation, the estimate of additional audit time was 100 hours at an additional fee of £8,500 + VAT.</p>

	Given that the extended audit work was due to start soon in October and the next Audit Committee was not scheduled until 23rd November, the Corporation was asked to approve the updated Grant Thornton External Audit Plan 2020/21.
	It was <b>Resolved</b> that: <b>a) The contents of the report should be noted; and</b> <b>b) The Updated External Audit Plan is approved.</b>
	<b>d) Staff Survey 2021</b> The Principal introduced the report which provided comparative data against 2018/19 survey results. The satisfaction rate had improved against all questions bar one. The report highlighted the top 10 areas of: greatest improvement; highest scoring satisfaction and lowest scoring satisfaction.  Following questions, it was confirmed that the results would be shared with staff and staff focus groups would be established to agree actions/recommendations around the areas of lowest scoring satisfaction. Progress would be reviewed in more detail by the Resources Committee.  Members noted that the completion rate was lower than the comparative report in 2018/19, however there had been a general increase in scores.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.18</b>	<b><u>BURY COLLEGE MULTI-ACADEMY TRUST (AGENDA ITEM 8)</u></b>
	Mark Granby introduced the report which provided an update on the Trust's activities, in particular, Members noted that: <ul style="list-style-type: none"> <li>• A new Trustee had been appointed who would bring a sound professional skill set to the Board;</li> <li>• The Financial position was strong and would facilitate future investment opportunities</li> <li>• Following a section 8 inspection a rapid action plan had been established to accelerate improvements;</li> <li>• The outcome of the RSC Headteacher Advisory Panel was awaited.</li> </ul> Following a question, it was confirmed that there was good engagement with local communities which had been reinforced by very positive feedback from parents.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.19</b>	<b><u>GOVERNANCE (AGENDA ITEM 9)</u></b>
	<b>a) Governor Attendance Data 2020/21</b> The Clerk confirmed that the Corporation had an attendance target of 75% and the percentage attendance at Corporation meetings in 2020/21 was 81.65% (compared to 78.57% in 2019/20), overall attendance at Corporation and Committee meetings was 82% (the same as 2019/20). Attendance at Committee meetings was: Resources 85%, Audit 87%, Curriculum and Quality 74%, Search 100% and Remuneration 100%.
	<b>b) Governor Skills Audit 2021</b> The Clerk confirmed that Governors had completed a skills audit in September 2021. A summary of the results was outlined within the report. It was clear that there was a good overall balance of skills to enable Members to fulfil their responsibilities. In addition, the skills of the Board have been strengthened by the recruitment of a new Member with Financial skills.
	<b>c) Governor Self-Assessment 2021</b> The Clerk confirmed that the Self-Assessment had been completed in August/September by Governors. The summary report detailed the outcomes, which were very positive. In addition to Members comments, notes of clarification had been added where required.
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>d) Remuneration Committee Annual Report 2020/21</b> The Clerk confirmed that in order to fully comply with the Remuneration Code, on 23rd September 2021, the Remuneration Committee reviewed and approved the Committees Annual Report 2020/21, for submission

	to the Corporation. In accordance with the Remuneration Code, the College will publish the remuneration annual statement, within Note 7 of the College Financial Statements, for 2020/21.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.20</b>	<b><u>MEETING EVALUATION FORM (AGENDA ITEM 10)</u></b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meeting held on 21 <sup>st</sup> September 2021, which was noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.21</b>	<b><u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 10)</u></b>
	<ul style="list-style-type: none"> <li>• 5.00pm Tuesday, 14th December 2021</li> <li>• 5.00pm Tuesday, 25th January 2022</li> <li>• 5.00pm Tuesday, 22nd March 2022</li> <li>• 5.00pm Tuesday, 3rd May 2022</li> <li>• 5.00pm Tuesday, 28th June 2022</li> </ul>

*There being no further discussion the meeting closed at 6.33 p.m.*

Signed and approved as an accurate record of the meeting:.....Date.....

Summary of Actions – Corporation Meeting on 19 <sup>th</sup> October 2021			
Item	Action	Person Responsible	Timescale
<b>21/22.17 FINANCE/AUDIT Management Accounts</b>	The Resources Committee would consider the establishment of a Development Fund.	Deputy Principal Finance and Corporate Services	Resources Committee 23 <sup>rd</sup> November 2021