



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 20th OCTOBER 2020

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.50 p.m.

PRESENT:

Liaqat Ali	Independent Member
Jamie Brown	Student Member
Peter Bury	Independent Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Peter Nicol	Independent Member - Chair
Paul Smith	Independent Member
Chris Trees	Independent Member – Vice Chair

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

20/21.10	APOLOGIES (AGENDA ITEM 1)
	Apologies for absence had been received from Jeannie Frodsham, Jade Glazer, Helen Hubert and Jafar Iqbal.
20/21.11	DECLARATIONS OF INTEREST (AGENDA ITEM 2)
	As Trustees and Members of the BCET Board the Chair, the Vice Chair, the Principal/CEO, Mark Granby declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
20/21.12	MINUTES (AGENDA ITEM 3)
	The Minutes of the Corporation Board Meeting on 22 nd September 2020 were approved to be signed as a true record.
20/21.13	MATTERS ARISING (AGENDA ITEM 4)
	The Clerk introduced the report which provided an update on matters arising from the Corporation meeting held on 7 th July 2020 and 22 nd September 2020.
20/21.14	STRATEGIC ISSUES (AGENDA ITEM 5)
	a) Covid-19 The Deputy Principal Curriculum, Quality and Standards provided a further weekly update on Covid cases and confirmed that each case had been contained within restricted bubbles and none were related. Following a question, it was confirmed that learners who had to self-isolate would continue their studies via remote learning. The proportion of face to face teaching being delivered at the College was currently 81%, with 19% delivered online. This was an average for all courses, with some courses lower (lowest 72%) and some higher (highest 100%).

	<p>The Academic staff Member had informed that Clerk that with the supervision and support of the HR department, she had attended the drive through Covid testing. Whilst it was uncomfortable, it was arranged quickly, same day appointment and results back within 36 hours. Excellent for staff and student's well-being and peace of mind.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>b) Ofsted Visit 7th and 8th October 2020 Deputy Principal Curriculum, Quality and Standards confirmed that the purpose of the visit was “to help learners, parents, employers and government understand how providers are meeting the needs of students and apprentices in this period, including learners with high needs and those with special educational needs and disabilities.” The visits did not result in a grade or judgement.</p> <p>During the visit, HMI explored the following three key themes:</p> <ul style="list-style-type: none"> • What actions are leaders taking to ensure that they provide an appropriate curriculum that responds to the reasonable needs of learners and stakeholders and adapts to changed circumstances? • What steps are leaders, managers and staff taking to ensure that the approaches used for building knowledge and skills are appropriate to meet the reasonable needs of learners? • How are leaders ensuring that learners are safe and well informed about potential risks, including from online sources? <p>The College would be provided with a report within 18 working days of the visit, which is published on the Ofsted website within 30 working days.</p> <p>Members expressed thanks to all who had been involved in the process in order to achieve such a positive outcome.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>c) Strategic Plan Update The Principal confirmed that the College Management Team had reviewed in detail the format and content of the College Strategic Plan. The majority remained the same and no changes have been made to the Vision/ Values/ Priorities. The headline facts page had been updated. The Chair confirmed that given the level of uncertainty and fluidity the Mission, Vision, Values, Strategic Priorities and Aims had remained unchanged from the previous year.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> a) The contents of the report should be noted; b) The Strategic Plan for 2020/21 is agreed; and c) The Strategic Plan for 2021/22 should be reviewed at the Corporation meeting in May 2021 for approval at the Corporation meeting in June 2021.
	<p>d) Senior Post Holder Targets 2020/21 The Clerk confirmed that on 22nd September 2020, Members of the Remuneration Committee had reviewed the proposed Curriculum, Financial/Human Resources/Physical Resources targets for 2020/21 and agreed that the targets should be reviewed to confirm that the College would continue to operate in a safety-first manner and follow all Governmental and Public Health England Guidance and that a target should be established for face to face delivery to students.</p> <p>Members recognised that the 75% staff survey return rate target was aspirational and asked that the survey should be as easy to complete as was possible.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> a) The contents of the report should be noted; and b) The Senior Post Holder targets 2020/21 are agreed.
	<p>e) Strategic Partnerships Update The Principal outlined the details of the College participation in a collaborative Institute of Technology bid which would build upon the College expertise/experience in Digital and Health Technologies. An update would be provided to the Resources Committee in November 2020.</p>

	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) An Update on the IoT Bid would be presented to the Resources Committee in November 2020.</p>
20/21.15	<u>CURRICULUM (AGENDA ITEM 6)</u>
	<p>a) Quality Strategy</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the 2020/21 Quality Strategy was presented for consideration and approval. A particular focus for this year would be on ensuring that the College continued to respond effectively to arrangements relating to Covid-19 and in particular that the curriculum and its implementation was well considered and continually reviewed in this regard.</p> <p>The SAR was being finalised and would be submitted to the C&Q Committee in November 2020.</p> <p>The Student Member confirmed that the learner voice arrangements were currently being organised.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Quality Strategy is approved.</p>
	<p>b) Apprenticeship Provision</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the historical poor performance of apprenticeship provision which was no longer offered by the College continued to impact negatively on outcomes. Some of this data went back to enrolments from 2016/17. Final achievement data for 2019/20 would be submitted mid-December.</p> <p>Following questions, it was confirmed that the impact of Covid-19 had been significant in apprenticeship provision. A significant number of Apprentices had been placed on a break in learning, a number furloughed, some made redundant and others have had the scope of their work changed. For many apprentices the impact of Covid-19 was continuing to impact on their learning. As an example, whilst apprentices in health and social care and childcare settings continued to receive remote support from their tutor, face to face visits and observation/learning in the work place continued to be suspended whilst Bury was classified as a high-risk area.</p> <p>The Student Member confirmed that he was working with the College work experience coordinator on a trial programme to improve learner feedback.</p> <p>Moving forward, all apprenticeships would move over to standards from frameworks. Significantly, those apprentices on Standards were required to sit a rigorous end point assessment. National rates to date had been significantly lower for standards than for frameworks. The team had made reasonable progress with regards to the transition to standards.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>c) Enrolment Update 2020/21</p> <p>The Principal confirmed that HE and Adult provision was almost at target, 16-19 was at target with the potential of a further 210 enrolments, provided that they met the census requirements.</p> <p>As previously mentioned, grade inflation across the area would have an impact on the College. It was estimated that there would be circa 700 less students being required to re-sit their English and Maths qualifications. This could result in a loss of income circa 250k, although some protection may be afforded by ESFA.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>d) Safeguarding and Prevent Update</p> <p>The Director of Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> All staff within the safeguarding team had recently received Level 4/5 DSL safeguarding training to ensure that they were confident and suitably trained to deal with safeguarding concerns;

	<ul style="list-style-type: none"> • The team were continuing to validate the data from enrolment reports and identify the students that had identified as a looked after child in error on enrolment forms; • Weekly and daily contact was taking place via the pastoral and safeguarding team with vulnerable students who were self-isolating to ensure that they were safe and had the support they need throughout the isolation period; • Multiagency work was ongoing the Safeguarding and Prevent Manager continued to attend multi-agency meetings to ensure continuation of support for students and to promote transition to the college and the Director of Personal Development had met with relevant representatives in the local authority and met fortnightly with the SEND team and connexions. This ensured the internal and external transition for students; • All students had been provided with online tutorial resources to support them to stay safe (including on-line) during this period; • The counselling team had adapted the service to enable them to continue to meet the students demand during the present situation; • A new training matrix had been developed to ensure that there is opportunity to go beyond statutory responsibilities to ensure all staff are equipped to deal with safeguarding issues; and • The safeguarding and prevent policy had been updated (for approval) to reflect Keeping Children Safe in Education 2020. <p>The Academic staff Member had informed the Clerk that the Safeguarding and general welfare of the students, since the appointment of the Director of Personal Development, had seen a real impact on raising awareness, policies and behaviour and staff had appreciated the training and up-dating received.</p> <p>A Member asked that the training matrix should ensure that staff had read and understood Keeping Children Safe in Education 2020.</p> <p>The Chair asked that the C&Q Committee should further review the revised safeguarding and prevent policy in November, with a report back to the Corporation in December 2020.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted. The revised Safeguarding and Prevent Policy is approved in principle; and The C&Q Committee should further review the revised safeguarding and prevent policy in November, with a report back to the Corporation in December 2020.
20/21.16	<u>FINANCE/AUDIT (AGENDA ITEM 7)</u>
	<p>a) <i>Management Accounts to 31st July 2020 and Draft Year-end Outturn</i></p> <p>The Deputy Principal Finance and Corporate Services confirmed that the July 2020 Management Accounts showed that the College had ended 2019/20 with a strong financial performance. The underlying operating surplus to 31st July 2020 was just over £1.8m (excluding pension adjustments). The impact of the COVID-19 situation had been to reduce apprenticeship income by about £200k but this has been more than offset by associated savings from partial closure including curriculum resources.</p> <p>Subsequent to the production of the July Management Accounts, the GMPF Actuary Report was received. The adjustments to the Income & Expenditure figures were slightly lower (i.e. better) than forecast so there was a bottom line surplus in the Draft Statutory Accounts. As predicted, there was, however, a major impact on the Balance Sheet with a £9.5m increase in the notional pension liability.</p> <p>Members noted the very positive cash balance.</p>
	It was Resolved that the contents of the report should be noted.
	<p>b) <i>External Audit Letters of Engagement for Bury College and BCE</i></p> <p>The Deputy Principal Finance and Corporate Services confirmed that agreement on the content of the Engagement letter had not been reached between the ESFA and Audit providers. This was the same for all Colleges within the sector.</p>
	It was Resolved that the contents of the report should be noted.

	<p>c) Draft Members Report 2019/20</p> <p>The Deputy Principal Finance and Corporate Services presented the latest draft of the 2019/20 Statutory Accounts. This gave Governors the opportunity to review the draft Operating & Financial Review (OFR). These were currently subject to audit for which no material changes had, so far, been identified. They show an out-turned £174k surplus including notional pension adjustments which was an improvement on the July 2020 Management Accounts as the pension adjustments were slightly less.</p> <p>The final 2019/20 Statutory Accounts would be presented to the Resources and Audit Committees in November and to the December Corporation 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. The Bank Covenants have been met.</p> <p>A Member suggested that an Internal Audit recommendation, which had been implemented from a previous year, that a report from the Bury College Multi Academy Trust should be a standing Corporation agenda item, should be reflected in the narrative.</p>
	It was Resolved that the contents of the report should be noted.
	<p>d) Management Accounts to 30th September 2020</p> <p>The Deputy Principal Finance and Corporate Services confirmed that the College had ended 2019/20, with a strong financial performance, with the Draft Statutory Accounts showing a £174k surplus including pension adjustments with an underlying surplus of £1.8m. The original 2020/21 budget was set over 6 months ago and therefore a revised forecast / budget has been set. The revised forecast reflected an increase in income but also some of the impact of Covid-19 control measures on operating costs. The revised budget still predicted an overall unadjusted deficit of £227k.</p> <p>The College had made a steady start to 2020/21, with an underlying operating surplus to 30th September 2020 of just over £0.25m (excluding pension adjustments).</p> <p>Following questions, it was noted that:</p> <ul style="list-style-type: none"> • Covid-19 PPE expenditure had been very high at £148k in the first 2 months, otherwise the College would be ahead of budget. Apprenticeship income had been estimated this month as achievement data was still being collated for 2019/20; • The year to date pay to income ratio of 64% had been achieved by proactive actions from the management team and an effective and efficient delivery model; and • The Treasury Policy would need to be reviewed in order to open a third bank account. This would be considered at the Resources Committee in November 2020.
	It was Resolved that:
	<p>a) The contents of the report should be noted; and</p> <p>b) The Treasury Policy should be reviewed by the Resources Committee in November 2020.</p>
20/21.17	<u>PROPERTY STRATEGY (AGENDA ITEM 8)</u>
	<p>The Deputy Principal Finance and Corporate Services confirmed the following:</p> <p>Health Innovation STEM Building – The design team was now in place and following extensive consultation with the curriculum teams an initial design was underway. It was anticipated demolition would commence after the asbestos removal. The aim was for early demolition and clearance of the Peel Health Centre by late December 2020 in order that ground condition could be identified before the contractor's tender. Another key consideration was the electricity supply to both the new building and the Woodbury campus. Reliance on the old sub-station which was part of the Woodbury building may need careful consideration.</p> <p>T Level Capital Fund – Bids - The College had submitted 3 T Level Capital Bids with the results being anticipated by the end of October 2020. This would provide an opportunity to review the design of the new build.</p> <p>Following a question, it was confirmed that any changes to the electrical supply may have significant costs.</p>
	It was Resolved that the contents of the report should be noted.

20/21.18	BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 9)
	<p>Mark Granby introduced the report which provided an update on the Trust's activities, in particular, Members noted that:</p> <ul style="list-style-type: none"> • The first Trust Board meeting of the year had taken place (virtually) with Mark Granby being elected as Chair and Chris Trees as Vice-Chair. The Trust Board had completed a skills audit that indicated that there were appropriate skills and experience on the Board to deliver effective governance; • New chairs of the local governing bodies at Radcliffe and Elton had been appointed; • The Annual General Meeting of the Trust's Members would take place on 21st January 2021; • The Trust had ended the financial year (31st August) with a much healthier surplus of approx. £313,000 - which was line with expectations in the Academies Financial Handbook; • Covid 19 had forced the cancellation of the statutory assessments at Key Stage 1 and 2. Schools had produced moderated internal assessments of pupil's progress; • Both schools fully re-opened to all pupils in September with appropriate measures in place supported by robust risk assessments; • Both schools have strong plans in place to switch to remote learning should this be required and in line with new statutory requirements; and • The partnership agreement with another school was operating in a healthy way and plans were being considered to support the school to convert to an academy and join the Trust.
	It was Resolved that the contents of the report should be noted.
20/21.19	GOVERNANCE (AGENDA ITEM 10)
	<p>a) Governor Attendance Data 2019/20 The Clerk confirmed that the Corporation had an attendance target of 75% and the percentage attendance at Board meetings in 2019/20 was 78.57%. Overall attendance at Board and Committee meetings was 82.61%. Attendance at Committee meetings was: Resources 86%, Audit 93.33%, Curriculum and Quality 80%, Search 100% and Remuneration 100%. From a survey of 95 Colleges attendance rates in 2019/20 ranged from 63% to 96% with the average being 83.9%.</p> <p>b) Governor Skills Audit 2020 The Clerk confirmed that Governors had completed a skills audit in September 2020. 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 new Members with Financial and Legal skills.</p> <p>c) Governor Self-Assessment 2020 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.</p> <p>A Member commented that the completion of the self-assessment document allowed all Governors to comment of the effectiveness of Governance arrangements and this could potentially be enhanced with 1:1 meetings with Governors. The Chair agreed to reflect on this and report back to the next meeting.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The Chair will report back to the next meeting on the option to implement 1:1 meetings (or other arrangements) with Governors in order to further review governance self-assessment.</p>
	<p>d) Remuneration Committee Annual Report 2019/20 The Clerk confirmed that in order to fully comply with the Remuneration Code, on 22nd September 2020, the Remuneration Committee reviewed and approved the Committees Annual Report 2019/20, 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 2019/20.</p>
	It was Resolved that the contents of the report should be noted.
	<p>e) Application of the College Seal The Clerk confirmed that since the last meeting of the Corporation held on 22nd September 2020, the College Seal had been applied on two occasions with the details being outlined within the report.</p>

	It was Resolved that the contents of the report should be noted.
20/21.20	<u>MEETING EVALUATION FORM (AGENDA ITEM 11)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meetings held on 7 th July and 22 nd September 2020, which were noted.
	It was Resolved that the contents of the report should be noted.
20/21.21	<u>COMMITTEE MINUTES (AGENDA ITEM 12)</u>
	Remuneration Committee 22 nd September 2020
20/21.22	<u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 13)</u>
	<ul style="list-style-type: none"> • 5.00pm Tuesday, 15th December 2020 • 5.00pm Tuesday, 26th January 2021 • 5.00pm Tuesday, 23rd March 2021 • 5.00pm Tuesday, 4th May 2021 • 5.00pm Tuesday, 6th July 2021 (potential move to 29th June 2021)

There being no further discussion the meeting closed at 6.50 p.m.

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

Summary of Actions – Corporation Meeting on 20th October 2020			
Item	Action	Person Responsible	Timescale
20/21.14 C) Strategic Plan Update	The Strategic Plan for 2021/22 should be reviewed at the Corporation meeting in May 2021 for approval at the Corporation meeting in June 2021.	Principal	Corporation May 2021 and July 2021
e) Strategic Partnerships Update	An Update on the IoT Bid would be presented to the Resources Committee in November 2020.	Principal	Resources Committee November 2020
20/21.15 d) Safeguarding and Prevent	The C&Q Committee should further review the revised safeguarding and prevent policy in November, with a report back to the Corporation in December 2020.	Director of Personal Development	C&Q November 2020 Corporation December 2020.
20/21.16 d)Management Accounts	The Treasury Policy should be reviewed by the Resources Committee in November 2020.	Deputy Principal Finance and Corporate Services	Resources November 2020
20/21.19 Governance	The Chair will report back to the next meeting on the option to implement 1:1 meetings (or other arrangements) with Governors in order to further review governance self-assessment.	Chair/Clerk	Corporation December 2020