



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING HELD ON**  
**Tuesday, 21<sup>st</sup> March 2023**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 6.52 p.m.

**PRESENT:**

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Syed Ali	Staff Member (Academic Staff Support)
Angela Davies	Independent Member
Charlie Deane	Principal
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Jane Macdonald	Independent Member
Stephanie Nixon	Independent Member
Robin Puri	Student Member
Naomi Sharples	Independent Member
Chris Trees – Vice Chair	Independent Member

**IN ATTENDANCE:**

Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Gemma Marsh	GMCA – Item 5
Lisa Matthews	Assistant Principal Adult Provision & Higher Education – Item 5
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

<b>22/23.52</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Peter Bury, Callum Beckwith and Mark Granby. The Chair welcomed Gemma Marsh to the meeting.
<b>22/23.53</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	As Trustees and Members of the BCET Board, the Vice Chair and the Principal/CEO 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.
<b>22/23.54</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 31 <sup>st</sup> January 2023 were approved to be signed as a true record.
<b>22/23.55</b>	<b><u>MATTERS ARISING (AGENDA ITEM 4)</u></b>
	The Clerk introduced the report which provided an update on matters arising from the Corporation meeting held on 31 <sup>st</sup> January 2023.
	The Principal confirmed that Ofsted would inspect the College from 28 <sup>th</sup> March to 31 <sup>st</sup> March 2023. Two meetings would be held with Governors to discuss Leadership and Management and how the College met Skills Needs. Further information would be made available after the planning meeting with Ofsted on Friday.

	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.56</b>	<b><u>GOVERNOR DEVELOPMENT SESSION – GEMMA MARSH - GM SKILLS AND WORKFORCE LANDSCAPE (AGENDA ITEM 5)</u></b>
	<p>Gemma Marsh, Director of Education, Work and Skills, GMCA made a presentation which included:</p> <ul style="list-style-type: none"> <li>• Key Challenges: Skills &amp; Work;</li> <li>• GM Growth Locations;</li> <li>• Bury Growth Sectors 2013 to 2023 including Food and Drink Manufacturing, Automotive Services, Metal Manufacturing, Appliances &amp; Personal Goods and Business Services;</li> <li>• Bury Declining Sectors 2013 to 2023;</li> <li>• The Devolution agreement was a GM system in which all stakeholders support the ambition to tackle inequalities and ensure: <ul style="list-style-type: none"> <li>• Residents reach their potential and are supported to enter, progress &amp; sustain good work or learning;</li> <li>• Business are enabled to play their part in connecting &amp; investing in a talent pipeline that is diverse &amp; resilient.</li> </ul> </li> <li>• Also, through Devolution GM makes a commitment to Government to deliver further faster on the National Policy through a strong accountability framework in the following areas: <ul style="list-style-type: none"> <li>• Post-16 education and skills;</li> <li>• Post-19 skills, including Free Courses for Jobs and Skills Bootcamps;</li> <li>• Careers;</li> <li>• Labour market governance; and</li> <li>• Contracted Employment Support.</li> </ul> </li> </ul> <p>The intent and main objectives of the GM devolved AEB provision.</p> <p>As a result of questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• In respect of delivery partners GMCA aimed to ensure that complementary provision was delivered;</li> <li>• The number of individual Bury residents accessing AEB provision had grown from 3,173 in 2019/20 to 3,579 in 2021/22;</li> <li>• The split by gender across GM as a whole was male: 38.5% female: 61.5% with the Bury position being male: 64% female: 36%. Differences may relate to the type/ sector of employer within the local area;</li> <li>• In each of the past 3 academic years, Foundations for Learning and Life saw substantially more enrolments in Bury than Preparation for Work;</li> <li>• Preparation for life was a key building block to progress towards the growth in Level 3 provision;</li> <li>• It was recognised that growth in Level 3 provision required investment in staff and resources;</li> <li>• February 2023 saw around 3,000 job openings in Bury, around double the February 2020 postings. The Bury job market had recovered well from the pandemic, with key occupations seeing high levels of vacancies. Demand had been largely driven by the public sector and roles in Education and Healthcare have led the vacancy market since the recovery. Teaching assistants, nurses, and carers were the top 3 in demand roles.</li> </ul> <p>Members thanked Gemma for her valuable and informative presentation.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.57</b>	<b><u>SAFEGUARDING AND PREVENT UPDATE (AGENDA ITEM 6)</u></b>
	<p>The Director of Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Safeguarding referrals – totalled 693;</li> <li>• Mental Health and wellbeing incidents totalled 619;</li> <li>• The College was planning a rollout for the ‘Enough’ and ‘Is This Ok’ campaigns to drive forward the zero-tolerance approach to sexual harassment;</li> <li>• Recommendation for governors to complete the ‘The Prevent Duty (Colleges and Universities)’ and Safeguarding (Colleges and Universities) which is an online module through TES;</li> <li>• RSM, the College Internal Audit Service had conducted an audit of the College Safeguarding arrangements. The report was very positive and provided substantial assurance. More details would be shared with Governors once the report had been reviewed by the Audit Committee in June.</li> </ul>

	<p>As a result of questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• 7 reports had been made to the LADO. The LADO would take no further action and the College would address issues through the disciplinary process;</li> <li>• There had been 3 exclusions for gross misconduct relating to sexual harassment; and</li> <li>• The College was in a good position to implement the known requirements of the proposed “Martins Law” legislation in relation to Prevent duties and accountabilities.</li> </ul>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li><b>The contents of the report should be noted; and</b></li> <li><b>All Members of the Corporation should complete the Prevent Duty and Safeguarding online training modules by 25<sup>th</sup> April 2023.</b></li> </ol>
<b>22/23.58</b>	<b><u>CURRICULUM (AGENDA ITEM 7)</u></b>
	<p><b>a) Draft Curriculum and Quality Minutes 8<sup>th</sup> March 2023</b></p> <p>Members received the draft minutes and noted that the actions agreed by the Committee were:</p> <p><b>C&amp;Q 22/23.33</b> Safeguarding and Prevent - The Committee would recommend to the Corporation that all Members should complete the Prevent Duty and Safeguarding online training modules.</p> <p><b>C&amp;Q 22/23.35</b> Performance High Needs Provision - The recently published FE Governance Guide expected FE Corporations to have a link Governor for SEND and it was agreed that this would be referred to the Corporation on 21<sup>st</sup> March 2023.</p> <p>In addition, the Committee had:</p> <ul style="list-style-type: none"> <li>• Received a presentation from Martin Attree, Head of Science, demonstrating how the science curriculum had been modelled to meet skills needs;</li> <li>• Reviewed progress in quality improvements within the Engineering team;</li> <li>• Agreed that a report on quality improvements in the Digital and Computing team would be made to the next meeting; and</li> <li>• Approved the College Equality Objectives 2020/24.</li> </ul>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li><b>The contents of the report should be noted; and</b></li> <li><b>Syed Ali be appointed as the link Governor for SEND provision.</b></li> </ol>
	<p><b>b) Quality Improvement Plan</b></p> <p>The Deputy Principal introduced the report and confirmed that, following a review by the C&amp;Q Committee on 23<sup>rd</sup> November 2022, the SAR had been approved by the Corporation On 13<sup>th</sup> December 2023. The QIP focussed on progress against 5 key areas, specifically:</p> <ul style="list-style-type: none"> <li>• Apprenticeship Achievement;</li> <li>• Teams/Individuals requiring improvement;</li> <li>• Level 1 Outcomes;</li> <li>• Attendance and Punctuality; and</li> <li>• Meeting the Skills Needs.</li> </ul> <p>As had been reported to the C&amp;Q Committee:</p> <ul style="list-style-type: none"> <li>• Positive progress had been made in most curriculum areas, however there were key risks being managed and mitigated in construction, digital and computing and engineering;</li> <li>• A progress report on engineering provision was reviewed by the C&amp;Q Committee. This confirmed that in Summer 2022 a new leadership and management team was appointed with a focus on raising standards and performance. There had also been other significant staff changes;</li> <li>• In relation to attendance and punctuality, work was ongoing to check that the pastoral framework was being implemented effectively and consistently;</li> <li>• There were also issues within social sciences. It was confirmed that this mainly related to retention on some A Level provision. Current retention was 82.6% compared to 70.1% at the same time the previous year; and</li> <li>• A report on progress within digital and computing provision would be made to the next C&amp;Q meeting.</li> </ul>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>

22/23.59	<p><b><u>REPORT FROM THE SEARCH COMMITTEE (AGENDA ITEM 8)</u></b></p>
	<p>The Clerk introduced the report and highlighted the following:</p> <p><b>a) Draft Search Committee Minutes 7th March 2023</b> Members received the draft Minutes for information and approved the Corporation Member reappointments recommended within the minutes and noted the process to implement the External Review of Governance in either November/December 2023 or January/February 2024.</p> <p><b>b) Search Committee Annual Statement and Policy 2022/23</b> Members received the Search Committee Annual Statement and Policy 2022/23 for information.</p> <p><b>c) Governor Reappointment Process</b> The relevant extracts from the College Standing Orders highlighted the processes for the appointment and reappointment of Corporation members. Members of the Search Committee had asked that the reappointment process should be reviewed in order that it is robust.</p> <p>Members considered that an option to improve the process and include a higher level of scrutiny would be to invite Members whose terms of office are due to expire to meet with Members of the Search Committee, when their attendance and contributions were being considered in respect of their potential reappointment.</p>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>i. <b>The contents of the report should be noted;</b></li> <li>ii. <b>The Governor reappointments recommended within the minutes are agreed;</b></li> <li>iii. <b>The timescale and process to implement the external review of governance is agreed;</b></li> <li>iv. <b>The Search Committee Annual Statement and Policy 2022/23 is received for information; and</b></li> <li>v. <b>The option to improve the Governor reappointment process, including the amendment to Section 2.4.6 of the College Standing Orders, is agreed.</b></li> </ol>
22/23.60	<p><b><u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 9)</u></b></p>
	<p>The Chair in the absence of Mark Granby, highlighted the following:</p> <ul style="list-style-type: none"> <li>• The DfE Regional Director’s Advisory Board met on 7<sup>th</sup> February and approved Park View’s application to convert into BCET. A DfE project officer had been assigned and they are working towards a conversion date of 1<sup>st</sup> September 2023;</li> <li>• The above would greatly assist the growth strategy; and</li> <li>• With the confirmation that Park View is joining the Trust work could commence on establishing a substantive central team.</li> </ul>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
22/23.61	<p><b><u>PROPERTY STRATEGY UPDATE (AGENDA ITEM 10)</u></b></p>
	<p>The Vice Principal provided an update in the following areas:</p> <ul style="list-style-type: none"> <li>• Health and Digital Centre – Practical completion was achieved on 21<sup>st</sup> February 2023. A summary of Deeds signed and the College Seal applied by the Chair of the Corporation and Principal on 7th March 2023 was appended to the report;</li> <li>• T Levels Education and Childcare - Project now complete. DfE visit took place on 19<sup>th</sup> October 2022 when additional evidence of spend was requested and submitted. No feedback had been received;</li> <li>• T Levels Engineering – Although the successful scope change request was declined, some minor refurbishment would still take place in the former Animal Care laboratories, to allow Engineering T-Level delivery to take place;</li> <li>• Transformation Fund – Beacon – Following an extension of time, 3 Tender documents were expected. The project was on-programme to complete by end December 2023. Woodbury - Work on-going with design team to progress designs to RIBA Stage 3. Planning permission was granted on 8<sup>th</sup> March 2023 for alterations to external elevations, provision of new public entrance with the pedestrian walkway and associated landscape works;</li> <li>• Greater Manchester Institute of Technology – The first claim had been successfully received. A revised cashflow had been submitted to DfE as per their request and the refurbishment of the Sports Centre was planned for Summer 2023;</li> <li>• Post 16 Capacity Fund - Bid submitted 11<sup>th</sup> November 2022 with the outcome expected Spring 2023;</li> <li>• Strategic Development Fund – A bid had been submitted;</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional Capital Allocation - ESFA funding to be used on measures that will improve the energy efficiency of the College's estate. All grant funded activities must be completed by 31<sup>st</sup> March 2025;</li> <li>• FE Reclassification Capital Allocation - ESFA funding to be spent on capital projects, prioritising condition improvement of the College's estate. Grant agreement letters will be sent in March 2023. Funding must be spent between 1<sup>st</sup> April and 31<sup>st</sup> March 2025; and</li> <li>• T-Level Wave 5 – Catering Curriculum – Bids prepared for both curriculum areas. Deadline for applications – 3<sup>rd</sup> February 2023 with results due Summer 2023. Projects to be completed by September 2024.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.62</b>	<b>FINANCE/AUDIT/HR (AGENDA ITEM 11)</b>
	<p><b>a) Audit Committee 7<sup>th</sup> March 2023</b></p> <p>Members received the draft minutes and noted that there were no specific actions agreed by the Committee. In addition, the Committee had:</p> <ul style="list-style-type: none"> <li>• Ensured that the Internal Audit Programme was on track to be completed within agreed timescales;</li> <li>• Noted the Colleges positive position against the RSM benchmarking report for 2021/22; and</li> <li>• Reviewed the College Risk Management Register and mitigating actions.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>b) Resources Committee 17<sup>th</sup> January 2023</b></p> <p>Members received the draft minutes and noted that the action agreed by the Committee was:</p> <p>RES22/23.27 – Staff Pay Award 2022/23 - In accordance with the College procedure for the avoidance of disputes UCU representatives and management representatives were invited to highlight their positions in respect of the staff pay award. The Committee resolved that “Based upon the information available, Members of the Resources Committee agreed that the pay offer conveyed to UCU on 12th December 2022, was the best available and therefore final. As had been requested, Members have asked that the Leadership Team should meet with UCU representatives to discuss next steps.”</p> <p>In addition, the Committee had:</p> <ul style="list-style-type: none"> <li>• Reviewed progress on the implementation of the Property Strategy;</li> <li>• Reviewed the Health and Safety mid-year update and noted that no changes to the H&amp;S Policy was required;</li> <li>• Received an update on Environmental Sustainability;</li> <li>• Scrutinised the management accounts and confirmed that the net cash flow from operational activities needed to be closely monitored; and</li> <li>• As previously reported, following directives from the ESFA, the College would continue with a subcontracting agreement with a 16-19 provider arrangement in 2022/23. ESFA had confirmed their support of the current arrangements while partners continued to explore a more appropriate long-term model for delivery. The Principal had confirmed with the LA that an alternative delivery model needed to be urgently finalised as there was no guarantee that Governors would agree to continue arrangements in to 2023/24.</li> </ul> <p>Following questions, it was noted that although Unison representatives had recommended to their members that the pay award offer should not be accepted, the Unison re-ballot of its members had resulted in an acceptance of the offer. A way forward would now be finalised.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>c) Management Accounts – January 2023</b></p> <p>The Vice Principal introduced the report and financial dashboard and confirmed that the operating deficit to 31<sup>st</sup> January was £6k (excluding pension adjustments), was £69k favourable to forecast outturn. Income was £30k favourable to forecast for the period, pay expenditure was £44k favourable and non-pay expenditure £5k adverse.</p> <p>The next re-forecast, based on Period 6 (January), would reflect the potential savings and risks identified in the Major Income &amp; Expenditure variances summarised in the report. The forecast outturn, balance sheet</p>

	<p>and cashflow forecast would be updated to reflect these, along with changes in relation to the latest known position for timing of capital spend and grant receipts.</p> <p>Construction continued on the new build Health &amp; Digital Centre, with the £4m balance of the project costs falling in this year. The budgeted July 2023 cash at bank had been reviewed and updated to reflect changes in timing of capital spend and receipts; the current forecast indicated a reduced July 2023 position.</p> <p>Members of the Resources Committee had asked that the net cash flow from operational activities should continue to be closely monitored.</p> <p>Members noted that payment profiles of grant funding for the capital project may result in changes to the projected cash balances and this would be carefully managed.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.63</b>	<b><u>PERFORMANCE (AGENDA ITEM 12)</u></b>
	<p>The Vice Principal introduced the report and highlighted the position in the following areas: 2021/22 Actuals and outturn; 2022/23 Allocations; 2022/23 Full Time enrolment update and 2022/23 funding update.</p> <p>Following questions, it was confirmed that variances highlighted within the report had been accommodated within the revised financial forecast.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.64</b>	<b><u>MEETING EVALUATION FORM (AGENDA ITEM 13)</u></b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 31 <sup>st</sup> January 2023, which were noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.65</b>	<b><u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 14)</u></b>
	5.00pm Tuesday, 25th April 2023 5.00pm Tuesday, 4th July 2023

***There being no further discussion the meeting closed at 6.52 p.m.***

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

<b>Summary of Actions – Corporation Meeting on 21<sup>st</sup> March 2023</b>			
<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timescale</b>
<b>22/23.57</b> Safeguarding and Prevent Update	All Members of the Corporation should complete the Prevent Duty and Safeguarding online training modules by 25th April 2023.	All Members	25 <sup>th</sup> April 2023
<b>22.23.59</b> Report from the Search Committee	The Governor reappointments recommended within the minutes are agreed.	Clerk to issue appointment letters	24 <sup>th</sup> April 2023
	The timescale and process to implement the external review of governance is agreed.	Clerk to invite expressions of interest.	24 <sup>th</sup> April 2023