



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD ON
Tuesday, 4th July 2023

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.38 p.m.

PRESENT:

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Syed Ali	Staff Member (Academic Staff Support)
Callum Beckwith	Student Member
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:

Richard Caulfield	Senior Policy Advisor GM Colleges (Item 5)
Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Christopher Lam	Student Governor Elect
Muhammad Shafay	Student Governor Elect
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

22/23.86	<u>APOLOGIES (AGENDA ITEM 1)</u>
	<p>Apologies for absence had been received from Mark Granby and Peter Bury and the Chair welcomed Richard Caulfield and the two Student Governors elect, Christopher Lam and Mohammad Shafay to the meeting.</p> <p>The Chair thanked the current Student Governors, Robin Puri and Callum Beckwith for their contribution to the work of the Corporation and the C&Q Committee and in their roles as Student Ambassadors.</p> <p>The Vice Chair highlighted that this was Peter Nicol's final meeting as a Governor and thanked Peter for his leadership and significant contribution to the development of the College as a Governor and as Chair of the Corporation.</p>
22/23.87	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	<p>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.</p>
22/23.88	<u>MINUTES (AGENDA ITEM 3)</u>
	<p>The Minutes of the Corporation Board Meeting on 25th April 2023 were approved to be signed as a true record.</p>

22/23.89	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk introduced the report which provided an update on matters arising from the Corporation meeting held on 25 th April 2023.
	It was Resolved that the contents of the report should be noted.
22/23.90	<u>GOVERNOR DEVELOPMENT SESSION – RICHARD CAULFIELD – GM COLLEGE POLICY ISSUES (AGENDA ITEM 5)</u>
	Richard Caulfield, Senior Policy Advisor, GM Colleges, made a presentation which included: <ul style="list-style-type: none"> • Mbacc <ul style="list-style-type: none"> • Designed to steer young people on the technical route to seven different career gateways at age 16; • Priority Sectors; • Academic and Technical Routes; and • Mbacc GCSE's. • Greater Manchester Local Skills Improvement Plan Strategic Priorities, including: <ul style="list-style-type: none"> • Basic IT/Digital skills; • Essential literacy, numeracy and digital skills; • Leadership & Management; • Net Zero/Sustainability; and • Basic soft skills specific to the workplace. • Greater Manchester Local Skills Improvement Plan Strategic Actions, including: <ul style="list-style-type: none"> • Deliver clear, structured activity for priority sector qualifications and curriculum planning that includes the 5 strategic priorities; • Support and advise on the development of the GM Integrated skills system; • Plan and deliver skills activity to support the development of GM growth and investment zones; • Increase and improve employer engagement with providers; • Collect data and skills intelligence – surveys, research and analysis 'real time all the time' – that accurately represents demand and supply; and • Deliver an effective communications plan and reporting mechanism for skills activity feeding into and out from the LSIP. • Local Skills Improvement Fund: <ul style="list-style-type: none"> • Must be a collaborative bid based around LSIP; • GM potential allocation £8.4m over 2 years; • Yr1 = £4.1m 50/50 capital & revenue, Yr2 = £4.3m 100% capital; • Stage 2 deadline mid-September • Implementation from October 2023 to April 2025 <p>As a result of questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • A number of the emerging new initiatives had been implemented previously and lessons needed to be learnt from this; • Although policy needed to be informed by employers it needed to be flexible and focus on the ambitions of students, which often changed; and • Although primarily responsible for meeting skills needs in Bury, the College supported the broader GM picture and reaffirmed its commitment to working collaboratively with other stakeholders. <p>Members thanked Richard for his valuable and informative presentation and he withdrew from the meeting at 5.34 p.m.</p>
	It was Resolved that the contents of the report should be noted.
22/23.91	<u>CURRICULUM AND QUALITY (AGENDA ITEM 6)</u>
	6a) Draft C&Q Committee Minutes 14th June 2023 Members received the draft minutes and noted that the actions agreed by the Committee were:

	<p>C&Q.22/23.47 – Ofsted - The QIP would specifically highlight the actions being taken to address the 4 items highlighted as areas for improvement by Ofsted.</p> <p>C&Q.22/23.49 - 16-19 study programmes - The C&Q Committee agenda should include a performance report on English and Maths provision including, where possible, benchmark data.</p> <p>In addition, the C&Q Committee had:</p> <ul style="list-style-type: none"> • Received a presentation from Andrea Plimmer, AP Health and Social Care, demonstrating how the Health and Social Care curriculum had been modelled to meet skills needs; • Received a report on progress within digital and computing provision and • Received the Ofsted report and noted that the QIP would specifically highlight the actions being taken to address the 4 items identified as areas for improvement by Ofsted.
	It was Resolved that the contents of the report should be noted.
	<p>6b) Ofsted Report</p> <p>The Principal confirmed that the final version of the Ofsted report has now been published. This included two amendments to the draft report suggested by the College. The Ofsted judgement mirrored the College Self-Assessment report that the College was overall “Good”. The Ofsted report confirmed that the 2021/22 Self-Assessment accurately identified the key strengths and areas for improvement. Following discussion at the C&Q Committee on 14th June 2023, it was confirmed that the QIP would specifically highlight the actions being taken to address the 4 items identified as areas for improvement by Ofsted.</p> <p>Members welcomed that Ofsted had agreed to make the two amendments suggested by the College.</p>
	It was Resolved that the contents of the report should be noted.
	<p>6c) Quality Improvement Plan</p> <p>The Deputy Principal stated that the recent Ofsted inspection confirmed that the 2021/22 Self-Assessment accurately identified the key strengths and areas for improvement and that:</p> <p>“Leaders have a clear oversight of the quality of their provision. They know their key strengths and areas for improvement. Leaders use appropriate quality improvement processes. Senior leaders provide suitable information about the quality of education to Governors. This includes subcontractors. Governors routinely hold senior leaders to account. For instance, to ensure that those apprentices who have not completed their apprenticeships on time, swiftly achieve.”</p> <p>The QIP detailed progress made in the following 5 key areas:</p> <ul style="list-style-type: none"> • Apprenticeship Achievement. • Teams/Individuals requiring improvement. • Level 1 Outcomes. • Attendance and Punctuality; and • Meeting the Skills Needs. <p>In addition, the QIP specifically detailed the actions being taken to address the 4 items (2 relating to apprenticeship provision, 1 to attendance and 1 to New Horizons Provision) highlighted as areas for improvement by Ofsted.</p>
	It was Resolved that the contents of the report should be noted.
	<p>6d) Safeguarding and Prevent Update</p> <p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 948; • Mental Health and wellbeing incidents totalled 823 and the 3-year trend would be included within the next report; • A third visit to Shalshelles and a second Visit to Mesivta took place 22nd May 2023; • The Prevent and Protect action plan was on track.

	<p>As a result of questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • The 4 permanent exclusions since September 2023 had related to complaints of sexual harassment and the College had a policy of zero tolerance on this; • A summer support rota would be implemented to provide students with continuing support during this period; • From September the Personalised Learning Centre would be the single point of access for student health and wellbeing issues; • KCSIE 2023 had been issued and the College Policy would be updated and reported to the next Corporation meeting; and • The College intended to purchase Staff Safe to manage low level allegations against staff and record safeguarding concerns.
	It was Resolved that the contents of the report should be noted.
22/23.92	FINANCE/HR (AGENDA ITEM 7)
	<p>7a) Draft Resources Committee Minutes 14th June 2023</p> <p>Members received the draft minutes and noted that the actions agreed by the Committee were:</p> <p>RES22/23.41 b Budget (CFFR) 2023/2025 - The College Financial Forecasting Return (CFFR) 2023/2025 is recommended to the Corporation for approval.</p> <p>In addition, the Resources Committee had:</p> <ul style="list-style-type: none"> • Noted the pay award position and that the College was no longer in dispute with UCU; • Approved the Health and Wellbeing, Redundancy and Public Interest and Disclosure (Whistleblowing) Policies; • Noted that the Transformation Fund Woodbury project was being reviewed in respect of timescale, programme content and costs in order to minimise disruption to students learning; • Approved the Fees Policy 2023/24; and • Approved the Sub-Contracting Policy 2023/24.
	It was Resolved that the contents of the report should be noted.
	<p>7b) Management Accounts</p> <p>The Vice Principal presented the College Management Accounts April Dashboard and confirmed that the operating surplus to 30th April was £265k (excluding pension adjustments), which was £146k favourable to Q2 forecast outturn. Income was £207k favourable to forecast for the period, pay expenditure was £89k adverse and non-pay expenditure £28k favourable.</p> <p>As previously reported the forecast year end position has been revised to accommodate the effect of potential risks and savings as identified in the major variances identified at P6 (March 2023), including the impact of the latest pay award offer. As part of finalising the P9 accounts and in preparation for the Financial Plan 2023-2025, any further significant variances would be incorporated in the 2022/23 forecast outturn.</p> <p>Members noted the College position against PI's and bank covenants, and in particular the positive cash balance position to July 2024.</p>
	It was Resolved that the contents of the report should be noted.
	<p>7c) Budget and CFFR 2023/25</p> <p>The Vice Principal confirmed that that Colleges must submit a 3-year CFFR by 31 July 2023, which includes an income & expenditure account, balance sheet and cashflow statement to show the 3 years: 2022/23 Forecast Outturn, 2023/24 Budget and 2024/25 Forecast. The College had completed the CFFR model and a detailed commentary and these were presented for consideration to the Resources Committee prior to presentation to the Corporation for approval.</p> <p>The College's financial model for the next 2 years (2023/2025) was consistent with the Strategic Plan. The College had 'Good Financial Health' with good liquidity, sound performance, and low indebtedness. The 2023/24 Budget and 2024/25 Forecast aimed to generate £1.3m cash from operating activities each year. The College was forecast to achieve Good Financial Health for 2022/23.</p>

	<p>On 20th June 2023, the Recourses Committee had reviewed the Budget and CFFR 2023/25 report in detail and had recommended it to the Corporation for approval.</p> <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The budget and forecast had been updated to reflect the staff pay award; • Prudent assumptions had been made in respect of income; and • The fluctuation in agency costs had mainly resulted from vacancy cover and from the engagement of part time staff funded by the 16 to 19 Tuition Fund, which would end in 2023/24; • Financial pressure remained in respect of energy and pay costs.
	<p>It was Resolved that:</p> <p>i. The contents of the report should be noted; and</p> <p>ii. The Budget and CFFR 2023/25, is approved for submission to the ESFA.</p>
	<p>7d) Activity Monitoring Allocations and Enrolments Update</p> <p>The Vice Principal introduced the report and highlighted the position in respect of 2022/23 actuals and potential outturn and 2023/24 allocations.</p> <p>As noted at the Resources Committee, the College had received an additional in year £63k allocation from the 16-19 Tuition Fund. This had resulted from underspend at other Colleges. The College had maximised the use of this fund to provide additional teaching to students. Allocations and enrolments were in line with the budget plan.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
22/23.93	<p><u>PROPERTY STRATEGY UPDATE (AGENDA ITEM 8)</u></p> <p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> • Health & Digital Centre; • T Levels; • Transformation Fund; • Greater Manchester Institute of Technology; • Post 16 Capacity Fund; • Strategic Development Fund; • Additional capital allocation for 2022-2023; • FE Reclassification capital allocation; • T-Level wave 5 – catering (Woodbury centre); and • T-Level wave 5 – hair & beauty (beacon centre). <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • As had been noted at the Resources Committee, the Transformation Fund Woodbury project was being reviewed in respect of timescale, programme content and costs in order to minimise disruption to students learning. Positive discussions held with the DfE and draft change request forms submitted; • The Post 16 Capacity Fund bid had been unsuccessful and feedback from DfE had been requested; and • The T-Level wave 5 Catering and Hairdressing and Beauty bids had been successful with a 100% contribution. Looking at options for contractor appointment as the work is in the same building as recently tendered transformation fund – possibility to secure lower costs and shorter programme if a variation to the awarded contract is feasible. College working with Procurement consultant to ensure compliance; and • Beacon Transformation – A 3rd letter of intent had been required which extended the dates but not value. Possibly one more extension needed to 14th July when contracts are scheduled to be signed.
	<p>It was Resolved that the contents of the report should be noted.</p>
22/23.94	<p><u>AUDIT (AGENDA ITEM 9)</u></p> <p>a) Draft Audit Committee Minutes 20th June 2023</p> <p>Members received the draft minutes and noted that the actions agreed by the Committee were:</p>

	<p>AC22/23.30 Internal Audit Plan 2023/24 - A recommendation be made to the Corporation to approve the Internal Audit Plan 2023/24.</p> <p>AC22/23.31 External Audit Plan 2022/23 - A recommendation be made to the Corporation to approve the Wylie & Bisset Audit Plan for 2022/23 and that the Letter of Engagement be agreed and signed.</p> <p>In addition, the Resources Committee had:</p> <ul style="list-style-type: none"> • Received internal audit reports on Safeguarding and Site Security Arrangements, Procurement and Creditor Payments Process and the follow up report; • Noted that the 2022/23 internal audit plan and all the assignment reviews had now been completed; • Agreed the External Assurance Subcontracting Controls 2022/23 report for submission to ESFA by 31st July 2023; • Agreed the Audit Certificate of Expenditure – Taking Teaching Further report for submission to DfE by 30th June 2023; • Received the new Audit Code of Practice and noted that the College was awaiting the publication of a new Financial Handbook and it was intended that the College Financial Regulations and Procedures would be reviewed in the autumn term 2023; • Approved the anti-fraud checklist and the fraud risk self-assessment; and • Noted that that the College would publish a tender for Internal Audit services at the end of 2023/early 2024 in time for a recommendation to the March 2024 Audit Committee and Corporation meetings. This would enable the internal audit plan for 2024/25 to be agreed by the Audit Committee in June 2024 and Corporation July 2024.
	It was Resolved that the contents of the report should be noted.
	<p>b) Internal Audit Needs Assessment and Audit Plan for 2023/24</p> <p>The Vice Principal asked Members to consider the recommendation from the Audit Committee to approve the Internal Audit Needs Assessment & Audit Plan 2023/24</p> <p>Members noted that the College would publish a tender for Internal Audit services at the end of 2023/early 2024 in time for a recommendation to the March 2024 Audit Committee and Corporation meetings. This would enable the internal audit plan for 2024/25 to be agreed by the Audit Committee in June 2024 and Corporation July 2024.</p>
	<p>It was Resolved that:</p> <p>i. The contents of the report should be noted; and</p> <p>ii. The Internal Needs Assessment and Audit Plan for 2023/24 is approved.</p>
	<p>c) External Audit Plan 2022/23 and Letter of Engagement</p> <p>The Vice Principal asked Members to consider the recommendation from the Audit Committee to approve the External Audit Plan and Letter of Engagement 2022/23.</p>
	<p>It was Resolved that:</p> <p>i. The contents of the report should be noted; and</p> <p>ii. The External Audit Plan 2022/23 is approved and that the Letter of Representation be signed.</p>
21/22.95	GOVERNANCE (AGENDA ITEM 10)
	<p>a) Appointment of Chair and Vice Chair of the Corporation from 1st September 2023</p> <p>The Clerk confirmed that the following appointments have been made via written resolutions:</p> <ul style="list-style-type: none"> • Chair of the Corporation - Chris Trees for the period 1st September 2023 to 31st August 2025. • Vice Chair of the Corporation – Angela Davies for the period 1st September 2023 to 31st August 2024.
	It was Resolved that the contents of the report should be noted.
	<p>b) Membership of the Corporation</p> <p>The Clerk confirmed the following:</p> <p>Student Governors</p>

	<p>An election Process was implemented for the two vacant Student Governor positions from 1st September 2023. 11 expressions of interest were received and 5 students agreed to participate in the election process. Subsequently, Mohammad Shafay (Engineering) and Christopher Lam (Business and Management) were elected. A copy of their election statements is appended to the report.</p> <p>2 Independent Vacancies From 1st September 2023, there will be two independent Member vacancies. A Search is ongoing to appoint at least one qualified accountant. Although Peter Nicol is resigning as an Independent Governor, he has agreed to join the Resources Committee as a Co-opted Member, thus maintaining continuity of financial expertise.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; ii. Mohammad Shafay and Christopher Lam are appointed as Student Governors from 1st September 2023 to 31st August 2025 and that they be invited to join the C&Q Committee; and iii. Peter Nicol is appointed as a Co-opted Member of the Resources Committee from 1st September 2023 to 31st August 2024.
	<p>c) Calendar of Corporation and Committee meetings and Schedule of Business for 2023/24 The Clerk presented a draft Calendar of Meetings and Schedule of Business for 2023/24, which followed a similar pattern to previous years with items from the September Corporation being merged into the October Corporation meeting. In addition, Naomi Sharples has agreed to Chair the C&Q Committee and Mark Granby has agreed to join the Remuneration Committee.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; and ii. The Calendar of Corporation and Committee meetings, Chairs and Membership of Committees and the Schedule of Business for 2023/24, are approved.
22/23.96	<u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 11) – CONFIDENTIAL ITEM</u>
	The Chair confirmed that the report provided an update on the latest position of the Trust and in particular progress on the growth strategy which was reviewed on a confidential basis. The development and implementation of the new structure for the Trust’s central team, to support the growth strategy was noted.
	It was Resolved that the contents of the report should be noted.
22/23.97	<u>MEETING EVALUATION FORM (AGENDA ITEM 15)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 25 th April 2023, which were noted.
	It was Resolved that the contents of the report should be noted.
22/23.98	<u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 15)</u>
	<ul style="list-style-type: none"> • Tuesday, 17th October 2023 @ 5.00 p.m. • Tuesday, 12th December 2023 @ 5.00 p.m. • Tuesday, 30th January 2024 @ 5.00 p.m. • Tuesday, 19th March 2024 @ 5.00 p.m. • Tuesday, 23rd April 2024 @ 5.00 p.m. • Tuesday, 2nd July 2024 @ 5.00 p.m.

There being no further discussion the meeting closed at 6.38 p.m.

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

Summary of Actions – Corporation Meeting on 4th July 2023

Item	Action	Person Responsible	Timescale
22/23.92 7c) Budget and CFFR 2023/25	The Budget and CFFR 2023/25, is approved for submission to the ESFA.	VP	31 st July 2023
22/23.94 9c) External Audit Plan 2022/23 and Letter of Engagement	The External Audit Plan 2022/23 is agreed and that the Letter of Representation be signed.	Clerk	4 th July 2023
22/23.95 b)Membership of the Corporation	Mohammad Shafay and Christopher Lam are appointed as Student Governors from 1st September 2023 to 31st August 2025 and that they be invited to join the C&Q Committee; and Peter Nicol is appointed as a Co-opted Member of the Resources Committee from 1st September 2023 to 31st August 2024.	Clerk	1 st September 2023