



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING HELD VIA ZOOM ON**  
**TUESDAY, 29<sup>th</sup> June 2021**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 6.17 p.m.

**PRESENT:**

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Peter Bury	Independent Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jeannie Frodsham	Staff Member (Academic Staff)
Jade Glazer	Student Member
Anne Holt	Staff Member (Business Support)
Naomi Sharples	Independent Member
Paul Smith	Independent Member
Chris Trees – Vice Chair	Independent Member – From Item 20/21.88

**IN ATTENDANCE:**

Andrew Harrison	Deputy Principal Finance and Corporate Services
Caitlyn O'Sullivan	Student Governor Elect
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

<b>20/21.81</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Mark Granby and Philip Johnson. The Chair welcomed Naomi Sharples and Caitlyn O'Sullivan to their first meeting. Members also recorded thanks and appreciation to Jade Glazer and Jamie Brown for undertaking the role of Student Governors in such and exemplary manner.
<b>20/21.82</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	As Trustees and Members of the BCET Board the Chair, 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>20/21.83</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 4 <sup>th</sup> May 2021 were approved to be signed as a true record.
<b>20/21.84</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 4 <sup>th</sup> May 2021.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.85</b>	<b><u>STRATEGIC PLAN (AGENDA ITEM 5)</u></b>
	The Principal confirmed that at the Corporation Strategy Review meeting held on 4 <sup>th</sup> May 2021, it was agreed that the final version of the College Vision, Mission, Values and Strategic Priorities should be submitted to the Corporation in June 2021. A final Draft version of the College Strategic Plan was reviewed by Members.

	<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>The Strategic Plan 2021-25 is approved.</b></p>
<b>20/21.86</b>	<b>CURRICULUM AND QUALITY (AGENDA ITEM 6)</b>
	<b>a) Draft Curriculum and Quality Minutes 16<sup>th</sup> June 2021</b>
	<p>Members scrutinised and reviewed the minutes and the Clerk highlighted that in respect of Item C&amp;Q.20/21.44 Apprenticeship Provision, the external health check had made the following comments relating to Governance and Management:</p> <ul style="list-style-type: none"> <li>• The programme information provided to Governors at Board meetings is timely and clear;</li> <li>• The governor responsible for Curriculum and Quality (Chris Trees) is highly motivated, extremely supportive and knows the provision well. He contributes to the written summary reports verbally to provide further information where relevant, as well as actively supporting the Apprenticeship Team at all levels, by conducting learning walks and attending training sessions for example; and</li> <li>• The Apprentice Team is now well managed and that the improvements made are having a positive impact on the provision. However, it was recognised that there were still some areas to develop and further refine</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>b) Quality Improvement Plan</b>
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that the headline Quality Improvement Plan tracked progress against 37 key Areas for Improvement. In addition, Directorate level and then Team level QIPs monitored progress closely. The report detailed progress against key areas for improvement identified in the SAR 2019/20.</p> <p>In Order to obtain an objective opinion, apprenticeship provision underwent a comprehensive external Health Check throughout the week commencing 17<sup>th</sup> May 2021. This highlighted the impact of College strategies to improve apprenticeship provision and areas for further development. The report reaffirmed the College Self-assessment of the area as grade 2 – Good.</p> <p>Following scrutiny of the QIP at the C&amp;Q Committee on 16<sup>th</sup> June 2021, Members noted that:</p> <ul style="list-style-type: none"> <li>• In respect of key Area 3, Health and Social Care had sustained good progress. In order to deliver improvements, the Construction area was now managed by the Quality Director and the Animal Care provision would be removed from the College offer;</li> <li>• All staff were working closely with HoCs to prepare the TAGs as outlined in the College Policy. Final key assessments were completed on 14<sup>th</sup> May to ensure sufficient time for internal standardisation and quality control. All A Level subjects provided TAGs for all students by 9<sup>th</sup> June;</li> <li>• It was planned that an element of the 16-19 Tuition Fund could facilitate support for students who had no recent experience of taking exams. This would be built into tutorial and curriculum sessions;</li> <li>• 3 Governors had attended some of the mid-year SAR and other curriculum and quality meetings where the QIP had been discussed in more detail.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>c) Covid Update</b>
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that in line with the increase in cases in Bury and the surrounding areas, there were 413 Covid cases of which 66 were staff. In addition, the College required staff and students to continue to wear face masks in classrooms and indoor communal areas. The College had discussed the control measures that were in place with the HSE and no issues had been raised.</p> <p>The College continued to be committed to encouraging the uptake of home testing and a smaller scale test centre remained onsite for staff and students. Students and staff received regular reminders regarding testing, and following the return to College after the May half term break, additional resource was put in place to support a larger number of onsite tests.</p> <p>The DfE had asked Colleges to prepare for onsite testing in September 2021</p>
	It was <b>Resolved</b> that the contents of the report should be noted.

	<b>d) Safeguarding and Prevent Update</b>
	<p>The Director of Personal Development introduced the report in the following areas:</p> <ul style="list-style-type: none"> <li>• Safeguarding Referrals</li> <li>• Missing in Education Data</li> <li>• Staff and Student Training</li> <li>• Informal training, newsletters and e-bulletins</li> <li>• Mental health support</li> <li>• Prevent</li> <li>• IT monitoring</li> </ul> <p>Member asked what action had been taken in response to the most recent Ofsted review of sexual abuse in schools. It was confirmed that the college was developing a long-term strategy to ensure that there was an embedded culture in place in regards to a zero-tolerance approach to sexual harassment. The Safeguarding Team had met and the following arrangements were in place:</p> <ul style="list-style-type: none"> <li>• All staff training had been delivered to raise awareness of Sexual Harassment;</li> <li>• Specific tutorial sessions had been delivered to students;</li> <li>• Support was available from the Pastoral and Safeguarding Teams;</li> <li>• Information had been sent to parents;</li> <li>• In 2021/20 a further publicity campaign would be launched which would confirm zero tolerance. This would be supported by student focus groups, a rolling staff training programme and the establishment of a dedicated email address;</li> <li>• Progress would be included in Safeguarding reports to the C&amp;Q Committee.</li> </ul> <p>Following questions, it was confirmed that the 13 staff who had not yet undertaken safeguarding training were absent from College and two Prevent external referrals had been made in respect of potential radicalisation.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.87</b>	<b>FINANCE/HR (AGENDA ITEM 7)</b>
	<b>a) Draft Resources Committee Minutes 15<sup>th</sup> June 2021</b>
	<p>Members scrutinised and reviewed the minutes and the Deputy Principal Finance and Corporate Services drew Member attention to item RES20/21.38 – HR Staff Mental Health and Wellbeing – and confirmed that a staff mental health and wellbeing policy had been developed and introduced, this stated the College commitment to maintaining positive mental health and the actions taken and planned to take to further embed this, including sessions within the College CDP week.</p> <p>In addition, a staff mental health and wellbeing survey had been implemented and the outcome would be reported to the Resources Committee.</p> <p>Members recognised the importance of staff mental health and wellbeing and asked that the College position should be mapped against any external benchmarks that were available</p>
	<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 College position should be mapped against any external staff mental health and wellbeing benchmarks that were available.</b></p>
	<b>b) Management Accounts</b>
	<p>The Deputy Principal Finance &amp; Corporate Services presented the College Management Accounts and confirmed that the College had an underlying operating surplus to 30 April 2021 of £1.4m (excluding pension adjustments) and about £100k adverse to the annual budget. This was despite about £300k of direct Covid-19 related expenditure in the first 9 months and nearly £0.5m reduction in apprenticeship income.</p> <p>The College had received Estates condition improvement grants of £1,123k (ESFA) and £70k (GMCA). These had been used for remedial building work including replacement lifts and the Woodbury roof. The</p>

	<p>majority of the expenditure could be treated as capital investment and therefore would run through the income &amp; expenditure account with all but £41k covered by grant.</p> <p>At the Resources Committee on 15<sup>th</sup> June 2021, it was noted that the forecast outturn pay to income ratio of 62% was lower than planned due to the receipt of government improvement grants that would run through the income and expenditure account. The underlying final outturn was expected to be circa 64/65% in line with Sector targets.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>c) Activity Monitoring – Allocations and Enrolment Update</b>
	<p>The Deputy Principal Finance and Corporate Services introduced the report and highlighted the current position in the following areas: 2019/20 Actuals and outturn; 2020/21 Allocations; 2020/21 Full Time enrolment update and 2020/21 Funding Update.</p> <p>At the Resources Committee, it was noted that the details of the 16-19 tuition fund had not yet been announced. A plan would be implemented once this was known.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>d) CFFR Budget 2021/22 and forecast 2022/23</b>
	<p>The Deputy Principal Finance &amp; Corporate Services confirmed that the ESFA College Financial Forecasting Return (CFFR) superseded the original Integrated Financial Model for Colleges (IFMC). Colleges must submit a 3-year CFFR by 31<sup>st</sup> July 2021, which included an income &amp; expenditure account, balance sheet and cashflow statement to show the 3 years: 2020/21 (Current), 2021/22 Budget and 2022/23 Forecast.</p> <p>The College had completed the CFFR model and a detailed commentary. The proposed 2021/22 Budget and 2022/23 Forecast were considered by the Resources Committee on 15<sup>th</sup> June 2021. The College was forecasting to come back to the original forecast underlying operating surplus for 2020/21 and would generate £2.6m cash from operating activities putting it in a strong position for its capital programme.</p> <p>The 2021/22 Budget and 2022/23 Forecast continue to aim to generate £2.6m cash from operating activities each year. The College would maintain Outstanding financial health during the period of significant capital investment.</p> <p>Following Scrutiny of the report, Members were satisfied that the College CFFR assumptions for the 2021/22 budget year and the forecast 2022/23 year had been checked against Annex A in the College Financial Planning Handbook 2021.</p>
	<p><b>It was Resolved that:</b></p> <p><b>a) The contents of the report should be noted; and</b></p> <p><b>b) The College Financial Forecasting Return (CFFR), including the budget for 2021/22, is approved and should be submitted to the ESFA.</b></p>
	<b>e) Fees Policy 2021/22</b>
	The Deputy Principal Finance & Corporate Services confirmed that the Policy had been reviewed by the Resources Committee on 15 <sup>th</sup> June 2021. There were a small number of changes, as highlighted within the report, to the Fees Policy proposed to reflect changes to funding rules and regulation and improved practice.
	<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) Following a recommendation from the Resources Committee on 15th June 2021, the Fees Policy 2021/22, is approved.</b></p>
	<b>f) Sub-Contracting Policy 2021/22</b>
	The Deputy Principal Finance & Corporate Services confirmed that the ESFA guidance had not changed and therefore the 2021/22 Policy, which was reviewed by the Resources Committee on 15 <sup>th</sup> June 2021, had only been updated for dates.

	<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>Following a recommendation from the Resources Committee on 15<sup>th</sup> June 2021, the Sub-Contracting Policy 2021/22, is approved</b></p>
	<i>Chris Trees joined the meeting at 5.52 p.m.</i>
<b>20/21.88</b>	<b>PROPERTY STRATEGY UPDATE (AGENDA ITEM 8)</b>
	<p>The Deputy Principal Finance &amp; Corporate Services introduced the report and confirmed that:</p> <p><b>New Health Innovation STEM Centre Building</b> - The project was continuing at pace with demolition underway and due to be completed by 18<sup>th</sup> June 2021. The tendering process had commenced with a closing date for the Standard Selection Questionnaire of 7<sup>th</sup> June 2021. The College was continuing to ensure all safety precautions were in line with government guidelines, during these unprecedented times. Following a question, it was confirmed that the College was working towards an overall budget of £8.6m (£6m GMCA original and £2.6m T Level capital grants). At this period of uncertainty, the Design Team were, however, advising that, in extremis, the building may cost a further £1m inflation and contingency. The potential risks of rapidly rising costs would be kept under constant review</p> <p><b>T-Level Funding</b> - In addition to the £2.6m T-Level Capital Grants received to support Digital and Health &amp; Science in the new Hi-STEM building, the College had also been allocated a grant of £375,730 plus £375,730 match (£751,460) for the refurbishment of the Woodbury ground floor to relocate Education &amp; Childcare from Beacon Centre and the relocation of Human Resources Department. Work was expected to start as soon as possible to ensure the deadline of completion by September 2021 was met.</p> <p><b>Specialist Equipment Allocation</b> – The College had been awarded £149,702 to purchase equipment to support Digital, Education and Childcare and Health and Science.</p> <p><b>Master planning / new Estates Strategy</b> - The College was currently exploring more capital grant opportunities which would inform the continued development of the strategy.</p> <p><b>Action taken by the Chair</b> - Actions taken by the Chair in respect of the accelerated implementation of the T Level Capital Funding and the Post 16 Capacity Fund Bid was highlighted in the report.</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>The actions taken by the Chair in respect of the accelerated implementation of the T Level Capital Funding and the Post 16 Capacity Fund Bid is noted and supported.</b></p>
<b>20/21.89</b>	<b>AUDIT (AGENDA ITEM 9)</b>
	<b>a) Draft Audit Committee Minutes 15<sup>th</sup> June 2021</b>
	Members scrutinised and reviewed the minutes and the Deputy Principal Finance and Corporate Services confirmed that the College Internal Audit service had completed the planned assignments for 2020/21 and no major issues had been raised.
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>b) Internal Audit Needs Assessment and Audit Plan 2021/22</b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Audit Committee had reviewed the Audit Plan on 15<sup>th</sup> June 2021 and in particular had considered the following:</p> <ul style="list-style-type: none"> <li>• The Committee was satisfied that sufficient assurances were being received within the annual plan to monitor the organisation’s risk profile effectively;</li> <li>• The strategy for internal audit covered the organisation’s key risks as they were recognised by the audit committee; and</li> <li>• The areas selected for coverage in 2021/22 were appropriate.</li> </ul> <p>The Clerk confirmed that a review of Governance in 2022/23 had been discussed with the Internal Audit Service.</p>

	<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 Internal Audit Plan 2021/22, as recommended by the Audit Committee on 15<sup>th</sup> June 2021, is approved.</b></p>
	<b>c) External Audit Plan 2020/21</b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Audit Committee had reviewed the Audit Plan on 5<sup>th</sup> June 2021 and in particular had considered the following:</p> <ul style="list-style-type: none"> <li>• Executive Summary highlighting changes;</li> <li>• Grant Thornton’s risk-based approach and the significant risks;</li> <li>• Other Risk identified – including Revenue, Employee Remuneration, Bank Loan Covenants, Trade Creditors and accruals, Impairment of campus/other assets;</li> <li>• Grant Thornton’s approach to Materiality and Regularity Assurance; and</li> <li>• Logistics and the audit team including audit fees and independence to carry out the audit</li> </ul> <p>In addition, the following points were highlighted as significant risks within the audit:</p> <ul style="list-style-type: none"> <li>• The revenue cycle including fraudulent transactions;</li> <li>• Management over-ride of controls;</li> <li>• Defined benefit pension scheme valuation; and</li> <li>• Going concern.</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 External Audit Plan 2020/21, as recommended by the Audit Committee on 15<sup>th</sup> June 2021, is approved.</b></p>
	<b>d) Audit Committee Terms of Reference</b>
	<p>The Clerk confirmed that on 15<sup>th</sup> June 2021, Members of the Audit Committee had reviewed the Post-16 Audit Code of Practice 2020/21 It was noted that there was now a requirement for Corporations to have a policy in place for regular re-tendering of external auditors, which should happen at least every five years and it was recommended that the Audit Committee Terms of Reference should be amended to reflect this requirement, as detailed within the report.</p> <p>The Committee considered that this requirement should apply to both the External and Internal Audit Services and proposed to amend Section 7.4 of the Audit Committee Terms of reference to read: “The Audit Committee shall advise the Corporation on the appointment, re-appointment (subject to retendering the services at least every 5 years), dismissal and remuneration of the Financial Statements and Regularity Auditor and the Internal Audit Service.</p>
	<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 recommendation made by the Audit Committee on 15<sup>th</sup> June 2021, to amend Section 7.4 of the Audit Committee Terms of reference, as outlined in the report, is agreed.</b></p>
<b>20/21.90</b>	<b>GOVERNANCE (AGENDA ITEM 10)</b>
	<b>a) Appointment of Vice Chair of the Corporation</b>
	<p>The Clerk confirmed that the Standing Orders specified that at the last meeting before the end of the term of office of the Chair or Vice-Chair, or at the first meeting following the expiry of the term of office of either position, or following the resignation of the holder of either office, the Members shall appoint a replacement from amongst their number.</p> <p>Chris Trees was proposed and seconded for the position of Vice Chair, which was unanimously agreed.</p>
	<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) Chris Trees is unanimously appointed as Vice Chair of the Corporation from 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2023.</b></p>

	<b>b) Membership of the Corporation</b>
	The Clerk introduced the report and confirmed that the terms of office of the current Student Governors, Jamie Brown and Jade Glazer will end on 31 <sup>st</sup> August 2021. Both have undertaken the role with distinction.  Accordingly, arrangements were implemented, by Victoria Fell, the Assistant Director of Personal Development, to appoint two new Student Governors from 1 <sup>st</sup> September 2021. 5 candidates participated in the election process which included personal statements and short video presentations, and Daniel Hart - L3 Travel & Tourism and Caitlyn O' Sullivan - L3 Media were duly elected.
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted;</b> b) <b>Daniel Hart and Caitlyn O' Sullivan are appointed as Student Governors and Members of the Curriculum and Quality Committee, from 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2023.</b>
	<b>c) Calendar of Corporation and Committee Meetings and Schedule of Business for 2021/22.</b>
	The Clerk presented the schedule of meetings and business items for the Corporation and Committees for 2021/22 and highlighted the changes from the previous year.  Post meeting note – The Chair asked if the meeting planned for 5 <sup>th</sup> July 2022 could be rescheduled to 28 <sup>th</sup> June 2022.
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted; and</b> b) <b>The schedule of meetings and business items for the Corporation and Committees for 2021/22 is approved.</b>
<b>20/21.91</b>	<b><u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 11)</u></b>
	In the absence of Mark Granby, the Clerk reported that the application from a school to join the Trust was due to be considered at the Head Teachers Board in July 2021. However, due to the meeting already having a packed agenda the decision from the RSC's office was that it will go to the meeting in September 2021. Therefore, the likely date to join the Trust would be 1 <sup>st</sup> January 2022, at the earliest.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.92</b>	<b><u>MEETING EVALUATION FORM (AGENDA ITEM 12)</u></b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meeting held on 4 <sup>th</sup> May 2021, which were noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.93</b>	<b><u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 13)</u></b>
	• Tuesday, 21 <sup>st</sup> September 2021 @ 5.00 p.m.

*There being no further discussion the meeting closed at 6.17 p.m.*

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

Summary of Actions – Corporation Meeting on 29 <sup>th</sup> June 2021			
Item	Action	Person Responsible	Timescale
20/21.87 Resources Committee Minutes	The College position should be mapped against any external staff mental health and wellbeing benchmarks that were available.	Deputy Principal Finance and Corporate Services	Corporation September/ October 2021
20/21.87 - d CFFR Budget 2021/22 and forecast 2022/23	The College Financial Forecasting Return (CFFR), including the budget for 2021/22, is approved and should be submitted to the ESFA.	Deputy Principal Finance and Corporate Services	31 <sup>st</sup> July 2021

**Summary of Actions – Corporation Meeting on 29<sup>th</sup> June 2021**

<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timescale</b>
<b>20/21.89 - d Audit Committee Terms of Reference</b>	The recommendation made by the Audit Committee on 15th June 2021, to amend Section 7.4 of the Audit Committee Terms of reference, as outlined in the report, is agreed.	Clerk	31 <sup>st</sup> July 2021
<b>20/21.90 a Appointment of Vice Chair</b>	Chris Trees is unanimously appointed as Vice Chair of the Corporation from 1st September 2021 to 31st August 2023.	Clerk	31 <sup>st</sup> July 2021
<b>b Appointment of Student Governors</b>	Daniel Hart and Caitlyn O' Sullivan are appointed as Student Governors and Members of the Curriculum and Quality Committee, from 1st September 2021 to 31st August 2023.		