



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 4th MAY 2021

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.02 p.m.

PRESENT:

Liaqat Ali	Independent Member
Peter Bury	Independent Member
Emily Cowburn	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
Paul Maykels	Director of Strategic Development
Lisa Matthews	Curriculum Director - Adult Provision & Higher Education
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

20/21.70	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence were received from Angela Davies and Jeannie Frodsham
20/21.71	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	As Trustees and Members of the BCET Board the Chair, the Vice Chair, the Principal/CEO and Mark Granby declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies. Mark Granby also declared his interest as a Trustee of Bury Athletics Club. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
20/21.72	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 23 rd March 2021 were approved to be signed as a true record.
20/21.73	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk introduced the report which provided an update on matters arising from the Corporation meetings held on 20 th October 2020 and 23 rd March 2021.
	It was Resolved that the contents of the report should be noted.
20/21.74	<u>STRATEGY REVIEW (AGENDA ITEM 5)</u>
	The Chair confirmed that at the Corporation meeting held on 20 th October 2020, it was agreed that the Strategic Plan should be reviewed at the Corporation meeting in May 2021, for approval at the Corporation meeting in June 2021. The report which had been produced by the leadership team was both comprehensive and informative.
	The Principal confirmed that the Corporation's Strategic Plan was updated in September 2020 and articulated and operationalised the Corporation's mission, to serve the community through education and training. Delivering the mission required a strategic approach that was sufficiently flexible and responsive, not just to

the environmental context (funding, competition, demography, Covid), but also to national and local policy initiatives.

The College had a good record of responding positively to environmental challenges. It coped with significant increases in competition in the context of potentially disastrous demography and (in real terms) year on year reductions in the funding rate, by differentiating its offer and carrying out a number of restructures to ensure financial sustainability.

As a result, the College had remained outstanding for financial health in nine of the last ten years, thus enabling significant investment in the College estate whilst significantly reducing debt. Over the same period the College had improved its outcomes for students by more than 10%. Over the same period the College total income declined significantly less than seven of the nine other colleges in Greater Manchester.

The College strategy was built around the design and delivery of the curriculum which was driven by the Needs Analysis to ensure that the curriculum responded to the needs of employers and learners. The strategy then focused on the delivery mechanisms; Teaching, Learning and Assessment, People, Resources, and Partnerships.

The two most significant policy changes in 2021 impacting on the College strategy were, from a national perspective, the DfE White Paper; Skills for Jobs and from a local perspective, Bury LA 2030 Strategy – “Let’s do it”, specifically the skills section. The report described the College response to these initiatives and proposed 21 updated strategic review actions, to ensure opportunities to fulfil the College mission were optimised.

The report was supported by the following documentation:

- College Strategic Plan 2020-2021
- GM College Group income 2011/12 to 2018/19
- College Needs Analysis 2020-2021 Executive Summary
- College Draft Masterplan Estates Strategy 2021-2025
- Skills for Jobs – Executive Summary
- Bury LA 2030 Strategy – Let’s do it!

Following detailed review of the report the following points were highlighted:

- Students remained at the heart of the Strategic Plan and all actions and initiatives should lead to enhancements for students;
- The report and in particular the Strategic Review Action, enabled Governors to have a deeper understanding of the College and key areas for scrutiny going forward;
- The Bury LA strategy had been amended to reflect that the College operated a University Centre and expanding HE provision within the Town;
- The College was committed to work in partnership with the LA to help deliver the skills element of the LA strategy;
- It was noted that a mental health hub was now in place for students and a similar hub for staff would be launched the following week, as part of mental health awareness week;
- The values could be revisited to emphasis working in collaboration and to capture/reflect the ongoing support that the College had given to the development of Academies;
- The development of T Levels was ambitious and had been carefully planned and the College recognised the key risk of being able to recruit staff in some curriculum areas;
- The priority and challenge of employer engagement was discussed. As an example, it was confirmed that in respect of the new build, employers had assisted in identifying the need and skills gaps and in the curriculum content and design;
- Working in partnership with employers often identified initiatives and new concepts to inform the curriculum. As an example, working with the NHS had identified the concept of social prescribing which was a non-medical intervention; and
- Although operation plans were by their very nature flexible and fluid the College Vision, Mission, Values and Strategic Priorities could have a longer term focus.

The Deputy Principal Finance and Corporate Services updated Members on the implementation of the new building. In respect of the application for planning permission officers from the LA were broadly supportive but

	had questioned the orientation of the building. It had been suggested that an outline planning application could be sought for a second building adjacent to Angouleme Way.
	It was Resolved that: a) The contents of the report should be noted; b) The final version of the College Vision, Mission, Values and Strategic Priorities should be submitted to the Corporation in June 2021; and c) The College Draft Masterplan Estates Strategy 2021-2025 is agreed and outline planning application should be sought for a second building adjacent to Angouleme Way.
20/21.75	COVID UPDATE (AGENDA ITEM 6)
	The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that: <ul style="list-style-type: none"> • Face to face teaching had resumed w/c 8 March. Currently 86% of timetabled classes were face to face; • In accordance with the guidance, HE programmes would not resume face to face teaching until 17 May; • Managers continued to communicate arrangements with all staff. Feedback from staff on arrangements was now minimal; • In accordance with latest Government guidance, students were required to wear face masks in all inside areas of the College including classrooms. This was likely until 17 May; • Governors continue to receive a weekly update regarding Covid cases at the College; • The onsite testing centre had now been scaled down, and testing had largely moved to home testing; • Clinically Extremely Vulnerable staff had now ended their period of shielding and had returned to work; • Close monitoring of vulnerable students continued through weekly established meetings; • Additional resource via the mental health and wellbeing hub to support students was now in place; • A mental health and wellbeing hub for staff would be launched the following week, as part of the mental health awareness week; • The quality team were currently finalising policy/procedure for Teacher Assessed Grades; and • 700 laptops had now been received and distributed to students to support remote learning. <p>In addition, Members reviewed progress against the Covid targets that had been agreed for Senior Post Holders by the Corporation on 23rd March 2021.</p>
	It was Resolved that the contents of the report should be noted.
20/21.76	FINANCIAL UPDATE (AGENDA ITEM 7)
	The Deputy Principal Finance and Corporate Services confirmed that the College had an underlying operating surplus to 31 st March 2021 of over £1.2m (excluding pension adjustments) and was now back on track to hit the annual budget. This was despite Covid related expenditure of £274k in the first 8 months and reduced apprenticeship income. The College had also paid £100k this month in back-dated working-from-home staff expenses as agreed by Governors.
	The College had received Estates condition improvement grants of £1.123m (ESFA) and £70k (GMCA). These had been used for remedial building work including replacement lifts and Woodbury roof. The majority of the expenditure could be treated as capital investment and therefore would run through the income & expenditure account with all but £41k covered by grant.
	It was Resolved that the contents of the report should be noted.
20/21.77	MEMBERSHIP OF THE CORPORATION (AGENDA ITEM 8)
	The Clerk confirmed that the resignation of Helen Hubert had resulted in a vacancy for an Independent Member with Curriculum expertise. Naomi Sharples had expressed an interest in joining the Corporation. Naomi had experience of the FE and HE sectors, a nursing background and was moving from Bradford College to the University of Salford in May this year.
	Members of the Search Committee met, via Zoom, with Naomi on 21 st April 2021 and agreed that a recommendation be made to the Corporation to appoint Naomi Sharples as an Independent Member and a Member of the C&Q Committee for an initial term of office from 4th May 2021 to 31st August 2022.
	It was Resolved that:

	<p>a) The contents of the report should be noted; and</p> <p>b) Naomi Sharples be appointed as an Independent Member and a Member of the C&Q Committee for an initial term of office from 4th May 2021 to 31st August 2022.</p>
20/21.78	<u>SAFEGUARDING UPDATE (AGENDA ITEM 9)</u>
	<p>The Director of Personal Development introduced the report and confirmed that following the establishment of the website “Everyone’s Invited”, the Government had asked for an immediate review of safeguarding in schools, colleges and universities. The government announced that Ofsted would seek to find out whether schools and colleges had appropriate safeguarding processes in place. It would also consider whether current guidance was understood by schools and colleges, and whether it was sufficient to help them respond effectively to allegations.</p> <p>The College did not know of any recorded testimonies on the website from the College, however it was recognised that this particular issue was extremely serious and therefore a number of measures had been put in place, as detailed in the report, in the following areas:</p> <ul style="list-style-type: none"> • Policy Development; • Staff Training; • Student Training; • Parents and Carers; • Review of referrals; and • Sub- Contracting. <p>Also, the College was exploring safeguarding software which would provide further support for record keeping and transition. In addition, subsequent to the adoption of the AoC Code, the leadership team had agreed the College Mental Health and Wellbeing Policy and Action Plan earlier in the day.</p> <p>Following a question, it was confirmed that the College had a policy and procedure to manage allegations against staff. This had been supplemented by staff training. It provided support to staff and clarified how malicious/false allegations would be managed. In addition, no cases of student radicalisation had been identified in the current term.</p>
	It was Resolved that the contents of the report should be noted.
20/21.79	<u>MEETING EVALUATION FORM (AGENDA ITEM 10)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meetings held on 23 rd March 2021, which were noted.
	It was Resolved that the contents of the report should be noted.
20/21.80	<u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 11)</u>
	<ul style="list-style-type: none"> • 5.00pm Tuesday, 29th June 2021

There being no further discussion the meeting closed at 6.02 p.m.

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

Summary of Actions – Corporation Meeting on 4 th May 2021			
Item	Action	Person Responsible	Timescale
20/21.74 Strategy Review	The final version of the College Vision, Mission, Values and Strategic Priorities should be submitted to the Corporation in June 2021	Director of Strategic Development	29 th June 2021
20/21.77 Membership of the Corporation	Naomi Sharples be appointed as an Independent Member and a Member of the C&Q Committee for an initial term of office from 4th May 2021 to 31st August 2022.	Clerk	11 th May 2021