



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION AND STRATEGY**  
**REVIEW**

**MINUTES OF THE MEETING HELD ON**  
**TUESDAY, 28<sup>th</sup> January 2020**

Corporation Meeting Commenced: 5.00 p.m.  
Corporation Meeting Closed: 6.55 p.m.

**PRESENT:**

Peter Nicol	Independent Member - Chair
Liaqat Ali	Independent Member
Jamie Brown	Student Governor
Peter Bury	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jeannie Frodsham	Staff Member
Matthew Melia	Student Member (role share)
Mark Granby	Independent Member
Philip Johnson	Independent Member
Paul Smith	Independent Member
Chris Trees	Independent Member – Vice Chair

**IN ATTENDANCE:**

Victoria Fell	Head of Maths and English
Andrew Harrison	Deputy Principal Finance and Corporate Services
Gary Spann	Head of Employer Engagement
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Jade Glazer	Student Member (role share)

**19/20.41**     **APOLOGIES (AGENDA ITEM 1)**

Apologies for absence had been received from Anne Holt and Helen Hubert.

**19/20.42**     **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.

**19/20.43**     **INTRODUCTION (AGENDA ITEM 3)**

The Chair welcomed all Members to what he hoped would be a participative and informative meeting.

**19/20.44**     **STRATEGIC REVIEW (AGENDA ITEM 4)**

**a) Maths and English Strategy**

The Head of Maths and English introduced the report and confirmed that the key elements of the Strategy were:

- GCSE remains the 'Gold Standard';
- It was imperative that all students starting points were used, in order to give the best chance of demonstrating progress through external qualifications; and
- Use of highly qualified subject specialists which included former and current examiners.

Key organisational changes included:

- In April 2018, it was decided that the E&M GCSE and FS departments would be merged and a discrete Curriculum Area would be created;
- A Head of Curriculum was appointed

- As a newly created team in 2018/19 the department was placed directly under the management of the VP;
- After a successful first year, the department was moved to its now permanent home in the Directorate for 'A Levels, English, Maths, Access and Adult'; and
- The changes had enabled efficiencies and the sharing of best practice.

Progress was endorsed by OFSTED in September 2018, as follows:

- "In English, many students make good progress towards grade 4 due to the high-quality teaching, individualised support and the strong management of the programme. The proportion of students who achieve high grades in GCSE English or improve their grades is high."

Members requested details of current benchmarked performance and it was confirmed that:

- English - In January 2020, the College was ranked 4<sup>th</sup> out of 168 GFE Colleges with a progress score of +0.37
- Maths - In January 2020, the College was ranked 10<sup>th</sup> out of 168 GFE Colleges with a Progress score of +0.20

Following questions, it was confirmed that current challenges being addressed by the team included:

- FS Level 1 maths pass rate
- Attendance at classes
- GCSE Maths new exam board
- Progress for disadvantaged students
- Attendance at FS maths exams
- Improving grade 2s to 3s in GCSE maths

Following questions, it was confirmed that the maths team had recommended a change of exam board to secure a move to more stable grade boundaries and better designed and accessible exam papers. Improvements in attendance at exams would be assisted by the introduction of a rewards scheme and the move to 2 set exam windows, in March and June.

Members thanked Victoria for her presentation and for the excellent performance in English and Maths which would continue to be monitored by the Curriculum and Quality Committee.

#### **b) Employer Engagement**

The Head of Employer Engagement introduced the report and confirmed that the key elements of the review of the Employer Engagement Strategy included:

- Staff team - The skills mix, culture and CPD requirements.
- Employers – Strengthening current arrangements and consolidating quality processes.
- The Learner Journey – Ensuring that learners are prepared for work.
- Key Partnerships – Both internal and external to enhance quality processes.
- Data Capture – In order to set clear targets and drive correct behaviours.
- Marketing – Internal and external which was easily accessible and would assist event planning.
- Labour Market Intelligence – This will inform current provision and areas targeted for future growth.
- The Communication Plan – Confirming the College offer and support available to employers.

The key pillars of success included; the People and Culture; Pathway and Design; Employers; Impact Measure; and Responsible Partners.

Members thanked Gary for his presentation and were encouraged by the plans which would be monitored by the Curriculum and Quality Committee.

#### **c) T Levels Update**

The Deputy Principal Curriculum, Quality and Standards confirmed that the College had submitted the T Level Implementation Plan to the DfE for scrutiny and feedback. Their confidence in the College's progress was to be reported to Ministers. The plan had been accepted with few recommendations. Key areas of focus which were monitored and actioned via the Implementation plan were outlined within the report.

In addition, each curriculum team which was involved in T Levels for 2021, had an action plan which was led by the Head of Curriculum and Curriculum Director. The College was making good progress against the actions outlined in the implementation plan. A T Level Steering Group had been established with the first meeting scheduled for 30th January. Each member of the Steering Group would lead a sub-group to focus on key areas identified in the action plan. The College had engaged with a Professional Development Advisor who monitors the College's progress in supporting staff in readiness for T Level delivery and no concerns had been raised to date.

Current providers had been invited to submit plans for the delivery of T Levels from 2022. The College was considering a number of routes and pathways and whilst internal planning meetings were taking place, the College was also looking to pursue wider discussions with other Greater Manchester Colleges to ensure a curriculum offer which met the needs of Greater Manchester.

Following questions, it was confirmed that the choice of T Level curriculum areas was based on a risk-based approach, which complemented the existing offer and met the needs of employers. In respect of marketing a specific section of the College website had been developed and the link would be sent to Members.

#### **d) Higher Education Strategy**

The Principal confirmed that there was a clear skills gaps at levels 4/5 in GM and it was anticipated that government funding would be made available to meet this demand. GM FE College Principals had discussed working collaboratively, which may result in Colleges developing curriculum specialisms at level 4, with the subsequent transfer of curriculum provision, at this level, between Colleges. This may require transitional arrangements/funding. The success of this type of planned partnership working would also require support from other providers, including VI Form Colleges.

Members welcomed the initiative and agreed that the Principal should actively pursue partnership and collaborative arrangements to deliver level 4 provision and noted that:

- The principle of working collaboratively was already an aim within the agreed College Strategic Plan;
- It would deliver broader opportunities and benefits for learners;
- Managed carefully there should be benefits to all parties and risks could be managed via transitional arrangements; and
- It should lead to value for money and the more efficient use of resources.

In addition, the College was actively implementing the agreed HE Strategy and discussions were ongoing with HE providers to expand provision whilst making it more cost effective.

#### **e) Potential Capital Investment and the Impact on the College Property Strategy**

The Deputy Principal Finance and Corporate Services confirmed that the Health and Life Sciences building was now moving to the implementation stage. In addition, the College was working with a Charitable Trust to remodel the ground floor of the Enterprise Centre, in order to deliver a more HE feel to the Centre and enhance catering facilities.

In anticipation of additional capital monies being made available, plans were being developed to enhance the College estate in the following areas:

- IT Infrastructure and equipment;
- Health and Safety issues;
- Improvements to equipment and facilities in curriculum areas; and
- Enhancing learner social space and facilities.

#### **f) Feedback from the AoC NW Chairs Meeting- 22<sup>nd</sup> January 2020**

The Chair confirmed that the key topic of discussion had been the desire for Colleges to work collaboratively to deliver level 4 provision. This had already been discussed and supported at agenda item 4d above.

It was **Resolved** that:

- a) The contents of the reports should be noted; and**
- b) The Principal should actively pursue partnership and collaborative arrangements to deliver level 4 provision.**

**19/20.45** **INTEGRATED FINANCIAL MODEL FOR COLLEGES (AGENDA ITEM 5)**

The Deputy Principal Finance & Corporate Services introduced the report and confirmed that originally, the ESFA had determined that the return must be made by 31<sup>st</sup> January each year and with this in mind, Governors had scheduled the Resources Committee to meet on 14<sup>th</sup> January 2020 and Corporation to meet on 28<sup>th</sup> January 2020. However, due to ongoing problems with the software package, ESFA had extended the deadline to 28<sup>th</sup> February 2020. The deadline could potentially be extended to March 2020. Version 5 of the spreadsheet had recently been issued and still contained errors.

If the deadline was extended to the end of March 2020, meetings were scheduled to approve the return. If the deadline remained at 28<sup>th</sup> February 2020 then following liaison with ESFA the Corporation on 28<sup>th</sup> January 2020 could minute and delegate approval of the IFMC to a Special meeting of the Resources Committee, to be held towards the end of February 2020.

On 14<sup>th</sup> January 2020, the Resources Committee had agreed that, if it was the wish of the Corporation, a Special meeting of the Resources Committee could be scheduled towards the end of February 2020 to consider and approve the IFMC under delegated authority from the Corporation.

It was **Resolved** that:

- a) **The contents of the report should be noted; and**
- b) **If the deadline for the return was not extended to the date of the next meeting of the Corporation in March 2020, a Special meeting of the Resources Committee should be scheduled towards the end of February 2020, to consider and approve the IFMC under delegated authority from the Corporation.**

**19/20.46** **ANY OTHER URGENT BUSINESS (AGENDA ITEM 6)**

**a) Safeguarding and Prevent Policy and Procedures**

The Deputy Principal Finance & Corporate Services introduced the revised Safeguarding and Prevent Policy and Procedures which had been updated to reflect changes to legislation and staff line management responsibilities.

It was **Resolved** that:

- a) **The contents of the report should be noted; and**
- b) **The updated Safeguarding and Prevent Policy and Procedures are approved and should be reviewed annually.**

**b) GMCA College Concessionary Bus Pass**

The Principal reminded Members that in December 2018, the Corporation had agreed the Bus Pass proposal and had noted that the College position in respect of a contribution to the scheme needed to be clarified. Discussions had been ongoing and would soon need to be finalised.

It was **Resolved** that:

- a) **The contents of the report should be noted; and**
- b) **The Principal be authorised to agree the College contribution to the scheme, provided that current learners would not be adversely affected.**

*Members of staff, Staff Governors and Student Governors withdrew from the meeting at 6.45 pm*

**19/20.47** **REPORT FROM THE REMUNERATION COMMITTEE 28<sup>TH</sup> JANUARY 2020 (AGENDA ITEM 7)**

The Chair confirmed that the Remuneration Committee had met earlier in the day to review performance and pay for the current Senior Post holders and he outlined the recommendation arising from the meeting. He confirmed that the minutes of the Remuneration Committee would be submitted to the Corporation on 24<sup>th</sup> March 2019.

It was **Resolved** that:

- a) **The contents of the report should be noted; and**
- b) **The recommendations of the Remuneration Committee are approved.**

**19/20.48 FUTURE CORPORATION MEETINGS**

- Tuesday, 24<sup>th</sup> March 2020 - 5.00pm Briefing Session, 5.30pm Corporation Meeting (potentially to move to 31<sup>st</sup> March 2020).
- Tuesday, 5<sup>th</sup> May 2020 - 5.00pm Briefing Session, 5.30pm Corporation Meeting
- Tuesday, 7<sup>th</sup> July 2020 - 5.00pm Briefing Session, 5.30pm Corporation Meeting

*All meeting to be held in the Board Room, Beacon Centre*

***There being no further discussion the meeting closed at 6.55 p.m.***

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

**Signature**

**Date**

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<b>Summary of Actions – Corporation Meeting on 17<sup>th</sup> December 2019</b>			
<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timescale</b>
<b>19/20.44 STRATEGIC REVIEW (Agenda item 4) c) T Levels Update</b>	In respect of marketing a specific section of the College website had been developed and the link would be sent to Members.	Clerk	29 <sup>th</sup> January 2020
<b>19/20.45 IFMC (Agenda Item 5)</b>	If the deadline for the return was not extended to the date of the next meeting of the Corporation in March 2020, a Special meeting of the Resources Committee should be scheduled towards the end of February 2020, to consider and approve the IFMC under delegated authority from the Corporation.	Clerk	27 <sup>th</sup> February 2020
<b>19.20.46 AOB b) GMCA College Concessionary Bus Pass</b>	The Principal be authorised to agree the College contribution to the scheme, provided that current learners would not be adversely affected.	Principal	TBC