



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 15th DECEMBER 2020

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.35 p.m.

PRESENT:

Liaqat Ali	Independent Member
Jamie Brown	Student Member
Peter Bury	Independent Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jade Glazer	Student Member
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Helen Hubert	Independent Member
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
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

20/21.23	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Jeannie Frodsham.
20/21.24	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	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.
20/21.25	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 20 th October 2020 were approved to be signed as a true record.
20/21.26	<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 7 th July 2020 and 20 th October 2020.
	It was Resolved that the contents of the report should be noted.
20/21.27	<u>COVID UPDATE (AGENDA ITEM 5)</u>
	The Deputy Principal Curriculum, Quality and Standards provided a further weekly update on Covid cases and confirmed that on Wednesday 7 th October, OfSTED had visited the College for a 2-day interim visit. The purpose of the visit was “to help learners, parents, employers and government understand how providers are meeting the needs of students and apprentices in this period, including learners with high needs and those with special educational needs and disabilities.” The visits do not result in a grade or judgement. A copy of the Ofsted report was received for information.

	<p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • There had been a significant reduction in Covid cases at the College since half term; • Learners who had to self-isolate would continue their studies via remote learning. The proportion of face to face teaching being delivered at the College was currently 78%, with 22% delivered online; • Covid risk assessments were continually under review and informed by feedback from stakeholders and where necessary, controls were adapted; • The College had sufficient PPE and was spending 20k per month, with an overall total of £250k.
	It was Resolved that the contents of the report should be noted.
20/21.28	<u>CURRICULUM (AGENDA ITEM 6)</u>
	a) SAR 2019/20
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that the Self-Assessment Report 2019/20 was reviewed in detail at the Curriculum and Quality Committee on 25th November 2020 and was recommended to the Corporation for approval. Progress against the following key areas for improvement would be reported at future meetings of the C&Q Committee:</p> <ul style="list-style-type: none"> • Too few apprentices achieve their qualification on time or make the progress of which they were capable; • Whilst there was firm evidence of significant improvement, given the disruption to examinations caused by Covid-19, A Level provision required further monitoring into 2020/21; • A small minority of College programmes were not yet good; • Achievement in maths and English qualifications delivered to Foundation Studies learners required improvement; • Whilst above sector norms, attendance and punctuality were too low across the College, particularly in English and maths; • Assessment planning required focus to ensure that learners benefit from a variety of assessment methods and were given the opportunity to develop a range of skills to prepare them for their next steps; • The quality of Digital Learning required further development to ensure effective continuation of learning; and • The roll out of the Positive Futures Framework.
	It was Resolved that:
	<p>a) The contents of the report should be noted; and b) The SAR 2019/20 is approved.</p>
	b) Safeguarding and Prevent Policy and Update
	<p>The Director of Personal Development confirmed that the report had been reviewed in detail by the Curriculum and Standards Committee on 25th November 2020. The Safeguarding and Prevent Policy had been updated to reflect Keeping Children Safe in Education (KCSIE) 2020. Key updates were highlighted within the revised policy and Appendix 2 detailed how the Corporation fulfilled its obligations in relation to this policy. Lynne Vernon (Lead Governor) had reviewed the policy and provided feedback regarding terminology.</p> <p>Further Governor training was planned at the Corporation meeting on 26th January 2021 and this could include how Governors could provide more challenge to safeguarding/Prevent arrangements and lessons learned.</p> <p>It was confirmed that the College Safeguarding Team met every half term and was attended by the Lead Governor for Safeguarding. Members also noted the arrangements for the Lead Governor to report to the Corporation and questioned if it would be more effective for the Lead Governor to report to the C&Q Committee.</p>
	It was Resolved that:
	<p>a) The contents of the report should be noted; b) The Safeguarding and Prevent Policy is approved; c) The College intention to sign up to the AoC Mental Health Charter is supported; and d) The Clerk should review reporting arrangements for the Lead Governor for Safeguarding and Prevent.</p>

	c) Strategic Partnership Update
	<p>The Principal introduced the report and confirmed that further to the Corporation meeting held on 20th October 2020 additional work had been undertaken to progress the College participation in a collaborative Institute of Technology bid and the College nursing curriculum development plan, details of which were outlined within the report. The report had been reviewed in detail at the Resources Committee on 24th November 2020, when the following issues were discussed and highlighted:</p> <ul style="list-style-type: none"> • The College was a core FE partner in a proposed Greater Manchester Institute of Technology (IoT), led by the University of Salford; • The focus of the IoT was Digital, Engineering and Health and the curriculum was expected to deliver 85% across partners at Level 4 and 5 and be technically-focussed; • The Bury College curriculum would focus on Digital and Health & curriculum related to the HISTEM Centre; • The development closely aligned with the College's HE Strategy, HISTEM Centre curriculum, Needs Analysis and Strategic Development Plan; • If successful, the College would receive capital funds to refurbish associated areas of the campus and invest in related new equipment; and • The structure, finances and format of the new entity was in development and a request had been made by partners to keep it as simple as possible, minimising time and costs, clarifying responsibilities, accountabilities and benefits for each partner.
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted;</p> <p>b) It was agreed in principle, for Bury College to be an FE partner in a proposed Greater Manchester Institute of Technology, led by the University of Salford; and</p> <p>c) The continued development plans to resource and introduce Nursing into the Health Innovation and STEM Centre from September 2022, in partnership with UoS, is supported.</p>
20/21.29	FINANCE/AUDIT (AGENDA ITEM 7)
	<p>a) Audit Committee Annual Report 2019/20</p> <p>The Clerk introduced the Audit Committee Annual report, which had been agreed by the Audit Committee on 24th November 2020. The Corporation was required to take into consideration the annual report of the Audit Committee before approving the Financial Statements, which include a Corporate Governance statement confirming that the Corporation is satisfied with the operation and effectiveness of the systems of internal control. In the Grant Thornton Audit Findings report considered by the Audit Committee on 24th November 2020, the following two matters were highlighted, that had the potential to result in material adjustment or significant change to disclosures within the financial statements:</p> <ul style="list-style-type: none"> a) Finalisation of going concern procedures and b) Finalisation of procedures in respect of pension scheme valuation regarding specific Covid-19 factors. <p>Grant Thornton had subsequently confirmed that a) was now resolved and they are awaiting information from the Greater Manchester Pension Fund in respect of b) above. Grant Thornton had not been able to resolve this issue and were therefore not in a position to sign off the College Financial Statements.</p>
	<p>It was Resolved that the contents of the report and the Audit Committee Opinion for 2019/20, should be noted.</p>
	b) College Financial Statements and Regularity Audit Reports for the year ended 31st July 2020
	<p>The Deputy Principal Finance and Corporate Services confirmed that this year, the ESFA had extended the submission date of the Statutory Accounts and the Finance Record to the 31st January 2021. The revised Finance record had been issued in draft form and would be completed by the deadline and this would confirm outstanding financial health and that all bank covenants had been met.</p> <p>The Auditors had advised the Audit Committee on 24th November 2020, that they were likely to provide an unmodified opinion but had recently stated that they would have to provide a limitation of scope if GMPF were unable to value the scheme assets at 31st July 2020. As in previous years, the valuation at 30th June 2020 had been used to estimate the year-end position. Grant Thornton had raised this as a concern given the volatility of the market and the potential materiality of any movement. Currently, there was no obvious solution</p>

	<p>to this impasse as GMPF had stated that they could not produce this information retrospectively. This was clearly an issue to be resolved between Grant Thornton and GMPF.</p> <p>In the circumstances, even though the issue had no impact on the cash or trading position, the College had no alternative other than to defer the approval of the Financial Statements to the Corporation meeting on 26th January 2021.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Members Report and Financial statements for 2019/20, be deferred to the Corporation meeting on 26th January 2021.</p>
	<p><i>Helen Hubert joined the meeting at 5.52 p.m.</i></p>
	<p>c) BCE Ltd Financial Statements for the year ended 31st July 2020</p>
	<p>The Deputy Principal Finance and Corporate Services confirmed that BCE Limited was a dormant subsidiary company of the College. The only profit and loss movements were interest receivable and interest payable. The Financial Statements were reviewed by the Resources Committees and the Audit Committee on 24th November 2020 and are recommended to the Corporation for approval.</p> <p>Members considered that, given the issue outstanding between Grant Thornton and GMPF, consideration of the BCE Ltd Directors Report and Financial Statements for the year ended 31st July 2020, should also be deferred to the Corporation meeting on 26th January 2021.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The BCE Limited Directors Report and Financial Statements for the year ended 31st July 2020, be deferred to the Corporation meeting on 26th January 2021.</p>
	<p>d) Grant Thornton Letters of Representation</p>
	<p>The Deputy Principal Finance and Corporate Services introduced the report. He confirmed that the Financial Statements and Regularity Auditors issue, as part of normal audit processes, a letter of representation which seeks to ensure that the Corporation can certify that it has supplied all information necessary for the auditors to conduct their work and reach their audit opinion.</p> <p>The letters of representation for 2019/20 were reviewed by the Resources Committee and Audit Committee on 24th November 2020, with both Committees recommending that the letters be signed as part of the finalisation of the accounts, at the Corporation meeting in December 2020.</p> <p>Members considered that, given the issue outstanding between Grant Thornton and GMPF, consideration of the Letters of Representation, should also be deferred to the Corporation meeting on 26th January 2021.</p>
	<p><i>It was Resolved that:</i></p> <p>a) The contents of the report should be noted;</p> <p>b) The Letters of Representation be deferred to the Corporation meeting on 26th January 2021.</p>
	<p>e) Student Union Accounts 2019/20</p>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Report of the Independent Auditors of Bury College Students Union for the year ended 31st July 2020, was reviewed by the Resources Committee on 24th November 2020 and recommended to the Corporation for approval.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Bury College Student Union Accounts for the year ended 31st July 2020 are approved.</p>
	<p>f) Management Accounts October 2020</p>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the July 2020 Management Accounts showed that the College had ended 2019/20 with a strong financial performance. The underlying operating surplus to 31st July 2020 was just over £1.8m (excluding pension adjustments). The impact of the COVID-19</p>

	<p>situation had been to reduce apprenticeship income by about £200k but this has been more than offset by associated savings from partial closure including curriculum resources.</p> <p>Subsequent to the production of the July Management Accounts, the GMPF Actuary Report was received. The adjustments to the Income & Expenditure figures were slightly lower (i.e. better) than forecast so there was a bottom line surplus in the Draft Statutory Accounts. As predicted, there was, however, a major impact on the Balance Sheet with a £9.5m increase in the notional pension liability.</p> <p>Members noted the Outstanding Financial Health Grade and congratulated the management team on the current pay to income ratio of 63%.</p>
	It was Resolved that the contents of the report should be noted.
20/21.30	<u>FE WHITE PAPER (AGENDA ITEM 8)</u>
	<p>The Principal confirmed that a White Paper on the future arrangements for the Further Education sector was due to be published in the autumn term. Due to other governmental priorities this may now be published in spring 2021. It was anticipated that the White Paper would address issues such as:</p> <ul style="list-style-type: none"> • National & regional skills strategies delivering long term outcomes; • A statutory right to lifelong learning; • Deeper strategic partnership with and service for employers; • Simplified, long term and sustainable funding settlements; • Streamlined & nurturing approach to oversight and accountability; • Diverse, systems leaders focussed on long term systems good; • Investment in workforce & development of a new national social partnership; • Fundamentally the shift is towards empowering the strategic role that colleges play in partnership with others across government, wider education & skills system & with employer. <p>It was clear that collaborative structures and ways of working would be promoted.</p>
	It was Resolved that the contents of the report should be noted.
20/21.31	<u>PERFORMANCE (AGENDA ITEM 9)</u>
	<p>The Deputy Principal Finance and Corporate Services introduced the report and highlighted the 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>The report had been reviewed in detail by the Resources Committee on 24th November 2020, when Members had questioned the significant increase in the 16-19 allocation and it was confirmed that this was due to a number of additional elements included within the allocation, namely the 16 to 19 Tuition Fund, High Value Courses Premium Funding and the Level 3 programme maths and English payments.</p> <p>Members also noted the improvement in apprenticeship income.</p>
	It was Resolved that the contents of the report should be noted.
20/21.32	<u>PROPERTY STRATEGY (AGENDA ITEM 10)</u>
	<p>The Deputy Principal Finance and Corporate Services confirmed that in respect of the STEM building the project team had worked with the College to be in a position to submit a planning application in mid-January 2021. A copy of visuals that would be part of the planning application was shared with Governors. Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The building had been designed over 4 floors to achieve the budget plan; • Additional parking may be realised at the Woodbury Campus; • The use of the outside space would be further considered by the design team; and • In respect of environmental impact, the target was to achieve the Breeam excellence Standard.

	In addition, the 3 applications to the T Level Capital Fund 2020/21 had been approved in Principle. Approval in Principle meant that, while DfE were broadly content with the approach set out in the College application, there were some elements of each of the projects that require further development.
	It was Resolved that the contents of the report should be noted.
20/21.33	<u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 11)</u>
	Mark Granby introduced the report which provided an update on the Trust's activities, in particular, Members noted that: <ul style="list-style-type: none"> • The Covid pandemic continued to present significant operational challenges to the Trust's schools. Trustees received weekly update reports, to keep them briefed on the impact of Covid; • Both schools had strong plans in place to switch to remote learning when bubbles were required to self-isolate and these had been implemented to good effect; • Senior leaders in both schools had completed assessments of all pupils to understand the full impact that school closures have had on the children's learning. The DfE's current view was that KS1 and KS2 assessments would take place in the summer term; and • Community engagement was working well at both schools.
	It was Resolved that the contents of the report should be noted.
20/21.34	<u>RISK MANAGEMENT POLICY (AGENDA ITEM 12)</u>
	The Deputy Principal Finance and Corporate Services introduced the report and confirmed that the Risk Management Policy annual review had been completed. The Risk Management Policy has been updated for changes of titles and to reflect the more targeted approach to monitor action to address high risks. The Policy had been considered in detail by the Audit Committee on 24th November 2020 and was recommended for approval by the Corporation.
	It was Resolved that: <ol style="list-style-type: none"> a) The contents of the report should be noted; and b) The Risk Management Policy is agreed.
20/21.35	<u>COMMITTEE MINUTES (AGENDA ITEM 13)</u>
	<ul style="list-style-type: none"> • Resources Committee 24th November 2020 • Audit Committee 24th November 2020 • Curriculum and Quality Committee 25th November 2020 <p>Members noted that a decision on staff pay had been made at the Resources Committee and was currently subject to consultation. Members took the opportunity to express thanks to all staff for their efforts, commitment and hard work during what had been a most difficult year.</p>
	It was Resolved that the contents of the Minutes and actions therein should be noted.
20/21.36	<u>MEETING EVALUATION FORM (AGENDA ITEM 14)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meetings held on 20 th October 2020, which were noted.
	It was Resolved that the contents of the report should be noted.
20/21.37	<u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 15)</u>
	<ul style="list-style-type: none"> • 5.00pm Tuesday, 26th January 2021 • 5.00pm Tuesday, 23rd March 2021 • 5.00pm Tuesday, 4th May 2021 • 5.00pm Tuesday, 6th July 2021 (potential move to 29th June 2021)

There being no further discussion the meeting closed at 6.35 p.m.

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

Summary of Actions – Corporation Meeting on 15th December 2020

Item	Action	Person Responsible	Timescale
20/21.28 a) Safeguarding	The Clerk should review reporting arrangements for the Lead Governor for Safeguarding and Prevent.	Clerk	Corporation 26 th January 2021
20/21.29 b) College Financial Statements	The Members Report and Financial statements for 2019/20, be deferred to the Corporation meeting on 26th January 2021	Deputy Principal Finance and Corporate Services	Corporation 26 th January 2021
20/21.29 c) BCE Ltd Financial Statements	The BCE Limited Directors Report and Financial Statements for the year ended 31st July 2020, be deferred to the Corporation meeting on 26th January 2021	Deputy Principal Finance and Corporate Services	Corporation 26 th January 2021
20/21.29 d) Letters of Representation	The Letters of Representation be deferred to the Corporation meeting on 26th January 2021.	Deputy Principal Finance and Corporate Services	Corporation 26 th January 2021