



**BURY COLLEGE  
FURTHER EDUCATION CORPORATION  
MINUTES OF THE MEETING HELD VIA ZOOM ON  
TUESDAY, 5<sup>th</sup> MAY 2020**

Corporation Meeting Commenced: 5.00 p.m.  
Corporation Meeting Closed: 6.08 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 (Academic Staff)
Helen Hubert	Independent Member
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Matthew Melia	Student Member (role share)
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

<b>19/20.49</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Jade Glazer and Jafar Iqbal.
<b>19/20.50</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	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.
	The Chair welcomed Members to the first Corporation meeting held via Zoom, which he hoped would be a participative and informative meeting.
<b>19/20.51</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meetings on 17 <sup>th</sup> December 2019 and 28 <sup>th</sup> January 2020 were approved to be signed as a true record.
<b>19/20.52</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 meetings held on 17 <sup>th</sup> December 2019 and 28 <sup>th</sup> January 2020. The meeting that was due to be held on 31 <sup>st</sup> March 2020 was cancelled due to COVID -19 and the key decisions outlined within the report were agreed via written resolution.
	The Principal confirmed that the College contribution to the GMCA College Concessionary Bus Pass scheme had not yet been finalised, however the contribution would be within the College bursary funding and current learners would not be adversely affected.

19/20.53	<b>COVID-19 GENERAL UPDATE (AGENDA ITEM 5)</b>
	<p>The Principal stated that he had shared the College position with the ESFA and confirmed that, as the College was close to full funding, there was no intention to move towards furloughing staff. ESFA had described the College position as being very helpful. A COVID-19 risk register had been established to record potential risks, including those to income and actions taken to mitigate the risks. This would be discussed later at agenda item 7.</p> <p>A detailed Teaching and Learning Continuation Plan had been established to ensure that students were supported and received their entitlement and to prepare for their next steps. This would be discussed in detail at agenda item 6.</p> <p>The fundamental priority for the College was to optimise learning where possible and to maximise the safety of both learners and staff. Robust safeguarding arrangements were in place.</p> <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The daily bulletin issued to staff and Governors had been very helpful;</li> <li>• There had been no recorded cases of COVID-19 for staff and learners at the College;</li> <li>• Governors asked the Principal to convey their thanks and appreciation to staff, for the efforts they are all making to ensure that the College continued to deliver on its mission, regardless of the circumstances.</li> </ul>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>a) <b>The contents of the reports should be noted; and</b></li> <li>b) <b>The Principal to convey Governors thanks and appreciation to staff, for the efforts they are all making to ensure that the College continued to deliver on its mission, regardless of the circumstances.</b></li> </ol>
19/20.54	<b>CURRICULUM UPDATE INCLUDING SAFEGUARDING ARRANGEMENTS (AGENDA ITEM 6)</b>
	<p>The Deputy Principal Curriculum Quality and Standards confirmed that the College had moved to a period of remote learning during the Coronavirus pandemic. During this time, the College was committed to ensuring that students received a continuation of high-quality education, that they were well prepared for their next steps and had been fully supported to develop the necessary dispositions to make positive contributions to society.</p> <p>Accordingly, the College had identified a number of risks that would be addressed through a Teaching and Learning Continuation Plan, which aimed to ensure that:</p> <ul style="list-style-type: none"> <li>• All students were kept safe from harm;</li> <li>• Students studying on year 1 of a 2-year programme remained engaged and continued to develop the necessary skills and gain knowledge to be successful;</li> <li>• Students progressing within Further Education were well prepared for their next steps;</li> <li>• Students intending to progress to Higher Education were able to do so and have the skills to be successful;</li> <li>• Apprentices can continue to develop their skills to make a positive contribution to their work place including those who are furloughed;</li> <li>• Students with Special Educational Needs and Disabilities were able to continue to receive high quality support which helped them to meet their targets and supports effective transition to their next steps;</li> <li>• Students continue to develop their maths and English skills; and</li> <li>• Students studying on Higher Education qualifications are able to graduate and progress to their chosen destinations.</li> </ul> <p>Members requested details of the exceptional arrangements for assessment and grading in 2020. It was confirmed that close attention was being paid to the information being communicated by OFQUAL in relation to examination and assessment arrangements. Next steps were dependant on the qualification, with each qualification being assigned to a category which will determine the next course of action. Categories were:</p> <ul style="list-style-type: none"> <li>• Calculated results: (A Level, GCSE, Functional Skills and some Vocational Qualifications);</li> <li>• Adaptation (Vocational Qualifications); and</li> <li>• Rescheduling (Some Vocational Qualifications including opportunities for students who feel that their grade awarded does not reflect their likely summer exam performance).</li> </ul>

	<p>Members requested details of the Safeguarding arrangements that had been put in place. It was confirmed that the Director of Personal Development had a centralised overview of all students who were under safeguarding remit, EHCP and other identified vulnerable students. This was monitored weekly with the Safeguarding and Prevent Manager, Learning Support Manager and Pastoral Managers. Full details were outlined within the report.</p> <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Apprenticeships remained a key risk and the feedback from the team was that current arrangements were working well, however a small number of apprentices had been furloughed and some made redundant;</li> <li>• In respect of learner engagement, the College had good tracking systems in place and strategies to address disengagement;</li> <li>• Although work completed by learners since 20<sup>th</sup> March 2020, would probably not count towards the final grade the College still had a responsibility to keep learners engaged;</li> <li>• The College continued to implement its ambitious HE strategy;</li> <li>• A Student Governor highlighted the excellent support in place for EHCP learners;</li> <li>• Communication with learners highlighted safeguarding arrangements and in particular access to counselling services and this would continue to be reinforced;</li> <li>• The College was reviewing the design of the curriculum for September to mitigate current risks and identify where additional resources would be required.</li> </ul> <p>The Vice Chair highlighted that following the recent Matrix Standard assessment, the College had met the framework and were now accredited for the next 3 years. Members asked the Principal to convey their congratulations to those staff involved.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>19/20.55</b>	<b>FINANCIAL UPDATE (AGENDA ITEM 7)</b>
	<p>The Deputy Principal Finance &amp; Corporate Services confirmed that the College had made a good start to the year before the current COVID-19 situation. The operating surplus to 31<sup>st</sup> March 2020 was just over £1m (excluding pension adjustments) which was £451k ahead of budget which provided a significant buffer for the impact of the current circumstances. A 2% pay award from January 2020 continued to be accrued awaiting the outcome of union consultation.</p> <p>The impact of the COVID-19 closedown had been considered. Initially the forecast outturn had been reviewed and revised to show a lower annual operating surplus (excl. pension adjustments) of £1.17m with the major adjustment being a reduction of £200k of apprenticeship income given the immediate impact on apprenticeship employers. At the time of the Management Accounts, the worst-case scenario (if the COVID-19 situation continued and there were no further assurances about Government support of funding) was forecasted. The net impact was estimated as a further £270k adverse but remarkably the College remained ahead of its budgeted operating surplus (excl. pension) still out-turning at £900k underlying surplus.</p> <p>Since the completion of the March 2020 Management Accounts, the funding at risk forecast has been reduced still further as the apprenticeship performance was stronger than anticipated, as detailed in the Funding at Risk Register. This showed a reduced figure of £290k but largely offset by £220k of anticipated savings. The forecast in the Management Accounts was looking accurate at this stage. The College was submitting a bid to the Supplier Relief scheme to support the loss of non-levy apprenticeship income by 30<sup>th</sup> April 2020.</p> <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• As had been previously confirmed, given the actions taken to mitigate funding risks, there was no intention to move towards furloughing directly employed staff;</li> <li>• The College had encouraged outsourced worker companies to furlough their staff and the College would top up the 20% of salary costs; and</li> <li>• Exams fees had been paid and it was recognised that exam boards would still be busy doing a different type of work. There had been an indication that any savings accrued by exam boards may be shared with their partners.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.

<b>19/20.56</b>	<b><u>PAY AWARD (AGENDA ITEM 8)</u></b>
	<p>The Principal confirmed that at a Special meeting of the Resources Committee held on 27th February 2020, the following was agreed:</p> <ul style="list-style-type: none"> <li>a) A 2% consolidated pay award be made to staff (other than Senior Post Holders) from 1st January 2020; and</li> <li>b) The Committee was minded to agree that a minimum of a 2% pay award be made to staff (other than Senior Post Holders) from 1st January 2021, subject to affordability and the achievement of the College Financial Plan.</li> </ul> <p>The proposed pay award was shared with the recognised Trade Unions for consultation. Formal feedback from the Trade Unions had not been received and in addition, given the financial risks and uncertainty caused by COVID-19, the above pay award had not yet been implemented.</p> <p>Members agreed that, subject to satisfactory consultation with the recognised Trade Unions, the pay award should be implemented.</p>
	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>a) <b>The contents of the report should be noted; and</b></li> <li>b) <b>Subject to satisfactory consultation with the recognised Trade Unions, the pay award should be implemented.</b></li> </ul>
<b>19/20.57</b>	<b><u>GOVERNANCE ARRANGEMENTS (AGENDA ITEM 9)</u></b>
	<p>The Clerk introduced the report and confirmed that the planned schedule of meeting to the end of the academic year were as follows:</p> <ul style="list-style-type: none"> <li>• Resources Committee, Tuesday, 16th June 2020 @ 8.00 a.m.</li> <li>• Curriculum &amp; Quality Committee, Wednesday, 17th June 2019 @ 4.30 p.m.</li> <li>• Audit Committee, Thursday, 18th June 2020 @ 1.00 p.m.</li> <li>• Corporation Tuesday 7th July 2020 @ 5.00 p.m.</li> </ul> <p>Members were asked to consider whether to continue with the agreed schedule with meetings being arranged via Zoom or to establish a small temporary Governor Task and Finish Committee to take on all issues that would normally be considered by the Corporation and its Committees (other than those which could not be delegated), whilst current social distance arrangements were in place.</p> <p>Members reviewed the options and agreed to continue with the agreed schedule, with meetings being arranged via Zoom. Any urgent business decisions required between meetings would be agreed in the usual way, in liaison with the Chair and Vice Chair and reported to the next Corporation meeting.</p>
	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>a) <b>The contents of the report should be noted; and</b></li> <li>b) <b>The current schedule of meetings should continue with meetings being arranged via Zoom and any urgent business decisions required between meetings would be agreed in the usual way, in liaison with the Chair and Vice Chair and reported to the next Corporation meeting.</b></li> </ul>
<b>19/20.58</b>	<b><u>APPLICATION OF THE COLLEGE SEAL (AGENDA ITEM 10)</u></b>
	<p>The Clerk confirmed that the GMCA Capital Grant Funding Agreement was executed by the College, as a Deed, and signed by the Chair and Principal on 16th April 2020. This was in accordance with the Instrument of Government and Standing Orders.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
<b>19/20.59</b>	<b><u>FUTURE CORPORATION MEETINGS</u></b>
	<ul style="list-style-type: none"> <li>• Tuesday, 7<sup>th</sup> July 2020 - 5.00pm Briefing Session, 5.30pm Corporation Meeting via Zoom.</li> </ul>

***There being no further discussion the meeting closed at 6.08 p.m.***

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

### Summary of Actions – Corporation Meeting on 5<sup>th</sup> May 2020

Item	Action	Person Responsible	Timescale
<b>19/20.53 COVID-19 General Update</b>	The Principal to convey Governors thanks and appreciation to staff, for the efforts they are all making to ensure that the College continued to deliver on its mission, regardless of the circumstances.	Principal	6 <sup>th</sup> May 2020
<b>19/20.56 Staff Pay Award</b>	Subject to satisfactory consultation with the recognised Trade Unions, the pay award should be implemented.	Principal	TBC
<b>19/20.57 Governance Arrangements</b>	The current schedule of meetings should continue with meetings being arranged via Zoom and any urgent business decisions, required between meetings, would be agreed in the usual way, in liaison with the Chair and Vice Chair and reported to the next Corporation meeting.	Clerk	6 <sup>th</sup> May 2020