



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING HELD VIA ZOOM ON**  
**TUESDAY, 21<sup>st</sup> September 2021**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 6.45 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                       |
| Mark Granby              | Independent Member              |
| Anne Holt                | Staff Member (Business Support) |
| Philip Johnson           | Independent Member              |
| Naomi Sharples           | Independent Member              |
| Paul Smith               | Independent Member              |
| Chris Trees – Vice Chair | Independent Member              |

**IN ATTENDANCE:**

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| 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                   |

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| <b>21/22.01</b> | <b><u>APOLOGIES (AGENDA ITEM 1)</u></b>  |
|                 | Apologies for absence had been received from Jeannie Frodsham and Daniel Hart. The Chair confirmed that Peter Weidenbaum, a former Corporation and Audit Committee Member, had recently passed away and Members recorded their condolences.  |
| <b>21/22.02</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. 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. |
| <b>21/22.03</b> | <b><u>MINUTES (AGENDA ITEM 3)</u></b>  |
|                 | The Minutes of the Corporation Board Meeting on 29 <sup>th</sup> June 2021 were approved to be signed as a true record.  |
| <b>21/22.04</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 29 <sup>th</sup> June 2021. In addition, Mark Granby reported that the application from a school to join BCET would now be considered at the Head Teachers Advisory Panel in October 2021.  |
|                 | The Clerk confirmed that Safeguarding Benchmarking and the wind-up of BCE Ltd would be reported to the Resources Committee.  |
|                 | It was <b>Resolved</b> that the contents of the report should be noted.  |

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| 21/22.05 | <b>KEY STRATEGIC CHALLENGES (AGENDA ITEM 5)</b>   |
|          | <b>a) Safeguarding and Prevent Policy Update and Annual Training</b>  |
|          | <p><b>Annual Safeguarding Training</b><br/>Sarah Walton, the College Designated Safeguarding Lead, introduced training, which aimed to provide assurance that the College complied with KCSIE 2021, in the following areas:</p> <ul style="list-style-type: none"> <li>• Part 1 Safeguarding Information for all Staff;</li> <li>• Part 2 Management of Safeguarding including protecting children from Peer on Peer abuse;</li> <li>• Part 3 Safer Recruitment;</li> <li>• Part 4: Managing Allegations against staff;</li> <li>• Part 5 Peer on Peer Sexual Violence and Sexual Harassment;</li> <li>• A Whole College Approach to Managing Safeguarding;</li> <li>• College Action Plan; and</li> <li>• All staff training.</li> </ul> <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Any “Nagging Doubts” as detailed in Part 4 would be reviewed by the Directors of Personal Development and HR, when any trends could be identified and addressed;</li> <li>• The “Big Red Button” was a College initiative to assist the reporting of safeguarding concerns;</li> <li>• Staff Training was frequent and updates delivered as and when required;</li> <li>• The College could explore if there had been a cultural shift in respect of Safeguarding and Prevent;</li> <li>• The Safeguarding Team was now supported by additional SEND advisory teachers;</li> <li>• The College Polices would be checked again in order to ensure that they met the OfS statement of expectations to prevent and address harassment and sexual misconduct;</li> <li>• The Policy would be clarified to confirm that employers referred to apprenticeship employers;</li> <li>• Section 5.3 of the policy should refer to KCSIE 2021;</li> <li>• KCSIE 2021, the Safeguarding and Prevent Policy, the College Action Plan and the Fitness to Practice Policy would be available on the Governor Portal;</li> <li>• Governor evidence of attending safeguarding training was evidenced in the minutes and the report submitted to the meeting and if requested this would be provided to Members by the Clerk; and</li> <li>• Key priorities and themes were identified as, Peer on Peer Abuse, Sexual Harassment and Sexual Violence and Online Safety</li> </ul> <p><b>Safeguarding and Prevent Policy Update Report</b><br/>The following policies had been updated in line with KCSIE 2021 and approved by the College Policy Panel:</p> <ul style="list-style-type: none"> <li>• Safeguarding and Prevent Policy;</li> <li>• Peer on Peer Abuse: Sexual Harassment and Sexual Violence Policy;</li> <li>• Behaviour Policy including bullying and harassment;</li> <li>• Online Safety Policy;</li> <li>• Equality and Diversity Policy;</li> <li>• Additional Learning Support Policy.</li> </ul> <p>Following a question, it was confirmed the Policies had also been reviewed by the Governor designated Safeguarding Lead.</p> |
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|          | <p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b><br/><b>b) The College Safeguarding and Prevent Policy is approved;</b></p>   |
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|          | <b>b) Covid 2021/22</b>   |
|          | <p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that students had returned to the College on a full face to face timetable. The College continued to follow Government guidance regards Covid-19 control measures. Since the guidance changed on 16<sup>th</sup> August, and ahead of the new term, the following had been actioned:</p>  |

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|          | <ul style="list-style-type: none"> <li>• Previously applied control measures with regards to social distancing, reporting of close contacts, the wearing of face coverings in all areas of college, student zones/bubbles etc, had been removed. However, the college was in a position to quickly reinstate the measures if required;</li> <li>• A number of the control measures had been retained; hygiene stations across the campus, Perspex screens in public facing areas, ventilation in classrooms, removal of some of the unnecessary social areas (e.g. smoking shelter);</li> <li>• Students had received information regarding their ongoing responsibilities in relation to Covid through induction. This would be regularly reinforced and updated;</li> <li>• The College was no longer responsible for carrying out contact tracing and would not be sending home individuals who were contacts of known cases. However, classroom seating plans would be retained in the event that this information was needed to support NHS Test and Trace activity;</li> <li>• The Government guidance regarding the use of face coverings by staff and students had been implemented. In busy areas of the campus, the wearing of face coverings was advised;</li> <li>• The promotion of vaccination, particularly for 16-18-year olds, had formed part of the College's recent social media campaign;</li> <li>• Risk assessments remained under regular review;</li> <li>• The College remained in contact with local Public Health officials with regards to advice and reporting cases and concerns;</li> <li>• In accordance with government guidance, the testing of students prior to their return to college had commenced. All students had been offered two tests in the onsite test centre. Following the 'two test' phase, a scaled down test centre would remain. Staff and students were encouraged to continue with twice weekly at home testing; and</li> <li>• In excess of 4000 tests had been conducted onsite since 26 August.</li> </ul> <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <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 and specific arrangements would be made for the Maths and English resits in November;</li> <li>• The College continued to promote the implementation of Covid Vaccines by providing factual information via the tutorial process and the use of social media channels. Performing Arts students were working with the Public Health Team to produce a promotional video; and</li> <li>• If required, student zones/bubbles could be quickly reintroduced.</li> </ul> |
|          | <p>It was <b>Resolved</b> that the contents of the report should be noted.</p>   |
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| 21/22.06 | <b>PERFORMANCE (AGENDA ITEM 6)</b>   |
|          | <p><b>a) Outcomes 2020/21</b></p> <p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that due to the cancelation of the summer term examinations for a second academic year, students received Teacher Assessed Grades (TAGS) for most qualifications. The College had robust procedures in place to ensure that TAGs for each student were carefully prepared, with integrity and in accordance with OfQUAL guidance. Students had until 17<sup>th</sup> September to appeal their grade (stage 2) with the awarding body. To date only two of these appeals had been received.</p> <p>Members noted the actions had been taken in curriculum areas of concern and that a more detailed report would be submitted to the C&amp;Q Committee in November 2021.</p> <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• A more detailed report on outcomes would be submitted to the C&amp;Q Committee in November 2021;</li> <li>• The impact of a revised Pastoral, Additional Learning Support and Safeguarding system was evident in the achievement of Looked After Children, those with SEND and those who have been supported by the Safeguarding system; and</li> <li>• The majority of A Level students had secured their destination of choice, as evidence by the small number of TAG appeals.</li> </ul> <p><b>b) Enrolment 2021/22</b></p> <p>The Principal confirmed that current enrolments were 3,640 against a target of 3,500 (excluding T Levels), with the census date starting on 17<sup>th</sup> October. Adult and HE Targets were on track. Apprenticeship enrolments were under target and additional resources had been put in place.</p>   |

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|                 |  | It was <b>Resolved</b> that the contents of the report should be noted.   |
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| <b>21/22.07</b> | <b>FINANCE/AUDIT (AGENDA ITEM 7)</b>   |   |
|                 | <b>a) Management Accounts to 31<sup>st</sup> July 2021 / Provisional Financial Outturn 2020/21</b> |   |
|                 |  | <p>The Deputy Principal Finance &amp; Corporate Services confirmed that the July 2021 Management Accounts showed the provisional financial outturn for 2020/21. The 2 key areas that were outstanding when the report was written had now been resolved. The GMPF Actuarial Reports had advised that the pension adjustments were £74k better than forecast giving a bottom line provisional surplus of £180k. The accounting treatment of donated laptops had now been agreed with Grant Thornton: these had been valued at £175k and would be shown as both income &amp; expenditure as below the capitalisation threshold with no impact on the bottom line.</p> <p>The College had ended 2020/21 with a strong financial performance. The underlying operating surplus to 31 July 2021 was £2m (excluding pension adjustments which were £74k better than had been anticipated). This was despite circa £300k of direct Covid related expenditure in the year and over £0.4m reduction in apprenticeship income. The College had received Estates condition improvement grants of £1,123k (ESFA) and £70k (GMCA) most of which had been used in this financial year and were revenue in nature. The cash position was strong in advance of the construction of the new build.</p> <p>Following questions, it was confirmed that the external audit would commence on 27<sup>th</sup> September and arrangements were in place to provide information on the GMPF valuation of assets, as required by the External Auditor.</p>  |
|                 |  | It was <b>Resolved</b> that the contents of the report should be noted.   |
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|                 | <b>b) Capital Projects and Capital Funding – Including Contractor Appointment</b>                  |   |
|                 |  | <p>The Deputy Principal Finance and Corporate Services introduced the report as follows:</p> <p><b>Capital projects</b><br/>The College had already levered in over £5m in grants to develop the campus. It had a number of bids in to secure a further £6m for the next phase of capital development (£12m).</p> <p><b>Health Innovation STEM Centre</b><br/>Since the last meeting the planning process had been slow and the tender exercise had confirmed high rates of construction inflation with a much higher construction cost.</p> <p>The Planners had advised that a condition of planning permission would be a Section 106 notice requiring the College to contribute £40k to a Toucan crossing (pedestrians &amp; bicycles) on Market Street plus admin &amp; legal fees.</p> <p>Gardiner &amp; Theobald had issued the HI STEM final construction tender report on 7th September 2021. The Governors received a confidential briefing that the number of construction companies tendering had been disappointing but that this was typical of the market at the present time. The Design Team had previously warned that construction prices (materials &amp; labour) were spiralling and warned that this increase could be over £1m. The Tender report showed that the construction would now be £1.5m higher than the original budget but the College remained committed to the project.</p> <p>Accordingly, in order to move to the construction stage, the following actions had been agreed by the Chair of the Corporation:</p> <ul style="list-style-type: none"> <li>• To increase the budget to £10m for the HI STEM building;</li> <li>• To appoint the construction contractors, as highlighted within the report; and</li> <li>• To agree that the College would contribute £40k (plus admin &amp; legal fees) to the Council towards a crossing on Market Street as a condition of planning permission.</li> </ul> <p>Members noted that the Chair's decision to accept the inflationary increase of £1.4m in the new building and therefore in the College contribution, had been made in the context of the College's strong cash position and financial health. The College had already confirmed that it had £6m cash funds to invest in capital over the next 3 years so could meet this additional £1.4m additional cost. It would continue to reappraise the timing</p> |

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|                 | of future plans, although strong cash generation was expected to continue and the £1.4m may be recoverable.  |
|                 | It was <b>Resolved</b> that:<br>a) <b>The contents of the report should be noted; and</b><br>b) <b>The 3 Chair's actions as highlighted within the report were supported and agreed.</b>   |
|                 | <b>c) Regularity Audit Self-Assessment Questionnaire</b>   |
|                 | The Clerk confirmed that as part of the production of the College Financial Statements, the External Auditor also implemented a Regularity Audit and the College was required to complete a Regularity Audit Self-Assessment Questionnaire. As required by the Audit Code of Practice and College Accounts Directive, the questionnaire for 2020/21 still includes Covid related issues and needs to be signed by the Chair and Accounting Officer.  |
|                 | It was <b>Resolved</b> that:<br>a) <b>The contents of the report should be noted; and</b><br>b) <b>The Regularity Audit Self-Assessment Questionnaire, is approved for signature by the Chair and Accounting Officer.</b>  |
|                 | <b>d) External Audit Letter of Engagement</b>  |
|                 | The Clerk introduced the report and confirmed that the Engagement Letter and Appendices sets out the basis on which Grant Thornton UK LLP agree to act as auditors of Bury College and the basis on which GT will provide reports to the College and the Secretary of State for Education acting through the Education and Skills Funding Agency ('the ESFA').<br><br>The letters reflected the requirements of the Post-16 Audit Code of Practice issued by the ESFA and established an agreement between GT and the College in relation to the audit of, and reporting on, the College's financial statements, and a tripartite agreement between the College, the ESFA and GT for the sole purpose of reporting on regularity only. |
|                 | It was <b>Resolved</b> that:<br>a) <b>The contents of the report should be noted; and</b><br>b) <b>The Chair of the Corporation is authorised to sign the Letter of Engagement.</b>  |
| <b>21/22.08</b> | <b><u>MEETING EVALUATION FORM (AGENDA ITEM 8)</u></b>  |
|                 | The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 29 <sup>th</sup> June 2021, which were noted.   |
|                 | It was <b>Resolved</b> that the contents of the report should be noted.  |
| <b>21/22.09</b> | <b><u>AOB (AGENDA ITEM 9)</u></b>  |
|                 | <b>a) Membership of the Corporation</b><br>The Clerk confirmed that the Corporation had a vacancy for an Independent Member with financial expertise. Faheem Nawaz had expressed an interest in joining the Corporation. Faheem had financial skills which would enhance the skills base of the Corporation.<br><br>Members of the Search Committee had met, via Zoom, with Faheem on 15 <sup>th</sup> September 2021 and agreed that a recommendation be made to the Corporation to appoint Faheem Nawaz as an Independent Member and a Member of the Resources Committee for an initial term of office from 21 <sup>st</sup> September 2021 to 31 <sup>st</sup> August 2022.   |
|                 | It was <b>Resolved</b> that:<br>a) <b>The contents of the report should be noted; and</b><br>b) <b>Faheem Nawaz should be appointed as an Independent Member of the Corporation and a Member of the Resources Committee for an initial term of office from 21<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022.</b>  |
|                 | <b>b) Sub-Contracting Partner</b><br>The Principal updated Members on discussions with the ESFA regarding the funding eligibility of a long standing sub-contracting partner. Discussions were ongoing to review alternative options.  |

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| <b>21/22.10</b> | <b>FUTURE CORPORATION MEETINGS (AGENDA ITEM 10)</b>   |
|                 | <ul style="list-style-type: none"> <li>• 5.00pm Tuesday, 19th October 2021</li> <li>• 5.00pm Tuesday, 14th December 2021</li> <li>• 5.00pm Tuesday, 25th January 2022</li> <li>• 5.00pm Tuesday, 22nd March 2022</li> <li>• 5.00pm Tuesday, 3rd May 2022</li> <li>• 5.00pm Tuesday, 28th June 2022</li> </ul> |

*There being no further discussion the meeting closed at 6.45 p.m.*

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

| <b>Summary of Actions – Corporation Meeting on 21<sup>st</sup> September 2021</b> |  |                           |                                 |
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| <b>Item</b>   | <b>Action</b>  | <b>Person Responsible</b> | <b>Timescale</b>                |
| <b>21/22.07<br/>c Regularity<br/>Audit Self-<br/>Assessment<br/>Questionnaire</b> | The Regularity Audit Self-Assessment Questionnaire, is approved for signature by the Chair and Accounting Officer.   | Clerk                     | 22 <sup>nd</sup> September 2021 |
| <b>21/22.07<br/>d External Audit<br/>Letter of<br/>Engagement</b>                 | The Chair of the Corporation is authorised to sign the Letter of Engagement.   | Clerk                     | 22 <sup>nd</sup> September 2021 |
| <b>21/22.09<br/>AoB<br/>Membership of<br/>the Corporation</b>                     | Faheem Nawaz should be appointed as an Independent Member of the Corporation and a Member of the Resources Committee for an initial term of office from 21st September 2021 to 31st August 2022. | Clerk                     | 19 <sup>th</sup> October 2021   |