



**BURY COLLEGE  
FURTHER EDUCATION CORPORATION  
MINUTES OF THE MEETING HELD VIA ZOOM ON  
TUESDAY, 22<sup>nd</sup> MARCH 2022**

Corporation Meeting Commenced:  
Corporation Meeting Closed:

5.00 p.m.  
6.47 p.m.

**PRESENT:**

Peter Nicol - Chair	Independent Member
Callum Beckwith	Student Member
Peter Bury	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Faheem Nawaz	Independent Member
Robin Puri	Student Member
Naomi Sharples	Independent Member
Paul Smith	Independent Member
Chris Trees	Independent Member

**IN ATTENDANCE:**

Paul Maykels	Director of Strategic Development
Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Peter Ryan	Clerk to the Corporation
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Sarah Walton	Director of Personal Development

<b>21/22.55</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Jeanie Frodsham and Liaqat Ali and the Chair welcomed Tracy Kitchingman to her first meeting.
<b>21/22.56</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	Trustees and Members of the BCET Board declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies. Those Members whose terms of office were to be reviewed declared an interest in item 10. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
<b>21/22.57</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 25 <sup>th</sup> January 2022 and 10 <sup>th</sup> March 2022 were approved to be signed as a true record.
<b>21/22.58</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 25 <sup>th</sup> January 2022.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.59</b>	<b><u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 5)</u></b>
	Mark Granby, Chair of the BCET highlighted the following: <ul style="list-style-type: none"> <li>• The Trust Board was looking to appoint more trustees and in particular an individual with very strong leadership experience in the primary sector;</li> <li>• Financial health remained strong;</li> <li>• Attendance was above 90% in both schools, which was better than national, but leaders recognised that it needed to improve;</li> </ul>

	<ul style="list-style-type: none"> <li>The application for a school to convert into BCET was considered by the RSC's advisory board on 24<sup>th</sup> February. Unfortunately, the application was not approved at that time and the Trust will receive recommendations on what needs to be undertaken before the application will be reconsidered; and</li> <li>The governing body of a Bury high school had voted unanimously for their school to enter into a trust partnership with BCET.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.60</b>	<b><u>GOVERNOR TRAINING – CURRICULUM INTENT (AGENDA ITEM 6)</u></b>
	<p>As part of the ongoing training and development of Governors a Curriculum Intent Training session was delivered by the Director of Strategic Development which included the following:</p> <ul style="list-style-type: none"> <li>The College had a duty to keep its provision under review to ensure that it is best placed to meet the needs of the local area and to ensure that provision was fully aligned to local needs. In future this could be driven by funding;</li> <li>Ofsted would evaluate Curriculum intent to ensure it considered the needs of learners, employers, and the local, regional and national economy, as necessary; and</li> <li>Accordingly, the College curriculum was responsive to and informed by: <ul style="list-style-type: none"> <li>Needs of learners</li> <li>Needs of employers</li> <li>Staff expertise and knowledge</li> <li>Responds to Needs Analysis</li> <li>External policies, research, labour market information</li> <li>Curriculum bodies</li> <li>Inter-relationship of curriculum teams</li> <li>Stakeholder feedback</li> </ul> </li> </ul> <p>Members asked how the curriculum intent had changed what was delivered and examples were given in respect of adapted and updated curriculum, new curriculum and removed curriculum. This demonstrated the changes made to ensure that provision had been managed to meet needs.</p> <p>Following questions, it was confirmed that staff recruitment was healthy with many high-quality applicants and work was ongoing to measure the impact of provision for employers and to refine student destination data.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<i>Paul Maykels withdrew from the meeting at 5.50 p.m.</i>
<b>21/22.61</b>	<b><u>COVID UPDATE (AGENDA ITEM 7)</u></b>
	<p>The Deputy Principal Curriculum, Quality and Standards shared the latest position with Members and confirmed that an update had recently been provided to both the Resources and C&amp;Q Committees as follows:</p> <ul style="list-style-type: none"> <li>Staff and students were advised to continue to follow the government guidance if they had a positive Covid test and remain at home; this was not a legal requirement however;</li> <li>The requirement to wear face masks was no longer necessary. However, a number of staff and students still continued to do so and supplies continued to be available;</li> <li>Following the removal of the requirement to test twice weekly, the onsite test centre had closed. Supplies of LFT still remained available for the time being;</li> <li>In accordance with the guidance for students with SEND, staff supporting students in the New Horizons provision were asked to still test twice weekly; and</li> <li>The College continued to focus on good ventilation, personal hygiene and campus cleanliness.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.62</b>	<b><u>SAFEGUARDING AND PREVENT UPDATE (AGENDA ITEM 8)</u></b>
	<p>The Director of Personal Development provided an update in the following areas:</p> <ul style="list-style-type: none"> <li><b>Referrals</b> – The number and category of referrals, including criminal convictions, was highlighted within the report;</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>The Colleges response to national Issues</b> - The College was involved in local planning with the LA and the Greater Manchester Police in regards to International Women's Day;</li> <li>• <b>Student Training</b> – Tutorial sessions had focused on, prevent, alcohol, drug awareness, healthy living, social media and online digital foot print;</li> <li>• <b>Mental health support</b> – The Director of Personal Development had completed the MH and Wellbeing Senior Lead training;</li> <li>• <b>Prevent</b> – A copy of the College Prevent Action Plan 2021/22 and new prevent self-assessment tool were appended to the report. One referral had been made;</li> <li>• <b>Online Safety and Sexual Harassment</b> - On 7th February 2022 the filtering and monitoring systems were tested and no concerns were reported</li> <li>• <b>LADO</b> - One referral had been made to the LADO.;</li> <li>• <b>Subcontracting</b> – An update was provided in respect a visit to a Subcontractor in February 2022.</li> </ul> <p>Following questions, it was noted that:</p> <ul style="list-style-type: none"> <li>• In response to a serious incident in the town the previous Friday, the College had liaised with the LA and police and had changed the tutorial programme to highlight knife crime and the support that was available to students;</li> <li>• The Prevent Action Plan contained several amber actions which required constant oversight and the action plan would continue to be reviewed by the C&amp;Q Committee; and</li> <li>• CPOMs software had been purchased by the College and its impact would be highlighted in future reports.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.63</b>	<b><u>CURRICULUM (AGENDA ITEM 9)</u></b>
	<b>a) Curriculum and Quality Committee Draft Minutes 16<sup>th</sup> March 2022 and Actions Arising</b> Members received the draft minutes and noted that the Committee had made recommendations regarding amendments to and the review timescale of its Terms of Reference.
	It was <b>Resolved</b> that: <ul style="list-style-type: none"> <li>i. <b>The contents of the report should be noted;</b></li> <li>ii. <b>The draft minutes of the C&amp;Q Committee 16<sup>th</sup> March 2022 are received for information; and</b></li> <li>iii. <b>The recommended amendments to the Committee Terms of Reference, as highlighted within the report are approved and the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.</b></li> </ul>
	<b>b) Quality Improvement Plan</b> The Deputy Principal Curriculum Quality and Standards introduced the report and confirmed that progress of the Plan had been reported to the C&Q Committee on 16 <sup>th</sup> March 2022, as follows:  Apprenticeships - Good progress continued to be made, as evidence by a recent external review; Implications of Covid: Lost Learning - Strong plans were in place and the ESFA had confirmed that the Tuition Fund Grant would continue in 2022/23; A Level programmes – Risk - There were some concerns regards retention and progression; Teams/Individuals requiring improvement - Good progress made across all areas; Positive Futures - Reasonable progress with further plans for development into 2022/23; Attendance and Punctuality – Risk - Attendance levels remained too low across the College. It was planned that from September, English and Maths provision would be delivered within curriculum teams; Assessment - Some progress made, though remained an area of focus; Recruitment and Retention of Staff – Appointed an interim HR Director to support and review strategy; and Behaviour and Attitudes - Good progress made.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.64</b>	<b><u>REPORT FROM THE SEARCH COMMITTEE 8<sup>TH</sup> MARCH 2022 (AGENDA ITEM 10)</u></b>
	Members received the draft minutes and noted that the Committee had made recommendations regarding the appointment and reappointment of Members, amendments to and the review timescale of its Terms of Reference and the Search Committee Annual Statement and Policy 2021/22, including an amendment to section 2.4.viii of the Corporation Standing Orders.

	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>i. <b>The contents of the report should be noted;</b></li> <li>ii. <b>The draft minutes of the Search Committee 8<sup>th</sup> March 2022 are received for information;</b></li> <li>iii. <b>The recommendations in respect of the reappointment of Members are agreed;</b></li> <li>iv. <b>The recommended amendments to the Committee Terms of Reference, as highlighted within the report are approved and the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025; and</b></li> <li>v. <b>The Search Committee Annual Statement and Policy 2021/22 is received for information and the amendment to section 2.4.viii of the Corporation Standing Orders is approved.</b></li> </ul>
<b>21/22.65</b>	<b>PROPERTY STRATEGY UPDATE AND T LEVELS CAPITAL BID (AGENDA ITEM 11)</b>
	<p>The Principal provided an update in the following areas:</p> <p><b>HI-STEM</b> - The steel frame was ahead of schedule and although 5 days had been lost due to recent weather the programme was still on schedule. Metal decking was due to start w/c 28<sup>th</sup> February with completion by 8<sup>th</sup> April. A Temporary mock ward would be in place in the Enterprise building from September to December 2022.</p> <p><b>T Level Education and Childcare</b> – The project was now complete.</p> <p><b>Engineering</b> – The Design Team were collating information to RIBA Stage 2 for the bid which was due to be submitted by 11<sup>th</sup> March 2022 with the outcome known by June/July 2022.</p> <p><b>Transformation Fund</b> – The outcome was due in March 2022 and the Design Team were collating information on the proposed extension to the social area in the A-Level Centre.</p> <p><b>T Level Capital Bid</b> – The Resources Committee had approved the bid and given the current international uncertainties and inflationary pressures, reinforced the need to maintain a positive cashflow and adequate cash reserves. Additional borrowing would not be supported at this time. Members noted that should the College be successful in both the Transformation Fund and T Level capital bids then there would be a need to re-evaluate the scopes and affordability of each project.</p>
	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>i. <b>The contents of the report should be noted; and</b></li> <li>ii. <b>The approval of the T Level capital bid is ratified.</b></li> </ul>
<b>21/22.66</b>	<b>FINANCE/AUDIT (AGENDA ITEM 12)</b>
	<p><b>a) Audit Committee Draft Minutes 8<sup>th</sup> March 2022</b>  Members received the draft minutes and noted that the Committee had made recommendations regarding the review timescale of its Terms of Reference. The Committee had also revised the pay award offer to staff.</p>
	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>i. <b>The contents of the report should be noted;</b></li> <li>ii. <b>The draft minutes of the Audit Committee 8<sup>th</sup> March 2022 are received for information; and</b></li> <li>iii. <b>The next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.</b></li> </ul>
	<p><b>b) Resources Committee Draft Minutes 8<sup>th</sup> March 2022</b>  Members received the draft minutes and noted that the Committee had made recommendations regarding amendments to and the review timescale of its Terms of Reference.</p>
	<p>It was <b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>i. <b>The contents of the report should be noted;</b></li> <li>ii. <b>The draft minutes of the Resources Committee 8<sup>th</sup> March 2022 are received for information; and</b></li> <li>iii. <b>The recommended amendments to the Committee Terms of Reference, as highlighted within the report are approved and the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.</b></li> </ul>

	<p><b>c) Management Accounts</b></p> <p>The Vice Principal Finance and Corporate Resources confirmed that the College had an underlying operating surplus to 31<sup>st</sup> January 2022 of £728k (excluding pension adjustments) which was ahead of the annual budget. This was partly due to timing of spend and receipts, and continued efficiency in staff costs. Apprenticeship income was down and would further reduce by the end of the year. The overall College budget had been re-forecast and there were other compensating savings in Pay &amp; Non-Pay costs that brought the Operating Deficit back to £880k. Governors had also identified a £250k development fund should it be needed.</p> <p>Following good cash generation in the first 6 months of the year and advance capital grant payments, the College cash at bank totalled £11.141m. Construction continued on the new build Health &amp; Life Sciences Building for which the majority of the c£9m construction costs would fall in the 2021/22 financial year. The current forecast indicated an improved July 2022 cash position.</p> <p>The College was moving to a new Finance System from April 2022 which presented an opportunity to redesign and automate financial reporting. The level of financial information at Resources Committee and Corporation would be reviewed by the Resources Committee with recommendations to the next meeting.</p>
	<p>It was <b>Resolved</b> that <b>the contents of the report should be noted.</b></p>
	<p><b>d) Staff Wellbeing</b></p> <p>The Clerk confirmed that at the Corporation meeting held on 25<sup>th</sup> January 2022, Members asked that a report on staff Wellbeing should be reported to the next meeting of the Corporation. The College Internal Audit Service, RSM, undertook an audit of Human Resources Processes: Staff Wellbeing and Mental Health Support, and produced the appended report, dated 6<sup>th</sup> January 2022, which was considered by the Audit and Resources Committee's on 8<sup>th</sup> March 2022. later in the day. This was a very positive report which outlined the arrangements for Staff Wellbeing and Mental Health Support at the College. There was one low priority management action and the conclusion of the Internal Audit Service was:</p> <p><i>"that taking account of the issues identified, the Board can take substantial assurance that the controls upon which the organisation relies to manage the identified area are suitably designed and are operating effectively".</i></p> <p>The Principal confirmed that staff communication and feedback would be reviewed at the staff conference on 29<sup>th</sup> June 2022.</p>
	<p>It was <b>Resolved</b> that <b>the contents of the report should be noted.</b></p>
	<p><b>e) VP Finance and Corporate Resources - Authority Levels</b></p> <p>The Clerk confirmed that on 10<sup>th</sup> March 2022 the Corporation agreed that Tracy Kitchingman should be appointed to the post of VP Finance and Corporate Resources and Tracy will take up the appointment on 22<sup>nd</sup> March 2022.</p> <p>It is recommended that the new post of Vice Principal Finance and Corporate Resources has the same authority levels as the disestablished post of Deputy Principal Finance and Corporate Services and that all College Policies and Procedures (specifically Financial Regulations and Procedures) be amended accordingly.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b></p> <p><b>b) The that the new post of Vice Principal Finance and Corporate Resources has the same authority levels as the disestablished post of Deputy Principal Finance and Corporate Services and that all College Policies and Procedures (specifically Financial Regulations and Procedures) be amended accordingly.</b></p>
<b>21/22.67</b>	<p><b><u>PERFORMANCE (AGENDA ITEM 13)</u></b></p> <p>The Principal introduced the report and highlighted the position in the following areas: 2020/21 Actuals and outturn; 2021/22 Allocations; 2021/22 Full Time enrolment update and 2021/22 funding update. At the Resources Committee, it was noted that:</p>

	<ul style="list-style-type: none"> <li>• The College business case to claim the full GMCA allocation had been successful and 100% of the allocation would be paid;</li> <li>• The ESFA 16-18 allocation for 2022/23 had increased, with the condition that the College would have to deliver an additional 40 guided learning hours per full time student. It was expected that the increase in the allocation would just cover the additional delivery costs; and</li> <li>• The 2022/23 Tuition Fund allocation had now been agreed and the ESFA had confirmed that it was likely that the Fund would be around the same level as the current allocation.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.68</b>	<b><u>MEETING EVALUATION FORM (AGENDA ITEM 14)</u></b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meeting held on 25 <sup>th</sup> January 2022, which was noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.69</b>	<b><u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 15)</u></b>
	<ul style="list-style-type: none"> <li>• 5.00pm Tuesday, 26<sup>th</sup> April 2022</li> <li>• 5.00pm Tuesday, 28<sup>th</sup> June 2022</li> </ul>

*There being no further discussion the meeting closed at 6.47 p.m.*

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

Summary of Actions – Corporation Meeting on 22 <sup>nd</sup> March 2022			
Item	Action	Person Responsible	Timescale
<b>21/22.63</b> Curriculum	The recommended amendments to the C&Q Committee Terms of Reference, as highlighted within the report are approved and the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.	Clerk	28 <sup>th</sup> June 2022
<b>21/22.64</b> Search Committee	The recommendations in respect of the reappointment of Members are agreed; The recommended amendments to the Committee Terms of Reference, as highlighted within the report are approved and the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025; and The Search Committee Annual Statement and Policy 2021/22 is received for information and the amendment to section 2.4.viii of the Corporation Standing Orders is approved.	Clerk	28 <sup>th</sup> June 2022
<b>21/22.66</b> <b>a Audit</b>	The next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.	Clerk	28 <sup>th</sup> June 2022
<b>b Resources</b>	The recommended amendments to the Committee Terms of Reference, as highlighted within the report are approved and the next systematic review of the Committee Terms of Reference should be undertaken in the Spring Term 2025.	Clerk	28 <sup>th</sup> June 2022