



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING
Tuesday, 19th MARCH 2024

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 7.10 p.m.

PRESENT:

Chris Trees – Chair	Independent Member
Liaqat Ali	Independent Member – Via MS Teams
Syed Ali	Staff Member (Academic Staff Support)
Angela Davies – Vice Chair	Independent Member
Charlie Deane	Principal
Martin Dyer	Independent Member
Mark Granby	Independent Member
Philip Johnson	Independent Member
Christopher Lam	Student Member
Jane Macdonald	Independent Member
Stephanie Nixon	Independent Member
Timur Rahman	Independent Member
Naomi Sharples	Independent Member

IN ATTENDANCE:

James Donnelly	Learning Improvement Leader – Item 5
Emma Kluj	Trainee Teacher – Catering – Item 5
Lisa Matthews	Assistant Principal Adult & Higher Skills – Item 5
Tracy Pullein	Vice Principal Finance and Corporate Resources
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Assistant Principal Personal Development

23/24.41	<u>APOLOGIES (AGENDA ITEM 1)</u>
	<p>Apologies for absence were received from Anne Holt and Muhammad Shafay and the Chair welcomed James Donnelly, Emma Kluj and Lisa Matthews to the meeting. Members expressed concern at Muhammad's low attendance record and asked the Clerk to discuss this with him.</p> <p>The Chair and Members expressed their thanks for the tour of the estate earlier in the day. The tour had highlighted the significant improvements to the estate and facilities that had been made and were ongoing to support students and staff.</p>
23/24.42	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	<p>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. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.</p>
23/24.43	<u>MINUTES (AGENDA ITEM 3)</u>
	<p>The Minutes of the Corporation Board Meeting on 30th January 2024 were approved to be signed as a true record.</p>
23/24.44	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	<p>The Clerk introduced the report which provided an update on matters arising from the Corporation meeting held on 30th January 2024. The Chair confirmed that the final report on the External Review of Governance was due to be reported to this meeting, however due to other commitments the reviewer had asked that this be delayed to the April Corporation meeting. A first draft had been received on 15th March and</p>

	feedback to the reviewer from the Chair, Principal and Clerk was given on 19 th March 2024.
	It was Resolved that the contents of the report should be noted.
23/24.45	<u>GOVERNOR DEVELOPMENT SESSION – INITIAL TEACHER EDUCATION (AGENDA ITEM 5)</u>
	<p>James Donnelly, Emma Kluj made a presentation on Initial Teacher Education provision, which included:</p> <ul style="list-style-type: none"> • A full Ofsted inspection for Teacher Education was anticipated this academic year and the process and the evidence base was highlighted; • ITE Programme – structure and scope included: <ul style="list-style-type: none"> • There were 55 trainees; • Certificate in Education (Cert Ed) and Professional Graduate Certificate in Education (PGCE) - Validated by the University of Huddersfield; • Full time/Part time, In Service/Pre-Service; • Placement (Teaching practice, College life)/Offsite placement. 51/55 trainees placed at Bury College; and • The programme was aligned to the College Teaching and Learning Strategy. • Support and guidance for Trainees included: <ul style="list-style-type: none"> • Participation in College induction, including mandatory College training on Prevent, Equality and Diversity, Safeguarding and Cyber Security; • Mentoring support - formal, planned for, meaningful, action orientated, SMART – positive futures embedded throughout; • Pastoral entitlement in-line with other College provision, including “at risk”; • SEND support; • ITE Teacher 1:1 entitlement (academic and pastoral); and • Delivery team – Learning Improvement Leaders, experienced teachers and programme leaders. • Support and guidance for mentors included: <ul style="list-style-type: none"> • In-house Mentoring Programme including mandatory training for all mentors; • Weekly mentoring drop-in sessions; • A dedicated email account for support/queries; • LILs/ITE teachers co-observing some lesson observations to support standardisation; • An on-line training module; and • Close relationships between ITE teachers and mentors with weekly ITE delivery team meeting. <p>Emma Kluj presented her case study as follows:</p> <ul style="list-style-type: none"> • Progression at the College: <ul style="list-style-type: none"> • Pre employability programme; • Level 2 and Level 3 Professional Cookery including the award of student of the year; • Employed by the College on an Apprenticeship programme; • Employed full time in the Catering Department; • Enrolled on ITE (Part time, in service, January 2023); and • Occupational updating, skill building. <p>The support Emma received, which has made this possible included:</p> <ul style="list-style-type: none"> • 1:1 tutor support and exam arrangements, resulting in Emma passing English and Maths; • ITE Mentor (weekly meetings, coaching, support with assignments); • SEND support: • Entered competitions and represented the College; and • Role models within the department and wider college. <p>The impact on Emma’s students was:</p> <ul style="list-style-type: none"> • Ability to relate to and inspire students to achieve; • Deep understanding and the ability to relate; and • Able to develop resilience and commitment in students. <p>Following questions, it was confirmed that:</p>

	<ul style="list-style-type: none"> • An enhanced mentoring programme had been introduced with additional layers of quality assurance, including a focus in meetings on professional standards and target setting; • Mentors were supported by CPD; • Off-site trainees and mentors had access to the same support as on-site provision and feedback was positive; • Members were assured that sufficient mentors were in place to support the current cohort of learners; • The programme included subject specific training allied to the contextualisation and application of the theory of education; • Transitional arrangements and support were in place to support trainees who qualified and secured employment at the College; • The recruitment of trainees was not specifically based upon College vacancies. The focus was to provide high quality teaching to enable trainees to secure employment; • The College VLE process allowed learners to share experience and learn from each other; and • The Chair of the C&Q Committee confirmed that she had visited the ITE team earlier in the day and was impressed with the commitment demonstrated by trainees and staff to positively engage and ensure high quality training. <p>Members thanked Emma and James for their informative and inspirational presentations.</p>
	It was Resolved that the contents of the report should be noted.
23/24.46	CURRICULUM (AGENDA ITEM 6)
	<p>a) Curriculum and Quality Committee 6th March 2024</p> <p>Members received the draft minutes and noted that there were no actions arising that required approval by the Corporation. The Committee had:</p> <ul style="list-style-type: none"> • Received a presentation from Victoria Fell, Faculty Director and Mike Challoner, Head of English and Maths Curriculum, detailing how improvements in performance are managed; • Monitored progress within the QIP; • Reviewed Safeguarding arrangements; • Reviewed progress on Equality Objectives; • Received updated Performance reports from across the curriculum; and • Received Stakeholder/Learner Feedback.
	It was Resolved that the contents of the report should be noted.
	<p>b) Quality Improvement Plan</p> <p>The Deputy Principal introduced the report which had been reviewed by the C&Q Committee on 6th March 2024 and confirmed that the report highlighted the RAG rated position of the following 6 key areas for development:</p> <ul style="list-style-type: none"> • A level Achievement, especially at higher levels – Retention was marginally up and reasonable progress had been made; • GCSE Maths – November resit results down on previous year and actions in place to address this with progress monitored via the Leadership Team; • Attendance and Punctuality – Remained below target and significant interventions were in place to support students; • Apprenticeship Timely Achievement Rates – Good progress against target with dental apprentices making up the majority of those out of time – intervention was in place and additional resource appointed; • New Horizons – Good progress had been made with all actions completed. This would be reviewed by an external consultant; and • Staff recruitment and retention – Good progress with impactful intervention. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • At the last meeting the C&Q Committee had received a presentation detailing how improvements in Maths performance was being managed; • Attendance remained a challenge and some learners required support to address complex and profound difficulties; • The challenges that had been experience in Dental provision were highlighted and it was confirmed that a full staff team was now in place and legacy issues had been addressed; and

	<ul style="list-style-type: none"> Feedback from Employers would continue to be reviewed by the C&Q Committee.
	It was Resolved that the contents of the report should be noted.
23/24.47	<u>SAFEGUARDING AND PREVENT UPDATE (AGENDA ITEM 7)</u>
	<p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> Safeguarding referrals – totalled 650; There had been 3 reports to the LADO; There had been 3 Prevent referrals; There continued to be quality assurance visits to Shalsheles with positive outcomes; Online Safety – Filtering and monitoring - twice daily checks of the Impero monitoring system were carried out by staff and any concerns reported into the safeguarding team; A hate crime awareness week had taken place week beginning 5th February and throughout March the College was working in partnership with Bury BID and Bury Council regarding the Knife Angel which would be in Kay Gardens; and 1779 students had been supported financially during the academic year. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> The Single Central Record was up to date and compliant; and Members were assured that the College was working effectively and supportively with safeguarding partners in respect of the recent serious incident in the Town centre.
	It was Resolved that the contents of the report should be noted.
23/24.48	<u>REPORT FROM THE SEARCH COMMITTEE (AGENDA ITEM 8)</u>
	<p>The Clerk introduced the report and highlighted the following:</p> <p>a) Draft Search Committee Minutes 5th March 2024 Members received the draft Minutes for information and approved the Corporation Member reappointments recommended within the minutes. When considering the terms of office of Governors Members were mindful of section 9.29 of the current Code of Good Governance for English Colleges and considered that the effective contribution of Members was a more essential factor than length of service. Once the External Review of Governance was complete Members may wish to consider establishing an overall maximum length of service.</p> <p>b) Search Committee Annual Statement and Policy 2023/24 Members received the Search Committee Annual Statement and Policy 2022/23 for information.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; The Governor and Committee Co-opted reappointments recommended within the minutes are agreed; Mark Granby be appointed as the lead Safeguarding Governor from 1st September 2024 and that Mark joins the C&Q Committee from this date; and The Search Committee Annual Statement and Policy 2023/24 is received for information.
23/24.49	<u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 9)</u>
	<p>Mark Granby, Chair of the BCET highlighted the following:</p> <ul style="list-style-type: none"> The growth strategy was being implemented with a formal application from a school to join the Trust due to be considered by the Regional Schools Commissioner and discussions with two other schools within Bury were progressing; Elton Primary was subject of an Ofsted Section 8 inspection on the 25th and 26th January 2024. The report had now been published and the HMI had judged the school to continue to be Good; Improvement continued to focus on attendance; The financial position was healthy; and An external review of governance would commence in the summer term.
	It was Resolved that the contents of the report should be noted.

23/24.50	<p>PROPERTY STRATEGY (AGENDA ITEM 10)</p>
	<p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> • T Levels - Hair and Beauty (Beacon Centre), Catering (Woodbury Centre) and Legal, Finance & Accounting (Specialist Equipment Allocation); • Transformation Fund Beacon and Woodbury Projects; • Greater Manchester Institute of Technology; • Additional capital allocation for 2022/23; • FE Reclassification capital allocation; and • Other Estates Priorities. <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> • Transformation Fund – Beacon – FE02 - Had been completed and available for teaching from 23rd February 2024; and • Transformation Fund – Woodbury – FE01 – The contractor site set up was now complete and refurbishment works had started. Planning consent for the Front Entrance was received on 26th January 2024, with no pre-commencement conditions. A second letter of intent had been issued to 15th March 2024, in order that the contractual documentation could be finalised; and • The Clerk confirmed that earlier in the day the Chair and Principal had signed and applied the College Seal to the Transformation Fund Beacon Subcontractor warranties and the HH Smith Woodbury Contracts and Deeds of Warranty.
	<p>It was Resolved that the contents of the report should be noted.</p>
23/24.51	<p>FINANCE/AUDIT (AGENDA ITEM 11)</p>
	<p>a) Audit Committee 5th March 2024</p> <p>Members received the draft minutes and noted that the actions agreed by the Committee were on the agenda. In addition, the Committee had:</p> <ul style="list-style-type: none"> • Reviewed the Internal Audit on HR Recruitment Arrangements; • Reviewed the Internal Audit Progress Report 2023/24 which was on track; • Reviewed the Internal Audit Benchmarking Report 2022/23 which confirmed that College compared favourably to the RSM client base in respect of assurance opinions and management actions; • At the request of the Resources Committee, reviewed the College Data Protection Framework to ensure that Governor's responsibilities were being met; • Reviewed the Risk Management Register which had, as requested at the last meeting, been updated to include consequences/impact information; and • Reviewed progress against monitoring reports.
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>b) Resources Committee 5th March 2024</p> <p>Members received the draft minutes and noted that the actions agreed by the Committee were on the agenda. In addition, the Committee had:</p> <ul style="list-style-type: none"> • Reviewed HR Performance Indicators; • Reviewed the Health and Safety mid-year report and acknowledged the improvement in the reporting system; • Reviewed and monitored the Management Accounts for January 2024; • Reviewed and monitored the implementation and financing of the Property Strategy; and • Reviewed and monitored Funding, Allocations and Enrolments.
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>c) Review of Financial Regulations</p> <p>The Vice Principal introduced the report and confirmed that the revised draft Financial Regulations and appendices had been reviewed and recommended for approval by the Resources and Audit Committees on 5th March 2024 and the amendments arising from those meetings had been included in the revised draft.</p> <p>Once agreed the Regulations would be issued to staff and supported with awareness training. The Clerk</p>

	<p>confirmed that the Regulations would also be loaded on the revised Governor Portal.</p> <p>Following discussion, Members agreed that the 9 references to a 3rd party supplier should be deleted from sections 5.5.4, 5.6.2, 5.7.2 and 5.7.4</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; ii. Subject to the further amendments highlighted relating to a 3rd party supplier, the revised Financial Regulations are approved; and iii. Details of access to the new Governor Portal should be sent to Members.
	<p>d) Appointment of the Internal Audit Service from 2024/25</p> <p>The Vice Principal introduced the report and confirmed that to comply with the Audit Code and secure best practice and value the Audit Committee on the 28th November 2023 had agreed that the contract should be subject to re-tender and agreed the timescales and process.</p> <p>At a meeting on the 5th March 2024, the Audit Committee had reviewed the outcome of the Tender process, which included the Tender Evaluation Report, incorporating the scoring evaluation, prepared by Tenet, the College's external procurement consultant and agreed that the proposal outlined within the report should be recommended to the Corporation for approval.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; and ii. HW Controls & Assurance Ltd (trading as Validera) should be appointed as the Internal Audit Service Provider commencing on 1st August 2024, for a 3-year period, with provision for a further two 1-year extensions, subject to satisfactory performance.
	<p>e) Management Accounts – December 2023</p> <p>The Vice Principal introduced the report and financial dashboard and confirmed that the operating deficit to 31st January 2024 was £450k (excluding pension adjustments), which was £84k favourable to the Q1 Forecast. Income was £135k favourable to forecast for the period, pay expenditure is £69k adverse and non-pay expenditure £18k favourable. The major income and expenditure variances were detailed within the report.</p> <p>The budgeted July 2024 cash at bank had been reviewed and updated to reflect changes in timing of capital spend and grant receipts alongside the revised Q1 forecast. The Q1 forecast indicated an improved cash in hand position. The Financial Performance and Profitability tables had been updated to include the Q1 forecast outturn position. The forecast ESFA financial health grade remained "Good" and all covenants were forecast to be achieved.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
23/24.52	<u>PERFORMANCE (AGENDA ITEM 12)</u>
	<p>The Vice Principal introduced the report and highlighted the position in the following areas: 2023/24 Allocations; 2023/24 Full Time enrolment update and 2023/24 funding update. Members noted that:</p> <ul style="list-style-type: none"> • The financial performance of Apprenticeship and HE provision was higher than forecast; • Apprenticeship recruitment was broadly in line with the curriculum plan; • Advanced Learner Loans were down and tuition fee income up; • Enrolment on 16-19 Study programmes was up with the potential of additional in-year funding; and. • The latest financial forecast reflected current performance.
	<p>It was Resolved that the contents of the report should be noted.</p>
23/24.53	<u>MEETING EVALUATION FORM (AGENDA ITEM 13)</u>
	<p>The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 30th January 2024, which was noted.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>

23/24.54	FUTURE CORPORATION MEETINGS (AGENDA ITEM 14)
	<ul style="list-style-type: none"> • Tuesday, 23rd April 2024 @ 5.00 p.m. • Tuesday, 2nd July 2024 @ 5.00 p.m.
23/24.55	AoB
	<p>The Principal confirmed that the College remained committed to work with the LA to meet local skills needs. The LA had recently disbanded its Town Centre Advisory Board which would be replaced by a number of Workstreams groups, one of which would focus on skills. A potential conflict of interest on the membership of this Workstream group had been identified. The LA's decision to support the UoB presence in Bury was problematic for the College in a number of ways:</p> <ul style="list-style-type: none"> • UoB was the 'owner' of Bolton College, Bury College's nearest competitor; and • UoB would be a competitor in Bury regarding HE provision. <p>Given colleagues associated with UoB had been nominated as part of the 'skills workstream', the College would be taking considerable risk regarding commercially sensitive information if it engaged with the LA on this aspect. Following discussion Governors supported the Principal's position on this matter.</p>

There being no further discussion the meeting closed at 7.10 p.m.

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

Summary of Actions – Corporation Meeting on 19th March 2024			
Item	Action	Person Responsible	Timescale
23/24.48 Report from the Search Committee	The Governor and Committee Co-opted reappointments recommended within the minutes are agreed.	Clerk – letters of appointment	31 st March 2024
23/24.51c Review of Financial Regulations	Details of access to the new Governor Portal should be sent to Members	Clerk	31 st March 2024
23/24.51d Appointment of Internal Auditors	HW Controls & Assurance Ltd (trading as Validera) should be appointed as the Internal Audit Service Provider commencing on 1st August 2024, for a 3-year period, with provision for a further two 1-year extensions, subject to satisfactory performance.	VP – letter of appointment	TBC