



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING
Tuesday, 2nd July 2024

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.50 p.m.

PRESENT:

Chris Trees – Chair	Independent Member
Liaqat Ali	Independent Member –
Syed Ali	Staff Member (Academic Staff)
Angela Davies – Vice Chair	Independent Member
Charlie Deane	Principal
Martin Dyer	Independent Member
Mark Granby	Independent Member
Anne Holt	Staff Member (Support Staff)
Christopher Lam	Student Member
Stephanie Nixon	Independent Member
Timur Rahman	Independent Member
Naomi Sharples	Independent Member

IN ATTENDANCE:

Tracy Pullein	Vice Principal Finance and Corporate Resources
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Lynne Vernon	Co-opted Member of the C&Q Committee and Safeguarding Lead.
Sarah Walton	Assistant Principal Personal Development

23/24.70	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence were received from Jane Macdonald and Philip Johnson. The Chair and Members expressed thanks to Lynne Vernon for her contribution to the development of the College and in particular in her role as Safeguarding Lead. The Principal also presented service recognition badges to Chris Trees, Liaqat Ali, Lynne Veron and Mark Granby.
23/24.71	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	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.
23/24.72	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 23 rd April 2024 were approved to be signed as a true record.
23/24.73	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk introduced the report which provided an update on matters arising from the Corporation meeting held on 23 rd April 2024.
	It was Resolved that the contents of the report should be noted.
23/24.74	<u>GOVERNOR DEVELOPMENT SESSION – ATTENDANCE STRATEGY (AGENDA ITEM 5)</u>
	The Assistant Principal, Personal Development made a presentation on the development and implementation of the College Attendance Strategy, which included: Context - College attendance needed to improve to ensure that all students had the opportunity to achieve their full potential. The underpinning theme was to ensure that there is early identification and intervention

	<p>for students not attending.</p> <p>Leadership and Management - The Leadership Team had been working through a number of actions to drive improvements and attendance would be a key standing agenda item at management and team meetings in 2024/25. Attendance targets would be realistic, challenging and differentiated by provision type, reiterating individual accountability.</p> <p>Management Reporting - Attendance reports had been refined to provide accurate relevant information to ensure clear oversight at varying levels. In addition, easily accessible reports were in development for teachers to instantly identify absent students and follow up swiftly.</p> <p>Curriculum Responsibilities - Directorate Leads would ensure that there was consistent implementation of the Attendance Policy and each area would have an agreed plan, utilising their resources to ensure the early follow up and action of students not attending.</p> <p>Pastoral Process - The Pastoral process had been reviewed and Pastoral Managers and Heads of Curriculum would ensure that there was consistent implementation of the Pastoral and disciplinary process that was underpinned by At Risk Meetings. All teams would have had refresher training before September.</p> <p>Students and Parents/Carers – Parental Carers involvement was key. A new parental welcome letter would be sent out to all students following enrolment, reiterating expectations around attendance to all aspects of the study programme. This will include promotion of the Parent Portal and the absence reporting procedure to notify parent/carers would be strengthened. The Student Induction process had been refreshed providing clarity of expectations in relation to attendance and Student contracts demonstrated commitment to the study programme</p> <p>Following questions , it was confirmed that:</p> <ul style="list-style-type: none"> • The consistent implementation of all actions would ensure a clear oversight and the best use of resources to improve attendance. This would ensure the early identification and intervention for the individual students whose attendance was impacting on their own achievements and establish the underpinning reasons and provide them with the help and support they needed to improve; • Attendance issues for individual students was discussed with schools as part of the transition process in order that risks could be identified and managed; and • Home visits took place for students missing from education.
	It was Resolved that the contents of the report should be noted.
23/24.75	CURRICULUM (AGENDA ITEM 6)
	<p>a) Curriculum and Quality Committee 19th June 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 detailing quality improvements within the maths curriculum; • Monitored progress within the QIP; • Reviewed Safeguarding arrangements; • Received updated Performance reports from across the curriculum; • Approved the Access and Participation Plan 2025/26 to 2028/29 for submission to the Office for Students; 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 19th June 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. Some concerns regarding year 2 achievement (grade), with improvements evident in year 1. Attendance at examinations had been very good and much improved on last year; • GCSE Maths – November limited progress, with some significant concerns in relation to attendance

	<p>and teaching, learning and assessment. A full review was underway with significant leadership team intervention. Exam attendance was strong to date;</p> <ul style="list-style-type: none"> • Attendance and Punctuality – Remained below target and significant interventions were in place to support students. The Curriculum Leadership Team were leading on a review of attendance improvement strategies ahead of 2024/25; • Apprenticeship Timely Achievement Rates – Good progress against target. There was clear evidence of sustained improvements and in-year achievement was significantly up on the same point last year. Timely achievement rates had significantly improved and there was confidence of improved performance on the previous year; • New Horizons – Good progress had been made with all actions completed and there had been positive feedback from the 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"> • The Maths team was fully staffed and with individual quality improvement plans in place where required; • In 2024/25, 2 hours of Maths would be delivered by the Maths team supplemented by 1 hour of delivery within the curriculum with the aim to improve engagement; and • Whilst some Maths and English classes would take place close to curriculum team base classrooms, this was not always possible. There was also no evidence that this had a positive impact on engagement.
	It was Resolved that the contents of the report should be noted.
	<p>c) Safeguarding and Prevent Update</p> <p>The AP Personal Development introduced the report which had been reviewed by the C&Q Committee on 19th June 2024 and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 981 compared to 948 at the same point the previous year; • Counselling Referrals – totalled 262 compared to 243 at the same point the previous year; • There had been 5 reports to the LADO; • There had been 4 Prevent referrals; • The College acted within the Protective Security and Preparedness for Education Settings’ guidance; • There was a quality assurance visit to Shalshales in March 2024 with positive outcomes; • The Encompass process was working effectively. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Evaluations following a recent lockdown simulation had been undertaken and learning points implemented; • The safeguarding “Miscellaneous/No Category” themes would be further defined in 2024/25; • Counselling referrals were triaged in order to provide support as quickly as possible.
	It was Resolved that the contents of the report should be noted.
23/24.76	FINANCE/HR (AGENDA ITEM 7)
	<p>a) Resources Committee 25th June 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"> • Noted the pay award position; • Reviewed HR PI’s; • Monitored progress on the implementation of the Property Strategy; • Monitored progress via the Management Accounts; • Approved the Fees Policy 2023/24; and • Approved the Sub-Contracting Policy 2023/24.
	It was Resolved that the contents of the report should be noted.
	<p>b) ESFA Financial Statements Review 2022/23</p> <p>The Vice Principal introduced the report and confirmed that the ESFA had reviewed the College Audited Financial Statements 2022/23 and written to the College to provide comments. The key comments were:</p>

	<p>Financial Health Following our review of the college's financial forecasting return (CFFR) submitted in July 2023 we concluded that the college's financial health grade for 2022/23, based on the outturn forecast, was Good. Following a review of the college's audited financial statements and finance record, we confirm this grade.</p> <p>Financial Control We have reviewed the college's audited financial statements, external auditor's management letter and the annual report of the audit committee and we have not identified any significant financial control concerns from this review.</p> <p>Financial Intervention The DfE's Place Based Teams will write separately to those colleges that meet the triggers for intervention or where there are other matters to highlight.</p> <p>Financial Dashboard information Finally, we are sharing a financial dashboard that we compile from the information that you and other colleges submit to us. This incorporates various key performance indicators and measures those against both target benchmarks and benchmarks achieved in the sector.</p>
	It was Resolved that the contents of the report should be noted.
	<p>c) Management Accounts 31st May 2024 The Vice Principal confirmed that the budgeted July 2024 cash at bank had been reviewed and updated to reflect changes in the timing of capital spend and grant receipts alongside the revised Q3 forecast. The Financial Performance and Profitability tables had been updated to include the Q3 forecast outturn position. The forecast ESFA financial health grade remained "Good" and all covenants were forecast to be achieved.</p> <p>As part of finalising the P9 accounts and in preparation for the Financial Plan 2024-2026, any significant variances from Q2 forecast that have been identified should be incorporated in the 2023/24 forecast outturn. This Q3 Forecast Outturn would be included in the College Financial Forecast Return (CFFR), required to be submitted to the ESFA by 31st July 2024. The Financial Performance and Profitability tables had been updated to include the Q3 forecast outturn position.</p> <p>The cashflow forecast was monitored monthly, particularly as the timing of Capital Project spend and grant receipts could have a significant impact on the year end forecast. The review undertaken last month, which included the revised planned spend and grant income for the Woodbury and LSIF projects indicated a shift of spend into this year from next year. The revised forecast outturn (Q3) had now been finalised. The impact on cash for all variances in performance and working capital had been reflected in the revised cashflow forecast. The impact on the cash days calculation in confirming the level of restricted funds (grants received ahead of spend) was highlighted</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The accounts had been reviewed in detail by the Resources Committee on 25th June 2025 when it was confirmed that the forecast ESFA financial health grade remained Good and all covenants were forecast to be achieved; and • The ESFA's financial planning handbook, had highlighted the required treatment of capital grant allocations received in advance of spend; and requiring colleges to include the impact on their financial health of treating this cash as "restricted funds". The Q3 forecast, as included in the CFFR, reflects £950k as restricted; reducing the cash days KPI but maintaining "Good" financial health score
	It was Resolved that the contents of the report should be noted.
	<p>d) College Financial Forecast Return (CFFR) 2024/26 The Vice Principal confirmed that Colleges must submit a 3-year CFFR by 31 July 2024, which included an income & expenditure account, balance sheet and cashflow statement to show the 3 years: 2023/24 Forecast Outturn, 2024/25 Budget and 2025/65 Forecast. The College had completed the CFFR model and a detailed commentary and these were reviewed by the Resources Committee on 2nd July 2024 and are recommended to the Corporation for approval.</p>

	<p>The College's financial model for the next 2 years (2024-2026) was consistent with its Strategic Plan. The College has 'Good Financial Health' with good liquidity, sound performance, and low indebtedness.</p> <p>The 2024/25 Budget and 2025/26 Forecast aimed to generate at least £1.3m cash from operating activities each year. The College is forecast to achieve Good Financial Health for 2023/24.</p> <p>It was confirmed the commentary and key risks had been reviewed in detail by the Resources Committee on 25th June 2024 where it had been noted that:</p> <ul style="list-style-type: none"> • The Financial Plan supported and was consistent with the College's strategic objectives; • There were clear explanations of any significant year-on-year movements in the statement of comprehensive income and balance sheet; • Explanations were highlighted for any significant variances between the estimated outturn for the current year and the original budget; • The summary detailed how risks to cash flow insolvency had been managed and mitigated • The contribution made by all areas of material activity were clear; • Plans to service debt and finance capital projects were clear; • The financial health grade would be maintained as Good; • The Pay Budget had been set based on the required resources to deliver the planned curriculum; • The pay to income ratio was appropriate in order to deliver and support high quality provision; • The income assumptions were prudent; • There was a good level of cash generation; • Performance of KPI's was closely monitored and controlled. <p>Following a question, it was confirmed that the EBITDA (adjusted surplus) as % of income forecast for 2025/26 represented the worst case with no growth in income.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The College Financial Forecast Return (CFFR) 2024/26, is approved for submission to the ESFA.
	<p>e) College Financial Handbook 2024</p> <p>The Vice Principal confirmed that the 2024 version of the Handbook had been reviewed by the Principal, Vice Principal and Clerk and the four actions, in the following areas, as recommended by the Audit and Resources Committees, as outlined within the report were proposed in order to ensure that the College continued to act within the requirements of the College Financial Handbook 2024.</p> <ul style="list-style-type: none"> • Section 2.8 – Financial Planning – Reserves Policy; • Section 2.30 - Oversight of Risk and the Risk Register; • Section 6.6 - Fraud, theft, irregularity and Cyber Crime – Fraud Response Plan; and • Section 2.32- Insurance.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The four actions recommended within the report, including the approval of the Reserves Policy and amendment to section 9.2.1 of the Financial Regulations are agreed.
	<p>f) Activity Monitoring – Allocations and Enrolment Update</p> <p>The Vice Principal introduced the report which provided an update on allocations and planned funding for 2023/24, and allocations received for the 2024/25 Academic Year.</p> <p>Members noted that in respect of changes from Q2 to Q3 there had been slight increases in income in learner loans, apprenticeships and adult provision and a slight decrease in HE income.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
23/24.77	<u>PROPERTY STRATEGY (AGENDA ITEM 8)</u>
	<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 &

	<p>Accounting (Specialist Equipment Allocation);</p> <ul style="list-style-type: none"> • 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>It was confirmed that the following points had been highlighted at the Resources Committee:</p> <ul style="list-style-type: none"> • In respect of the Catering (Woodbury Centre) project the previously deferred childcare windows had now been instructed and the intention was to complete the works during the summer break 2024. Also, a decision had been made to instruct refurbishment of the previously out of scope dining area toilets. This work would be completed within the timescale of the main catering area refurbishment programme. Both would be funded via College reserves; and • A closure of the Woodbury and A level Centres was planned w/c 8th July due to H&S requirements of the Woodbury Project works.
	It was Resolved that the contents of the report should be noted.
23/24.78	AUDIT (AGENDA ITEM 9)
	<p>a) Audit Committee 18th June 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"> • Received internal audit reports on the Student Journey Recruitment Process, the Data Protection Governance Framework, Key Financial Controls – Managing Public Money and the follow up report; • Noted that the 2023/24 internal audit plan and all the assignment reviews had now been completed; • Received the DfE Subcontracting Assurance Letter; • Agreed the Audit Certificate of Expenditure – Skills Injection Fund Round 1; • Agreed the Audit Certificate of Expenditure – Taking Teaching Further report for submission to DfE by 30th June 2023; • Received the new Audit Code of Practice and the changes therein; • Approved the anti-fraud checklist and the fraud risk self-assessment; and • Reviewed the progress on monitoring reports.
	It was Resolved that the contents of the report should be noted.
	<p>b) Risk Management Register</p> <p>The Vice Principal confirmed that as part of the review of the College Financial Handbook 2024, the Risk Register would continue to be reviewed at each meeting of the Audit Committee and in addition it would also be reviewed termly by the Corporation.</p> <p>The College had a targeted Risk Management approach including a comprehensive College Risk Register with the same sections as the Strategic Plan. This risk assessment identified the top ten high risks that are monitored in detail by the Leadership Team throughout the year in the High-Risk Action Plan.</p> <p>The High-Risk Action Plan has now been updated on actions in Term 3 up to May 2024 by risk owners and reviewed by the Leadership Team at their meeting on 5th June 2024. The College Risk Register and the High-Risk Action Plan was reviewed by the last Audit Committee on 18th June 2024.</p>
	It was Resolved that the contents of the report should be noted.
	<p>c) Internal Audit Needs Assessment and Audit Plan for 2024/25</p> <p>The Vice Principal introduced the report and confirmed that at the Audit Committee on 18th June 2024, the new Internal Auditors Validera had presented the Internal Audit Needs Assessment and Audit Plan 2024/25. The Plan was recommended to the Corporation for approval.</p>
	It was Resolved that:
	<ul style="list-style-type: none"> i. The contents of the report should be noted; and ii. The Internal Audit Needs Assessment and Audit Plan for 2024/25, is approved.

		<p>d) External Audit Plan 2023/24 and Letter of Engagement The Vice Principal introduced the report and confirmed that at the Audit Committee held on 18th July 2024, Wylie and Bisset had presented their Audit Plan and Letter of Engagement for the Bury College Financial Statements and Regularity Audit for the year ending 31st July 2024. The Plan and Letter of Engagement were 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. The External Audit Plan 2023/24 is approved and the Chair is authorised to sign the Letter of Engagement.
		<p>e) Fraud Response Plan The Vice Principal introduced the report and confirmed that the Fraud Response Plan had been reviewed and amended and the draft highlighted those changes from the November 2021 approved version. The updated Fraud Response Plan was reviewed by the Audit Committee on 18th June 2024 and was 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. The Fraud Response Plan is approved.
23/24.79		<u>GOVERNANCE (AGENDA ITEM 10)</u>
		<p>a) Appointment of Vice Chair of the Corporation The Clerk introduced the report and confirmed that Angela Davies was appointed as Vice Chair of the Corporation for the period 1st September 2023 to 31st August 2024 and Angela has indicated that she does not wish to continue in this role. Subsequently, eligible Members were asked to submit an expression of interest in this role to the Clerk by 12 noon on Friday 21st June 2024. One expression of interest had been received for Naomi Sharples.</p> <p>Members thanked Angela Davies for her service as Vice Chair of the Corporation.</p>
		<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; ii. Naomi Sharples is appointed unanimously to the position of Vice Chair of the Corporation from 1st September 2024 to 31st August 2026.
		<p>b) External Review of Governance Action Plan The Clerk introduced the report and at the Corporation meeting held on 23rd April 2024 it was agreed that the Chair, Vice Chair, Chairs of Committees, the Principal and Clerk should review the report in detail and report back to the Corporation in July 2024. Accordingly, Members met on 12th June 2024 to review the draft External Review of Governance Action Plan and a copy of the Plan was presented for approval.</p> <p>The summary of the review outcomes has been agreed between the College and Stone King and progress on the implementation of the plan has been included within the Corporation annual schedule of Business for 2024/25.</p>
		<p>It was Resolved that;</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; ii. The External Review of Governance Action Plan is approved; and iii. The summary of the review outcomes is approved for publication on the College web site.
		<p>c) Compliance with the Governance Code The Clerk introduced the report and confirmed that on 17th October 2023 the Corporation agreed to adopt the AoC Code of Good Governance with effect from 1st August 2024. It was also agreed that compliance with the Code should be reviewed following the external review of governance.</p> <p>Members reviewed the report and were satisfied that it demonstrated compliance with the agreed Code of Good Governance.</p>

	It was Resolved that the contents of the report should be noted.
	d) Scheme of Delegation The Clerk introduced the report and confirmed that Section 1.9 of the External Review of Governance confirms that “There is a comprehensive (draft) scheme of delegation which makes clear the ownership and responsibilities of delegated and non-delegated matters. It is assumed this draft scheme will gain Governing Board approval.” Currently the approval of the Fees policy was delegated to the Resources Committee and it is recommended that section 3.4.1 of the Financial Regulations be amended to read: 3.4.1 - The procedures for collecting tuition fees must be approved by the Vice Principal Finance & Corporate Resources within parameters set for fees policies approved by the Resources Committee. Following a question, it was confirmed that Scheme of Delegation would be reviewed alongside other Governance Policy documents in March 2025.
	It was Resolved that: i. The contents of the report should be noted; ii. The Scheme of Delegation is approved; and iii. The amendment to section 3.4.1 of the Financial Regulations is approved.
	e) Calendar and Membership of Corporation (including the appointment of Chairs of Committees) and Committee Meetings and Schedule of Business for 2024/25 The Clerk presented a draft Calendar of Meetings and Schedule of Business for 2024/25, which followed a similar pattern to previous years. The Schedule of Business items reflected actions highlighted within the External Review of Governance Action Plan.
	It was Resolved that: i. The contents of the report should be noted; and ii. The Calendar of Corporation and Committee meetings, Chairs and Membership of Committees and the Schedule of Business for 2024/25, are approved.
23/24.80	<u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 11)</u> Mark Granby, Chair of the BCET highlighted the following: <ul style="list-style-type: none"> • The growth strategy was on track with 2 Primary Schools agreeing to convert and join BCET. It was anticipated that this would be considered by the Regional Directors Advisory Board in either July or September; • The External Review of Governance was underway; • The Trust’s Director of School Improvement and Safeguarding has now qualified as an Ofsted inspector; • The College agreed a sponsorship strategy for the Trust in May 2017 in response to a recommendation that came out of an internal audit. Given that the Trust would soon have more than doubled in size since that strategy was agreed, it may be timely for the Corporation Board to revisit this strategy. <p>Following a question, it was confirmed that the DfE had the view that in order to resource an effective central team, Trust’s should ideally comprise of 10 schools or 7,500 pupils.</p>
	It was Resolved that the contents of the report should be noted.
23/24.81	<u>MEETING EVALUATION FORM (AGENDA ITEM 12)</u> The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting 23 rd April 2024, which was noted.
	It was Resolved that the contents of the report should be noted.
23/24.82	<u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 13)</u> <ul style="list-style-type: none"> • Tuesday, 15th October 2024 @ 5.00 p.m. • Tuesday, 10th December 2024 @ 5.00 p.m.

	<ul style="list-style-type: none"> • Tuesday, 4th February 2025 @ 5.00 p.m. • Tuesday, 18th March 2025 @ 5.00 p.m. • Tuesday, 29th April 2025 @ 5.00 p.m. • Tuesday, 8th July 2025 @ 5.00 p.m.

There being no further discussion the meeting closed at 6.50 p.m.

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

Summary of Actions – Corporation Meeting on 2nd July 2024			
Item	Action	Person Responsible	Timescale
23/23.7d College Financial Forecast Return (CFFR) 2024/26	The College Financial Forecast Return (CFFR) 2024/26, is approved for submission to the ESFA.	VP	31 st July 2024
23/23.8d External Audit Plan 2023/24 and Letter of Engagement	The External Audit Plan 2023/24 is approved and the Chair is authorised to sign the Letter of Engagement.	Clerk	2 nd July 2024