



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD ON
Tuesday, 17th October 2023

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.45 p.m.

PRESENT:

Chris Trees – Chair	Independent Member
Liaqat Ali	Independent Member
Syed Ali	Staff Member (Academic Staff Support)
Angela Davies – Vice Chair	Independent Member
Charlie Deane	Principal
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Christopher Lam	Student Member
Stephanie Nixon	Independent Member
Muhammad Shafay	Student 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
Sarah Walton	Assistant Principal Personal Development

23/24.01	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Jane Macdonald and Peter Nicol.
23/24.02	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	As Trustees and Members of the BCET Board, 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.
23/24.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 4 th July 2023 were approved to be signed as a true record.
23/24.04	<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 4 th July 2023.
	It was Resolved that the contents of the report should be noted.
23/24.05	<u>GOVERNOR DEVELOPMENT SESSION – KEY STRATEGIC CHALLENGES AND REVIEW OF THE STRATEGIC PLAN (AGENDA ITEM 5)</u>
	The Principal introduced the report and confirmed that the headline facts within the Strategic Plan had been updated and in addition the report highlighted how the Corporation and Committee Business items 2022-2023 had been cross referenced to Strategic Plan Aims.
	The Principal highlighted the following key strategic challenges:

	<p>The Bury College Annual Accountability Statement 2023/24 was approved by the Corporation on 25th April 2023. The priorities within the Statement aligned closely with the GM LSIP and formed the basis of the College's updated Strategic Development Plan as follows:</p> <ul style="list-style-type: none"> • To develop and deliver an increased range of technical education programmes; • To develop and embed transferable life and job-ready skills throughout study programmes; • To develop and deliver the next phase of the Property Strategy; • To work with key stakeholders to ensure Adult and Higher Education provision is aligned with Greater Manchester's skills and job needs; • To respond to the need for digital skills across the LSIP region; and • To plan for and be responsive to sectoral and other external changes. <p>Members reviewed and agreed the proposed updates to the 2021/25 Strategic Plan subject to the following:</p> <ul style="list-style-type: none"> • Aim C1 to read – Ensure the curriculum is inclusive, demand led, responding to the aspirations of our learners and to the skills needs of employers; • Aim C6 to read – Prepare our learners to engage positively in their learning, behave positively towards each other and in their local communities by developing a culture of respect support and inclusivity; and • PR2 – To include reference to BCET. <p>Members also noted that the Corporation and Committee Business items had been cross referenced to Strategic Plan Aims 2022/23 to ensure that all strategic aims had been addressed during the year.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The Updated Strategic Plan is approved, subject to the amendments identified above.
23/24.06	<u>SENIOR POST HOLDER TARGETS 2023/24 (AGENDA ITEM 6)</u>
	<p>The Chair confirmed that at the Remuneration Committee held on 3rd October 2023, Members reviewed the targets outturn for 2022/23 and the proposed targets for 2023/24. Members are asked to review and agree the recommended College Curriculum, Financial and HR Targets for 2023/24 as detailed within the report. The Committee had also reviewed the Clerks objectives for 2022/23 and approved objectives for 2023/24.</p> <p>Following questions, it was confirmed that the targets were aspirational with the aim to secure pre Covid performance.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The College Curriculum, Financial and HR Targets for 2023/24, are approved.
23/24.07	<u>CURRICULUM AND QUALITY (AGENDA ITEM 7)</u>
	<p>7a) Headline SAR and QIP</p> <p>The Deputy Principal introduced the report and confirmed that:</p> <ul style="list-style-type: none"> • The College SAR was currently being prepared and would be considered by the C&Q Committee in November 2023; • Emerging evaluation indicated that the College would self-assess as Good across all key judgements and types of provision with some Outstanding features particularly in relation to Personal Development and Behaviour and Attitudes; • This judgement was congruent with the March 2023 judgement made by OfSTED with the exception of Apprenticeship provision where the indicators of significantly improved outcomes to support the evident improvements in teaching and learning have now been realised; and • The SAR would be submitted to Ofsted by the January 2024 deadline. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Emerging achievement rate outcomes reported an overall improvement on 2021/22, they did however fall below the internally set targets for achievement; • Progress towards the following key areas for improvement in 2023/24 would be monitored and reported via the Quality Improvement Plan: <ul style="list-style-type: none"> • A Level achievement; • GCSE Maths;

	<ul style="list-style-type: none"> • Attendance and Punctuality; • Timely Apprenticeship Achievement Rates; • New Horizons – student progress; and • Staff recruitment and retention. <p>Following questions, it was confirmed that A Level performance had been impacted by the move back to pre-Covid grade boundaries.</p> <p>An invitation to attend the SAR Panel on 8th November had been sent to Members.</p>
	It was Resolved that the contents of the report should be noted.
	<p>7b) Safeguarding and Prevent Update</p> <p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 155; • The College updated Safeguarding and Prevent Policy had been agreed by the Leadership Team Policy Panel on 15th September 2023; • 3 reports had been made to the LADO. The LADO would take no further action and the College would manage the issues via the disciplinary process; • A visit to Shalsheles was planned for November 2023. • The Safeguarding and Prevent Policy had been updated in line with KCSIE 2023, including: <ul style="list-style-type: none"> • An update to staff induction process to include behaviour; • Updates in relation to filtering and monitoring, include responsibilities in role descriptions of key staff; • The College met all the requirements under filtering and monitoring; • Appropriate arrangements were in place to keep children safe when the College hired or rented out facilities/premises to organisations or individuals. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • All staff safeguarding training was delivered on 14th September, 346 staff members attended or had viewed the video recording to date.; • The Vulnerable Student Mentor was developing a rolling programme of sessions for our care experienced students and those that were living independently to gain vital skills to help them in their everyday life; • Mental Health and Wellbeing referrals to the counselling team were now coming in much earlier, which would ensure effective and efficient use of resources over the year; • Mental Health issues continued to increase and the College continued to work with NHS partners.
	It was Resolved that the contents of the report should be noted.
23/24.08	<u>PERFORMANCE – ENROLMENT 2023 (AGENDA ITEM 8)</u>
	<p>The Principal introduced the report and confirmed the enrolment position in the following areas:</p> <ul style="list-style-type: none"> • 16 -18 Provision • A Levels and T Levels • Higher Education; and • Adult Provision. <p>In summary, in year funding was within financial limits set and next year's 16-18 lagged funding looked strong.</p>
	It was Resolved that the contents of the report should be noted.
23/24.09	<u>FINANCE/AUDIT (AGENDA ITEM 9)</u>
	<p>9a) Draft Special Resources Committee Minutes 14th September 2023</p> <p>Members received the draft minutes of the Special meeting which had been arranged to discuss and agree the staff pay award 2023. Members noted that the Committee had agreed a best and final offer staff pay award of 8.5% (other than senior postholders) from 1st September 2023. This had been agreed with the recognised trade unions and implemented in October 2023.</p>

	It was Resolved that the contents of the report should be noted.
	<p>9bi) Period 12 – July 2023 – Provisional Outturn</p> <p>The Vice Principal presented the report and confirmed that the July 2023 Management Accounts showed the provisional financial outturn for 2022/23. There were no key areas to be resolved before the Statutory Accounts were finalised for Audit review; the only potential changes may result if the final R14 ILR, once submitted to meet the October deadline, identified any material changes to the funding income.</p> <p>The FRS102 pension valuation report had been received in time to include in the provisional outturn. The College had ended 2022/23 with a good financial performance. The underlying operating surplus to 31st July 2023 was £145k (excluding pension adjustments). This was despite funding the impact of the agreed increased pay award and the rising in year costs due to inflationary pressure. The cash position continued to be good.</p> <p>Key performance indicators were in line with forecast, the only area where good/outstanding had not attained related to performance. The EBITDA (adjusted surplus) as % of income and surplus/(deficit) indicators, which whilst on target, had been negatively impacted upon by pay award increases, inflation and the fuel crisis. All Bank covenants had been met.</p> <p>Following a question received prior to the meeting, it was confirmed that the difference between Q3 and forecast outturn Accruals and Deferred income Creditor related to 3 year-end adjustments not included in the last forecast: fixed asset creditor for the Beacon project, holiday pay accrual adjustment, and deferred project related income.</p>
	It was Resolved that the contents of the report should be noted.
	<p>9bii) Period 2 – September 2023</p> <p>The Vice Principal confirmed that the operating deficit to 30th September was £162k (excluding pension adjustments), which was £7k adverse to the budget. Income was £69k favourable to forecast for the period, pay expenditure £58k adverse and non-pay expenditure £18k adverse.</p> <p>Capital refurbishment work continued on the FE Transformation projects. The budgeted July 2024 cash in hand was in line with forecast in the CFFR. The operating performance was in line with the forecast. The generation of net cashflow from operating activities for the year continued to be forecast in line with the CFFR and all covenants were forecast to be achieved.</p> <p>The current cashflow position compared to that forecast for the period was lower than forecast; the Vice Principal provided a detailed explanation as to the key factors which were timing related.</p>
	It was Resolved that the contents of the report should be noted.
	<p>9c) Regularity Audit Self-Assessment Questionnaire 2022/23</p> <p>The Clerk introduced the report and 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. The key change from the previous year was that the 2022/23 Questionnaire had been updated to reflect the Government's decision to reclassify Colleges into the public sector.</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 Chair and Accounting Officer are authorised to sign the Regularity Audit Self-Assessment Questionnaire 2022/23.
	<p>9d) Property Strategy Update</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;

	<ul style="list-style-type: none"> • Additional capital allocation for 2022-2023; • FE Reclassification capital allocation; and • Other Estates Priorities. • <p>In respect of the Woodbury Transformation fund project the DfE had written to the College to confirm their expectations and deadlines following the change of scope approval. DfE had advised that the FE Reclassification Capital Allocation Fund could be used to support the Transformation Fund projects if required. The tender process was underway, once bids had been returned and evaluated the cost and required funding could be ascertained.</p> <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Members noted and supported the Chair's Action taken for a variation to the Transformation - Beacon contract for T Level project and that the Chair and Principal had applied the College Seal to the contractual documentation on 14th July 2023; and • Given the timescale and process required by DfE in respect of the Transformation Fund Woodbury Project, Members were asked to delegate approval of the tender to either the Resources Committee in November or if this was not achievable via Chairs action. The outcome being reported to the Corporation in December.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and DfE in respect of the Transformation Fund Woodbury Project, Members delegated approval of the tender to either the Resources Committee in November or if this was not achievable via Chairs action. The outcome being reported to the Corporation in December 2023.
23/24.10	<u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 10) – CONFIDENTIAL ITEM</u>
	<p>The Chair of BCET confirmed that there were now 3 schools within the trust and growth had enabled the establishment of an effective central team and as outlined within the report further growth was planned. The trust continued to embed its school's improvement strategy and the school improvement and safeguarding committee was doing good work. The statutory assessment tests had been undertaken and the trust wide outcomes exceed national outcomes. The trust was looking to appoint a new trustee with an estates background to strengthen the expertise on the board.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
23/24.11	<u>GOVERNANCE (AGENDA ITEM 11)</u>
	<p>11a) Membership of the Corporation</p> <p>The Clerk confirmed that there were 3 Independent vacancies. An invitation to become a Corporation Member had been issued via the College social media and sent to employers on the College data base. Members of the Search Committee met via Teams with 2 potential new Members, one being Martin Dyer, on 9th October 2023.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and Martin Dyer to be appointed as an Independent Member from 17th October 2023 for an initial 1-year period and that Martin joins the Resources Committee; and That Stephanie Nixon transfers from the C&Q Committee to the Audit Committee.
	<p>11b) Attendance Data 2022/23</p> <p>The Clerk confirmed that the Corporation had an attendance target of 75% and the percentage attendance at Board meetings in 2022/23 was 85% (79% in 2021/22). Overall attendance at the Corporation and Committees was 87% (78% in 2021/22). Attendance at Committee meetings was - Resources 89%, Audit 73%, Curriculum and Quality 93%, Search 100% and Remuneration 83%.</p> <p>From a survey of 101 General FE Colleges in the 2022/23 the mean average attendance rate was 82.68% (82.35% in 2021/22) with a range of attendance rates from the lowest at 69% (63% in 2021/22) to the highest at 94% (96% in 2021/22).</p>
	<p>It was Resolved that the contents of the report should be noted.</p>

	<p>11c) Governor Skills Audit 2023 The Clerk confirmed that Members had completed a skills audit in September 2023 and a summary of the results was detailed within the report. There was a good overall balance of skills to enable Members to fulfil their responsibilities. In addition, the skills of the Board will be strengthened by the recruitment of 2 new Members, one being a qualified accountant.</p>
	It was Resolved that the contents of the report should be noted.
	<p>11d) Governor Self-Assessment/Health Check The Clerk confirmed that the Self-Assessment/Health Check was completed in August/September 2023. The summary report detailed the outcomes, which were positive. In addition to Members comments, notes of clarification have been added where required.</p> <p>One area of improvement continues to be the participation by governors in curriculum team performance review and SAR processes and additional issues may be identified as part of the External Review of Governance.</p>
	It was Resolved that the contents of the report should be noted.
	<p>11e) AoC Code of Good Governance The Clerk confirmed that the AoC had launch a new Code of Good Governance which reflected the commitment to advancing governance practices in Colleges across the sector and ensuring they align seamlessly with the unique challenges and opportunities faced by Further Education institutions.</p>
	It was Resolved that:
	<ul style="list-style-type: none"> i. The contents of the report should be noted; ii. The AoC Code of Good Governance should be adopted from 1st August 2024; and iii. The Template be completed alongside the External Review of Governance.
	<p>11f) External Review of Governance The Clerk confirmed that Stone King has been appointed to undertake the external review of Governance and this would be led by Dr Ron Hill. The review itself will comprise 3 main phases:</p> <p>Phase 1 - A desk-based review of existing governance documentation will be undertaken both relating to the College's approach to governance and the conduct of its operation.</p> <p>Phase 2 – Dr Ron Hill will engage in a combination of interviews with members of the College's Board, its committees, its Leadership Team, its Clerk and other relevant stakeholders. He will also observe the following meetings:</p> <ul style="list-style-type: none"> • Audit Committee - 1.00pm Tuesday, 28th November 2023 via Teams; (Alternatively the Audit Committee at 1.00pm on 5th March 2024 via Teams) • Curriculum and Quality Committee – 4.30pm Wednesday, 17th January 2024 via Teams; • Corporation - 5.00pm Tuesday, 30th January 2024 – in person. <p>Phase 3 – SK will draw together the evidence collated from the first two stages, consider it in the context of the aims of the review and prepare a written report. SK will offer a draft report for accuracy checking and comment, then present the final report to the Corporation on 19th March 2024.</p>
	It was Resolved that the contents of the report should be noted.
	<p>11g) DfE Annual Strategic Conversation Letter 27th September 2023 The Clerk confirmed that the letter from DfE summarised the outcomes from the 2022/23 round of strategic conversations and plans for 2023/24 including some changes to how territory teams were organised. The letter highlighted inflation, recruitment and an excess of bids as being three of the main problems identified in the meetings along with actions DfE had taken in response.</p>
	It was Resolved that the contents of the report should be noted.
	<p>11h) Remuneration Committee Annual Report 2022/23</p>

	<p>The Clerk confirmed that in order to fully comply with the Senior Post Holder Remuneration Code, on 3rd October 2023, the Remuneration Committee reviewed and approved the Committee Annual Report 2022/23, for submission the Corporation.</p> <p>In accordance with the Remuneration Code the College will publish the Remuneration Annual Statement 2022/23 within the Remuneration Committee section of the Statement of Corporate Governance and Internal Control of the Financial Statements 2022/23.</p>
	It was Resolved that the contents of the report should be noted.
23/24.12	<u>MEETING EVALUATION FORM (AGENDA ITEM 12)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 4 th July 2023, which were noted.
	It was Resolved that the contents of the report should be noted.
	Staff Governors, Student Governors and staff withdrew from the meeting at 6.35 pm
23/24.13	<u>REPORT FROM THE REMUNERATION COMMITTEE 3RD OCTOBER 2023 (AGENDA ITEM 13)</u>
	The Chair of the Remuneration Committee confirmed that the Remuneration Committee had met on 3 rd October 2023 and a copy of the minutes were presented to Members. Members were asked to consider the recommendations, in respect of the remuneration of Senior Post Holders and the Clerk, as outlined within the minutes.
	It was Resolved that: <ul style="list-style-type: none"> i. The contents of the report should be noted; and ii. The recommendations arising from the meeting of the Remuneration Committee held on 3rd October 2023 , in respect of the remuneration of Senior Post Holders and the Clerk are agreed.
23/24.14	<u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 14)</u>
	<ul style="list-style-type: none"> • Tuesday, 12th December 2023 @ 5.00 p.m. • Tuesday, 30th January 2024 @ 5.00 p.m. • Tuesday, 19th March 2024 @ 5.00 p.m. • Tuesday, 23rd April 2024 @ 5.00 p.m. • Tuesday, 2nd July 2024 @ 5.00 p.m.

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

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

Summary of Actions – Corporation Meeting on 17th October 2023			
Item	Action	Person Responsible	Timescale
23/24.05 Strategic Plan Update	The Updated Strategic Plan is approved, subject to the amendments identified within the minutes.	AP Marketing, Projects and Student Admin	TBC
23/24.09 C Regularity Audit Self-Assessment Questionnaire 2022/23	The Chair and Accounting Officer are authorised to sign the Regularity Audit Self-Assessment Questionnaire 2022/23	Clerk	17 th October 2023
23/24.09 D Property Strategy	DfE in respect of the Transformation Fund Woodbury Project, Members delegated approval of the tender to either the Resources Committee in November or if this was not achievable via Chairs action. The outcome being reported to the Corporation in December 2023.	VP	12 th December 2023

Summary of Actions – Corporation Meeting on 17th October 2023

Item	Action	Person Responsible	Timescale
23/24.11a Membership of the Corporation	Martin Dyer to be appointed as an Independent Member from 17th October 2023 for an initial 1-year period and that Martin joins the Resources Committee; and That Stephanie Nixon transfers from the C&Q Committee to the Audit Committee.	Clerk	31 st October 2023
23/24. 11e AoC Code of Good Governance	The AoC Code of Good Governance should be adopted from 1st August 2024; and The Template be completed alongside the External Review of Governance.	Clerk	Corporation 24 th April 2024
23/24.13 Remuneration Committee	The recommendations arising from the meeting of the Remuneration Committee held on 3rd October 2023, in respect of the remuneration of Senior Post Holders and the Clerk are agreed.	Director of HR	November 2023