



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING HELD VIA TEAMS ON**  
**Tuesday, 18<sup>th</sup> October 2022**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 7.04 p.m.

**PRESENT:**

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Syed Ali	Staff Member (Academic Staff Support)
Peter Bury	Independent Member
Callum Beckwith	Student Member
Charlie Deane	Principal
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Jane Macdonald	Independent Member
Stephanie Nixon	Independent Member
Robin Puri	Student Member
Naomi Sharples	Independent Member
Chris Trees – Vice Chair	Independent Member

**IN ATTENDANCE:**

Victoria Fell	Curriculum Director
Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Paul Maykels	Assistant Principal
Lisa Matthews	Assistant Principal
Amanda Siddall	Director of Quality
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

<b>22/23.11</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Angela Davies and Faheem Nawaz. The Chair welcomed Stephanie Nixon and Jane Macdonald to their first meeting as Independent Members.
<b>22/23.12</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	As Trustees and Members of the BCET Board the Chair, the Vice Chair and the Principal/CEO declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
<b>22/23.13</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 20 <sup>th</sup> September 2022 were approved to be signed as a true record.
<b>22/23.14</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 20 <sup>th</sup> September 2022.
	It was <b>Resolved</b> that the contents of the report should be noted.

22/23.15	<p><b><u>GOVERNOR DEVELOPMENT SESSION – MEETING LOCAL SKILLS NEEDS (AGENDA ITEM 5)</u></b></p> <p>The Principal introduced members of the College Leadership Team who would contribute to the session. Paul Maykels, Assistant Principal confirmed that the senior leadership team had established a robust strategy and process to ensure that the curriculum is congruent with the strategic plan, including the Vision and Personal Development Programme that arose from it. Challenging and supporting students to become more Committed, Confident, Collaborative and Resilient was a prerequisite for the College.</p> <p>At a local level, a simple curriculum mapping exercise demonstrated high levels of congruence (86%) between the skills needs in Bury and the curriculum offer, as illustrated within the report.</p> <p>The College had provisionally evaluated its position against the Ofsted Framework related to skills as ‘Strong’ (the highest judgement) but would review this grade following curriculum SAR panels. Current evidence, by types of provision were included in the report.</p> <p>As part of the presentation, Lisa Matthews, Assistant Principal confirmed that:</p> <ul style="list-style-type: none"> <li>• The aim for Higher Education provision was to meet demand for Level 4 skills with specific outcomes highlighted within the report;</li> <li>• The aim for Adult Provision was to shift to higher socio-economic value programmes and closer work with employers with specific outcomes highlighted within the report; and</li> <li>• 16-18 and T Levels provision included an ambitious growth plan as highlighted within the report.</li> </ul> <p>Members asked for specific details and examples of how the curriculum had been redesigned to meet skills needs and the following examples were highlighted:</p> <ul style="list-style-type: none"> <li>• Amanda Siddall, Director of Quality confirmed that in construction the curriculum footprint had been reviewed including changes to the curriculum offer; a change to Awarding Organisations; the introduction of Painting &amp; Decorating; the retrofit (Insulation and Building Treatments Domestic Properties) GM project and remodelling of areas;</li> <li>• The Construction programme design had been amended including the sequencing of units; changes to topics delivered within units; recognition of content &amp; progress; more meaningful feedback and enhanced industry links. In addition, the curriculum had been designed to meet the College Vision of Positive Futures: Skills for Jobs, Skills for Life; and</li> <li>• Victoria Fell, Curriculum Director confirmed that the 16-18 Hair &amp; Beauty provision aimed to meet local skills needs through the redesign of the curriculum, including an enhanced offer of technical qualifications; changes to curriculum design including type 4 hair unit, colouring men’s hair and perming men’s hair; assessment designed to build student confidence, collaboration, commitment and resilience skills; personal development including masterclasses, employer guest speakers, trips &amp; visits and staff development and training powered by Industry.</li> </ul> <p>As a result of further questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Meeting Local Skills Needs was a standing Agenda Item on the C&amp;Q Committee;</li> <li>• The College Skills Strategy was informed by Curriculum - Needs Analysis, Employer engagement – employer feedback/ survey, Curriculum teams referencing in self-assessment and Positive Futures: Skills for Jobs, Skills for Life;</li> <li>• The Greater Manchester Colleges Group worked together to ensure that regional skills needs were being met and this would form part of the GMCG Senior Policy Managers next presentation to the Corporation on 25th April 2023;</li> <li>• ESOL provision was delivered in several community venues and additional venues were continually sought;</li> <li>• Students in some areas would progress to self-employment and entrepreneurship and business skills could be more formally linked to these curriculum areas;</li> <li>• Pay in the construction industry presented a challenge to staff recruitment but a settled team was currently in place;</li> <li>• A recent RAG rated employer survey had help curriculum teams to provide an improved curriculum offer to employers;</li> </ul> <p>Members thanked Paul, Amanda, Lisa and Victoria for their informative presentation and assurance that the College curriculum was continually reviewed and designed to meet local skills needs.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>

22/23.16	<b>CURRICULUM (AGENDA ITEM 6)</b>
	<p><b>a) Safeguarding and Prevent Update</b></p> <p>The Director of Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Referrals – The number and category of referrals, including criminal convictions, was highlighted within the report;</li> <li>• Management of Safeguarding – CPOMS had been introduced to all staff and to ensure staff continued to refer, Promonitor was still open in case staff had any issues with CPOMS;</li> <li>• Mental Health – Targeted Early Intervention was in place;</li> <li>• The College’s response to national Issues - The first Violent Crime and ASB reduction meeting was held on 12<sup>th</sup> October 2022;</li> <li>• The College’s response to local issues - The College attended the Children’s Strategic Partnership Board on 28<sup>th</sup> September 2022. The circles of influence work was shared with the group which referred to what the concerns are of children in Bury. The concerns shared, aligned to the focus of the College and reinforced the importance of the Skills for Life sessions and Personal Development of the College;</li> <li>• Security – Security schedules continued to be reviewed to ensure the safety of staff and students across campus and a review was underway of the location of evening classes to ensure that the least number of buildings were open in the evenings;</li> <li>• Prevent – A copy of the updated Prevent Action Plan was appended to the report and on 27<sup>th</sup> September 2022 staff who worked as duty managers were provided training in relation to safety security and prevent;</li> <li>• Online Safety and Sexual Harassment – Termly focus groups would be held to collect feedback from students and action would be guided by the feedback received. The effectiveness of the Barracuda filtering system and Impero would be included within future reports;</li> <li>• LADO – One referral had been made to the LADO.</li> </ul> <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Over recent years the College had adopted a very proactive approach to safeguarding to identify issues speedily and provide support where appropriate;</li> <li>• The College culture enables staff and students to feel safe as evidenced by learner voice surveys and focus groups; and</li> <li>• The actions in place to ensure social media safety would be clarified.</li> </ul>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>i. <b>The contents of the report should be noted; and</b></li> <li>ii. <b>The actions in place to ensure social media safety would be clarified in the next Safeguarding update report.</b></li> </ol>
	Peter Nicol withdrew from the meeting and Chris Trees became the Chair.
	<p><b>b) Headline SAR and QIP</b></p> <p>The Deputy Principal Curriculum and Quality introduced the report and confirmed that:</p> <ul style="list-style-type: none"> <li>• Self-Assessment activity was currently underway in curriculum teams and validation panels have commenced. New for the 2021/22 SAR, and in line with the new OfSTED Enhanced Inspection regime, the College had included an evaluation of how the Skills Needs were met, both at team and headline College level;</li> <li>• Members of the Corporation had been invited to attend Curriculum Team SAR panels and the Headline SAR Validation Panel on 21<sup>st</sup> November 2022, with the detailed SAR being considered at the C&amp;Q Committee in November and the Corporation meeting on 14th December.</li> <li>• As was reported at the last Corporation meeting, whilst the College had seen a decline in overall achievement, largely as a result of a decline in retention rates, the impact of Covid on national rates was not yet known. In addition, the two-year absence of national benchmark data made it difficult to rate aspects of performance, specifically achievement outcomes, against that of the sector. With this in mind, the SAR could be revisited at any point in the year, and most likely on publication of the national achievement rates; and</li> <li>• The report highlighted areas of focus for 2022/23 which would be monitored via the QIP.</li> </ul> <p>In response to questions, the following points were highlighted:</p>

	<ul style="list-style-type: none"> <li>Emerging strengths and areas for improvement indicated that the College would provisionally self-assess as a grade 2/Good for 2021/22 Overall Effectiveness;</li> <li>Apprenticeship Provision had been provisionally assessed as a Grade 3/Requires Improvement. The College was currently engaging an external consultant to review the outcomes data in Apprenticeships to support the SAR validation;</li> <li>The College has self-assessed provisionally as making a Strong contribution to meeting skills needs; and</li> <li>A Governor highlighted that the LA had recently appointed a Lead person to help improve attendance in school and the College could share good practice with this officer.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.17</b>	<b>PERFORMANCE (AGENDA ITEM 7)</b>
	<p>The Principal confirmed that the current position and risk ratings were as follows:</p> <ul style="list-style-type: none"> <li>16-18 Funding (£19m - Lagged) Risk – Low – As At 6<sup>th</sup> October the College had enrolled 4186 FT students of whom 3679 remained as live starts. This was against a College target (derived from the number of applications and curriculum specific conversion rates) of 3640 and a funding target of 3519;</li> <li>T Levels – Risk Low - Enrolment stands at 132 against a target of 176 or 75%. The College is therefore carrying a risk in the region of £11k as ESFA will only remove the difference in funding from the T-Level Band to Band 5:</li> <li>Adult Funding (£2.1m - In-year) Risk – Low - Adult enrolment had been buoyant, above last year at this point and in line with the amended plan. Last year adult funding delivered 96% of its budget. For this reason, the plan had been amended to increase front loading and reduce risk;</li> <li>HE Funding (£1.7m - In-year) Risk – Medium (c5%) - 230 HE students had been enrolled, in line with the funding target and a number of promotions continued. The risk was somewhat mitigated by the method of funding, split across three terms; and</li> <li>Apprenticeships (£1.1m – In year): Risk – High (c15%) - Whilst apprenticeships were likely to hit the September target, pressure was likely throughout the rest of the year because of inflationary pressure felt exponentially by SME's. Business development resources and procedures were being reviewed and a contribution and case load analysis was underway.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.18</b>	<b>FINANCE/AUDIT (AGENDA ITEM 8)</b>
	<p><b>a) Management Accounts</b></p> <p>The Vice Principal Finance and Corporate Resources introduced the Financial Dashboard and confirmed that the College had an underlying operating surplus to 30<sup>th</sup> September 2022 of £1.66m (excluding pension adjustments) which was in line with the profiled annual budget. Following good cash generation in the first 2 months of the year, in addition to the balance of the advance capital grant payments, the College cash at bank totalled £8.4m. Construction continued on the new build Health &amp; Digital Centre, with the £4m balance of the project costs falling in this year. The July 2023 cash in hand position would therefore reduce to £3.7m, in line with that forecast in the CFFR.</p> <p>Members considered that it was important to acknowledge that cash balances were planned to reduce as the capital programme progressed.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>b) Property Strategy</b></p> <p>The Vice Principal Finance and Corporate Resources provided an update in the following areas:</p> <p><b>Health and Digital Centre</b> - The project was currently on programme to complete by December 2022, with the curtain wall installation and roof coverings now complete.</p> <p><b>T Levels</b></p> <ul style="list-style-type: none"> <li><b>Education and Childcare</b> - Project now complete with a visit by DFE on 19<sup>th</sup> October 2022.</li> <li><b>Health and Digital</b> - Temporary mock ward in Enterprise required for September – December 22 for students whilst HI-STEM was completed.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Engineering</b> – The Bid was successful. Not officially accepted or rejected the offer as the College was in liaison with DfE to see if the scope of the project and/or the proposed match funding could be reduced.</li> </ul> <p><b>Transformation Fund</b> - A funding award letter for both projects was received on 24<sup>th</sup> June 2022 and work was ongoing with the Project Manager and Design team to progress to RIBA Stage 4. A positive meeting had been held earlier in the day with the DfE project director in order to agree a way forward.</p> <p><b>Greater Manchester Institute of Technology</b> – The final version of the Commercial agreement was sent for DfE approval on 6<sup>th</sup> October 2022.</p> <p><b>Post 16 Capacity Fund</b> A new DfE Capital funding opportunity was launched in September 2022. The deadline for applications was 11<sup>th</sup> November 2022. Projects sought to support additional capacity in 16-19 providers, ensure provision meets local/national skills needs and learner demand and contribute to Government's net zero carbon emissions target. Details of the College outline bid were included within the report.</p> <p>Following a question, the Principal confirmed that the implementation of capital projects would only progress if they were affordable and would not threaten the solvency of the College.</p>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li><b>The contents of the report should be noted; and</b></li> <li><b>The proposed projects to be included, with appropriate details and costs, in the Post 16 Capacity Development Fund Bid are approved.</b></li> </ol>
<b>22/23.19</b>	<b><u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 9)</u></b>
	<p>Mark Granby, Chair of the BCET highlighted the following:</p> <ul style="list-style-type: none"> <li>• Background to establishment of the BCET was highlighted for the benefit of new Members;</li> <li>• Strong Governance was in place via the Trustees;</li> <li>• Finances were healthy but were subject to inflationary and pay pressures; and</li> <li>• The Trust was strong with the capacity for growth.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>22/23.20</b>	<b><u>GOVERNANCE (AGENDA ITEM 10)</u></b>
	<p><b>a) Governor Attendance Data 2021/22</b> The Clerk confirmed that the Corporation had an attendance target of 75% and the percentage attendance at Corporation meetings in 2021/22 was 78.81% (compared to 81.65% in 2020/21), overall attendance at Corporation and Committee meetings was 78.32% (compared to 82% in 2020/21). Attendance at Committee meetings was: Resources 75%, Audit 93%, Curriculum and Quality 78%, Search 80% and Remuneration 89%.</p> <p><b>b) Governor Skills Audit 2022</b> The Clerk confirmed that Governors had completed a skills audit in September 2022. A summary of the results was highlighted within the report and it was clear that there was a good overall balance of skills to enable Members to fulfil their responsibilities. In addition, the skills of the Board have recently been strengthened by the recruitment of 2 new Members.</p> <p>In addition, in order to strengthen governance capability within the Sector the ETF Governance Development Programme, Future Learn has been launched. Governors can sign up and register themselves on the platform, they will then have access to all the modules for free.</p> <p><b>c) Governor Self-Assessment 2022</b> The Clerk confirmed that the Self-Assessment had been completed in August/September by Governors. The summary report detailed the outcomes, which were very positive. In addition to Members comments, notes of clarification had been added where required. One area of improvement was the participation by Governors in curriculum team's performance review and SAR processes.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.

	<p><b>d) Remuneration Committee Annual Report 2021/22</b></p> <p>The Clerk confirmed that in order to fully comply with the Code, on 22<sup>nd</sup> September 2022, the Remuneration Committee reviewed and approved the Committee Annual Report 2021/22, for submission to the Corporation. In accordance with the Remuneration Code the College will publish the Remuneration Annual Statement 2021/22 within the Remuneration Committee section of the Statement of Corporate Governance and Internal Control of the Financial Statements 2021/22.</p> <p>In addition, the Remuneration Committee had recommended amendments to its Terms of Reference to encompass the role of Clerk within its remit. This reflected current practice.</p>
	<p>It was <b>Resolved</b> that:</p> <p>i. <b>The contents of the report should be noted; and</b></p> <p>ii. <b>The proposed amendments to the Remuneration Committee Terms of Reference, as highlighted within the report were agreed.</b></p>
<b>22/23.21</b>	<b>MEETING EVALUATION FORM (AGENDA ITEM 11)</b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 20 <sup>th</sup> September 2022, which were noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
	Staff, Staff Governor and Student Governors withdrew from the <b>meeting at 6.55 p.m.</b>
<b>22/23.22</b>	<b>REPORT FROM THE REMUNERATION COMMITTEE 22<sup>ND</sup> SEPTEMBER 2022 – CONFIDENTIAL (AGENDA ITEM 12)</b>
	The Chair of the Remuneration Committee confirmed that at a meeting on 22 <sup>nd</sup> September 2022, Members of the Committee had reviewed the implementation of the Leadership Team restructure which had resulted in a financial payback in 6.2 months, with all payments being made in accordance with the College Redundancy Policy. In addition, as part of the restructure the Vice Principal Finance and Corporate Resources had agreed to take responsibility for the Management of the MIS/Data team.
	Also, the Remuneration Committee had reviewed the performance of the Clerk against objectives for 2021/22 and agreed objectives for 2022/23, which were detailed within the report.
	It was <b>Resolved</b> that:
	i) <b>The contents of the report should be noted; and</b>
	ii) <b>The recommendations contained within the report are agreed.</b>
<b>22/23.23</b>	<b>AOB - MEETINGS FORMAT</b>
	Members noted that all meetings since the Covid outbreak had been held virtually and discussed the merits of meeting face to face. It was considered that Corporation meetings could be held face to face from January 2023 with Committee meetings being held virtually.
	It was <b>Resolved</b> that a recommendation be made to the Corporation that Corporation meetings should be held face to face from January 2023 with Committee meetings being held virtually.
<b>22/23.24</b>	<b>FUTURE CORPORATION MEETINGS (AGENDA ITEM 13)</b>
	5.00pm Tuesday, 13th December 2022 5.00pm Tuesday, 31st January 2023 5.00pm Tuesday, 21st March 2023 5.00pm Tuesday, 25th April 2023 5.00pm Tuesday, 4th July 2023

***There being no further discussion the meeting closed at 7.04 p.m.***

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

### Summary of Actions – Corporation Meeting on 18<sup>th</sup> October 2022

Item	Action	Person Responsible	Timescale
<b>22/23.16 Safeguarding and Prevent Update</b>	The actions in place to ensure social media safety would be clarified in the next Safeguarding update report.	Director of Personal Development	C&Q 23 <sup>rd</sup> November 2022
<b>22/23.20 Governance d) Remuneration Committee Annual Report 2021/22</b>	The proposed amendments to the Remuneration Committee Terms of Reference, as highlighted within the report were agreed.	Clerk	31 <sup>st</sup> October 2022
<b>22/23.22 Report from the Remuneration Committee</b>	The recommendations contained within the report are agreed.	Chair of Remuneration Committee/Clerk	31 <sup>st</sup> October 2022
<b>22/23.23 Meetings Format</b>	A recommendation be made to the Corporation that Corporation meetings should be held face to face from January 2023 with Committee meetings being held virtually.	Clerk	Corporation 13 <sup>th</sup> December 2022