



**BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 26th JANUARY 2021**

Corporation Meeting Commenced: 5.00 p.m.
Corporation Meeting Closed: 6.51 p.m.

PRESENT:

Liaqat Ali	Independent Member
Jamie Brown	Student Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jeannie Frodsham	Staff Member (Academic)
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Peter Nicol	Independent Member - Chair
Paul Smith	Independent Member
Chris Trees	Independent Member – Vice Chair

IN ATTENDANCE:

Andrew Harrison	Deputy Principal Finance and Corporate Services
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

20/21.38	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Helen Hubert, Peter Bury and Jafar Iqbal.
20/21.39	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	As Trustees and Members of the BCET Board the Chair, the Vice Chair, the Principal/CEO, Mark Granby 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.
20/21.40	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 15 th December 2020 were approved to be signed as a true record.
20/21.41	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk introduced the report which provided an update on matters arising from the Corporation meetings held on 20 th October 2020 and 15 th December 2020.
	It was Resolved that the contents of the report should be noted.
20/21.42	<u>SAFEGUARDING TRAINING AN UPDATE (AGENDA ITEM 5)</u>
	The Director of Personal Development introduced a training session which highlighted College responsibilities within the statutory guidance - Keeping Children Safe in Education 2020 (updated January 2021) and the appropriate measures, processes and reporting which were in place in respect of the following areas: Part one: Safeguarding information for all staff Part two: The management of safeguarding Part three: Safer recruitment Part four: Allegations of abuse made against teachers, and other staff, including supply teachers and

	<p>volunteers.</p> <p>Part five: Child on Child Sexual Violence and Sexual Harassment.</p> <p>During the training session Members asked that the following questions be addressed in future reports:</p> <ul style="list-style-type: none"> • What measures are implemented to ensure that the College has more than one emergency contact in place for each learner; • How do we ensure that referrals of suspected abuse or neglect are followed up; • How do we ensure that there is always a DSL or Deputy on site and that they are appropriately trained; • How do we ensure that staff are regularly updated on safeguarding and child protection issues and that staff training is informed by information gathered from local key partners; • How do we ensure that the Single Central Record is kept updated; • How many investigations have been made in relation to the staff code of conduct and how may referrals have been made to the Police/LADO; and • Following investigations what lessons have been learnt. <p>The Chair encouraged Members to continually questions reports and review if any further key information would be helpful.</p> <p>The report provided an update on safeguarding arrangements over the Christmas Period and January Return together with Prevent and Safeguarding referrals. It was also recommended that College safeguarding arrangements could be improved if the College fully signed up to the Bury Encompass Protocol, which would enable the College to receive the logs directly from the police. A copy of the Protocol which outlined key responsibilities was appended to the report.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The College should sign up to the Bury Encompass Protocol, with implementation being reported to the Curriculum and Quality Committee.</p>
20/21.43	COVID UPDATE (AGENDA ITEM 6)
	<p>The Deputy Principal Curriculum, Quality and Standards provided a further weekly update on Covid cases and confirmed that in accordance with government guidance, with effect from 5th January 2021, the College was open to vulnerable students and students of key workers. DfE guidance had been released around Lockdown 3 and the College had checked risk assessments and procedures against that guidance. The main change was the definition of 'Vulnerable Learners' to include students who were disengaging from their studies or unable to access remote/distance learning.</p> <p>A testing Centre had been established and had received positive feedback from the LA Public Health Team. The onsite testing facility included 12 testing stations which, at capacity, could process circa 600/700 tests per day. Test results would be known within 30 minutes and communicated via the NHS test and trace system. The College had arrangements in place to manage any positive test results and appropriate PPE had been supplied to the College. Testing would be a weekly entitlement for staff and students would be offered two tests prior to their return to College. Contact tracing arrangements were also in place.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The number of Covid Cases had followed the national pattern; • The College data did not highlight a disproportionate impact on BME Staff and learners; • The two close contacts per case reinforced the effectiveness of the Covid measures in place; • January examinations had been held for those learners who had wished to attend; • Considerable progress and improvements had been made in remote learning; • Many of the new ways of learning would be retained where they improved teaching learning and engagement; • 650 vulnerable learners received weekly telephone calls from the wellbeing team; • 270 learners had access to more specialist teaching face to face on campus; • The College delivered 1,800 hours of face to face teaching in an average week; and • 200 Covid tests were given to staff the previous week.
	<p>It was Resolved that the contents of the report should be noted.</p>

20/21.44	<p>CURRICULUM – QUALITY IMPROVEMENT PLAN (AGENDA ITEM 7)</p>
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that the headline Quality Improvement Plan tracked progress against 37 Key Areas for Improvement. In addition, Directorate level and then Team level QIPs monitored progress closely. The report detailed progress against key areas for improvement identified in the SAR 2019/20. These were:</p> <ol style="list-style-type: none"> 1. Too few apprentices achieved their qualification on time or made the progress of which they were capable; 2. Whilst there was firm evidence of significant improvement, given the disruption to examinations caused by Covid-19, A Level provision required further monitoring into 2020/21; 3. A small minority of College programmes were not yet good; 4. Further embedding of the Positive Futures model was required across all curriculum teams to support the curriculum intent; 5. Achievement in English and maths qualifications delivered to Foundation Studies learners required improvement; 6. Whilst above sector norms, attendance and punctuality were too low across the College, particularly in English and maths; 7. Assessment planning required focus to ensure that learners benefit from a variety of assessment methods and were given the opportunity to develop a range of skills to prepare them for their next steps; and 8. The quality of Digital Learning required further development to ensure effective continuation of learning. <p>The priority actions in respect of improvement areas 3 and 8, as highlighted in the 14th January 2021 C&Q Committee minutes were noted.</p>
	<p>It was Resolved that:</p> <p>c) The contents of the report should be noted; and d) The SAR 2019/20 is approved.</p>
20/21.45	<p>FINANCE/AUDIT (AGENDA ITEM 8)</p>
	<p>a) Updated Grant Thornton Audit Findings Report 2019/20</p> <p>The Deputy Principal Finance and Corporate Services confirmed that in the Grant Thornton Audit Findings report considered by the Audit Committee on 24th November 2020, the following two matters were highlighted, that had the potential to result in material adjustment or significant change to disclosures within the financial statements</p> <ol style="list-style-type: none"> a) Finalisation of going concern procedures and b) Finalisation of procedures in respect of pension scheme valuation regarding specific Covid-19 factors. <p>Both matters have now been resolved and the report had been amended to reflect this. The Chair of the Audit Committee, Deputy Principal Finance and Corporate Services and Clerk met, via Zoom, with GT on 14th January 2021, in order that GT could clarify their position and explain how the matter had been resolved. Accordingly, Grant Thornton would now provide an unmodified audit opinion.</p>
	<p>It was Resolved that the contents of the report and the Audit Committee Opinion for 2019/20, should be noted.</p>
	<p>b) College Financial Statements and Regularity Audit Reports for the year ended 31st July 2020</p>
	<p>The Deputy Principal Finance and Corporate Services confirmed that given the circumstances in respect of the treatment of GMPF pension valuation, at the Corporation meeting held on 15th December 2020, it was agreed that consideration of the College Financial Statements would be deferred to the Corporation meeting on 26th January 2021.</p> <p>The updated Audit Findings Report (item 8a) highlighted that the GMPF position had now been resolved and this was reflected in the notes to the Statutory Accounts on page 37 (Local Government Pension Scheme). It also confirmed that Grant Thornton can provide an unmodified audit opinion.</p> <p>Members noted that Grant Thornton were seeking additional fees in relation to the above issue and this would be a matter to be resolved by the management team.</p>
	<p>It was Resolved that:</p>

	<p>a) The contents of the report should be noted; and</p> <p>b) The Annual Report and Financial Statements for the year ended 31 July 2020 is approved and should be signed by the Chair of the Corporation and submitted to the ESFA by 31st January 2021.</p>
	c) BCE Ltd Financial Statements for the year ended 31st July 2020
	<p>The Deputy Principal Finance and Corporate Services confirmed that BCE Limited was a dormant subsidiary company of the College. The only profit and loss movements were interest receivable and interest payable. The Financial Statements were reviewed by the Resources Committees and the Audit Committee on 24th November 2020 and are recommended to the Corporation for approval.</p> <p>Given the circumstances in respect of the pensions position within the College Financial Statements, at the Corporation meeting held on 15th December 2020, it was agreed that consideration of the BCE Financial Statements would be deferred to the Corporation meeting on 26th January 2021.</p> <p>The pensions position had been resolved and the BCE Financial Statements may now be signed.</p> <p>Given that BCE Ltd had been dormant for a number of years Members asked that the Resources Committee should review its continuation.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted;</p> <p>b) The BCE Ltd Directors Report and Financial Statements for the year ended 31st July 2020, be received and noted; and</p> <p>c) The Resources Committee should review the continuation of BCE Ltd.</p>
	d) Grant Thornton Letters of Representation
	<p>The Deputy Principal Finance and Corporate Services introduced the report. He confirmed that the Financial Statements and Regularity Auditors issue, as part of normal audit processes, a letter of representation which seeks to ensure that the Corporation can certify that it has supplied all information necessary for the auditors to conduct their work and reach their audit opinion.</p> <p>The letters of representation for 2019/20 were reviewed by the Resources Committee and Audit Committee on 24th November 2020, with both Committees recommending that the letters be signed as part of the finalisation of the accounts, at the Corporation meeting in December 2020. At this meeting Members considered that, given the issue outstanding between Grant Thornton and GMPF, consideration of the Letters of Representation, should also be deferred to the Corporation meeting on 26th January 2021.</p> <p>An appendix had been added to the College letter for the unadjusted item in respect of the resolution of the pensions position.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted;</p> <p>b) The Bury College Letter of Representation is approved and the Chair of the Corporation is authorised to sign the Letter on behalf of the Corporation; and</p> <p>c) The Letter of Representation for BCE Limited is received and noted.</p>
	e) Management Accounts November 2020
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Management Accounts now reported on variance analysis against the revised budget / forecast which still predicted an overall unadjusted Operating Deficit of £227k.</p> <p>The College had made a steady start to 2020/21 with an underlying operating surplus to 30 November 2020 of just over £0.47m (excluding pension adjustments). Covid PPE expenditure had been very high at £195k in the first 4 months; otherwise the College would be ahead of budget. Not surprisingly, the continuing Covid situation was also having some impact on apprenticeship and commercial income but the College was making reasonable progress on Adult and HE income.</p> <p>Due to the impact of Covid, the December management accounts reflected a reduction in anticipated apprenticeship income of £250k.</p>

	It was Resolved that the contents of the report should be noted.
	f) College Finance Record 2019/20 and 2020/21
	<p>The Deputy Principal Finance & Corporate Services confirmed that the College must submit all year-end financial statements and documents by 31st January 2021, together with the Finance Record that now consisted of a 2-year Excel finance record return, incorporating the Statement of Comprehensive Income (SOCl), balance sheet and cashflow statement for 2019/20 actual, 2020/21 forecast. This was supported by a Commentary which explained assumptions and movement in the figures. The Finance record was complete apart from a few figures to be finalised for the submission on the assumptions and non-financial tabs.</p> <p>At a meeting of the Resources Committee held on 12th January 2021, Members considered that the commentary covered the areas highlighted in the Annex to the College Financial Planning Handbook, noted that the College financial health grade remained as Outstanding and recommended that the College Financial Record be approved.</p> <p>Following a question, it was confirmed that free meals were provided via government grant and use of the College bursary fund.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted;</p> <p>b) The College Finance Record 2019/20 and 2020/21 is approved.</p>
20/21.46	<u>PERFORMANCE (AGENDA ITEM 9)</u>
	<p>The Deputy Principal Finance and Corporate Services introduced the report and highlighted the position in the following areas: 2019/20 Actuals and outturn; 2020/21 Allocations; 2020/21 Full Time enrolment update and 2020/21 Funding Update.</p> <p>The report had been reviewed by the Resources Committee on 12th January 2021 and it was noted that the recently submitted RO4 return may secure additional 16-19 income for 2021/22.</p>
	It was Resolved that the contents of the report should be noted.
20/21.47	<u>PROPERTY STRATEGY (AGENDA ITEM 10)</u>
	<p>The Deputy Principal Finance and Corporate Services confirmed that in respect of the STEM building the project team had worked with the College to be in a position to submit a planning application within the next week.</p> <p>In addition, the 3 applications to the T Level Capital Fund 2020/21 had been approved in Principle. Approval in Principle meant that, while DfE were broadly content with the approach set out in the College application, there were some elements of each of the projects that require further development. The relevant information had now been provided and a final decision was imminent. If approved the budget for the STEM building would increase from £6m to £8.6m.</p>
	It was Resolved that the contents of the report should be noted.
20/21.48	<u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 11)</u>
	<p>Mark Granby introduced the report which provided an update on the Trust's activities, in particular, Members noted that:</p> <ul style="list-style-type: none"> • The Trust's Members were presented with the audited accounts and the trustee's annual report at the AGM on 21st January 2021; • The Trust's carry forward from the last financial year has been verified. The forecast carry forward for 2020/21 remained healthy and represented an overall surplus for the year; • The Trust had developed risk assessed plans to welcome pupils back to both schools from 4th January and notwithstanding speculation about an impending lockdown significant numbers of pupils returned on that day and on 5th January; • The Prime Minister's statement on 5th January resulted in both schools having to deliver remote education again, providing places for vulnerable children and children of key workers; • Changes in the definition of a vulnerable child and a key worker had resulted in much larger numbers of children attending school than was the case in the first lockdown; and

	<ul style="list-style-type: none"> The status of the current partnership agreement was highlighted.
	It was Resolved that the contents of the report should be noted.
20/21.49	<u>MEMBERSHIP OF COMMITTEES (AGENDA ITEM 12)</u>
	The Clerk confirmed that at the Corporation meeting held on 15th December 2020, Members reviewed the College Safeguarding and Prevent Policy and as part of this process noted the arrangements for the Lead Governor to report to the Corporation and questioned if it would be more effective for the Lead Governor to report to the C&Q Committee.
	Following discussions, in order to improve the communication of Safeguarding issues it is recommended that Lynne Vernon should transfer from the Resources Committee to the C&Q Committee and that Mark Granby should transfer from the C&Q Committee to the Resources Committee. Both Members agree with these arrangements.
	It was Resolved that: <ul style="list-style-type: none"> a) The contents of the report should be noted; and b) That Lynne Vernon should transfer from the Resources Committee to the C&Q Committee and that Mark Granby should transfer from the C&Q Committee to the Resources Committee.
20/21.50	<u>COMMITTEE MINUTES (AGENDA ITEM 13)</u>
	<ul style="list-style-type: none"> Resources Committee 12th January 2021 Curriculum and Quality Committee 14th January 2021
	It was Resolved that the contents of the Minutes and actions therein should be noted.
20/21.51	<u>MEETING EVALUATION FORM (AGENDA ITEM 14)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meetings held on 15 th December 2020, which were noted.
	It was Resolved that the contents of the report should be noted.
20/21.52	<u>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 15)</u>
	<ul style="list-style-type: none"> 5.00pm Tuesday, 23rd March 2021 5.00pm Tuesday, 4th May 2021 5.00pm Tuesday, 6th July 2021 (potential move to 29th June 2021)

There being no further discussion the meeting closed at 6.51 p.m.

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

Summary of Actions – Corporation Meeting on 26 th January 2021			
Item	Action	Person Responsible	Timescale
20/21.42 a) Safeguarding	The College should sign up to the Bury Encompass Protocol, with implementation being reported to the Curriculum and Quality Committee.	Deputy Principal Curriculum, Quality and Standards	C&Q 10 th March 2021
20/21.45b b) College Financial Statements	The Annual Report and Financial Statements for the year ended 31 July 2020 is approved and should be signed by the Chair of the Corporation and submitted to the ESFA by 31st January 2021.	Deputy Principal Finance and Corporate Services	27th January 2021
20/21.45c BCE Ltd Financial Statements	The BCE Ltd Directors Report and Financial Statements for the year ended 31st July 2020, be received and noted. The Resources Committee should review the continuation of BCE Ltd.	Deputy Principal Finance and Corporate Services	27th January 2021 Resources Committee 9 th March 2021

Summary of Actions – Corporation Meeting on 26th January 2021

Item	Action	Person Responsible	Timescale
20/21.45 d) Letters of Representation	The Bury College Letter of Representation is approved and the Chair of the Corporation is authorised to sign the Letter on behalf of the Corporation; and The Letter of Representation for BCE Limited is received and noted.	Deputy Principal Finance and Corporate Services	27th January 2021