



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING**  
**Tuesday, 12<sup>th</sup> December 2023**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 6.25 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
Jane Macdonald	Independent Member
Stephanie Nixon	Independent Member
Muhammad Shafay	Student Member

**IN ATTENDANCE:**

Rebecca Durber	AoC NW Regional Director
Tracy Pullein	Vice Principal Finance and Corporate Resources
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

<b>23/24.15</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Naomi Sharples and Martin Dyer.
<b>23/24.16</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>23/24.17</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 17 <sup>th</sup> October 2023 were approved to be signed as a true record.
<b>23/24.18</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 17 <sup>th</sup> October 2023.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.19</b>	<b><u>GOVERNOR DEVELOPMENT SESSION – SUMMARY OF KEY POLICY ISSUES(AGENDA ITEM 5)</u></b>
	Rebecca Durber the AoC NW Area Director presented a summary of key FE policy issues, including: <ul style="list-style-type: none"> <li>• Funding - Still insufficient;</li> <li>• GCSE resit numbers for 23/24 - Higher due to grade boundary changes this summer;</li> <li>• Qualification reform - Risks with defunding of learners with no qualifications and T Level roll out slow</li> </ul>

	<p>with implementation problems;</p> <ul style="list-style-type: none"> <li>• Influencing this government and at the next general election;</li> <li>• Complex regulation, accountabilities, funding system with too many detailed rules and audits;</li> <li>• Party Conferences - FE and skills high on the agenda</li> <li>• King's Speech/ Autumn Statement;</li> <li>• AoC enrolment survey findings</li> <li>• Ofsted;</li> <li>• Duty on Colleges to review how well the education or training provided meets local needs; and</li> <li>• New AoC code of good governance.</li> </ul> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• New guidance on the duty to review had been issued earlier in the day. This would bring together the duty to review and the accountability statements which were both linked to the LSIP. Further guidance would be issued in the new year. The duty to review recognised that there was completion between providers and emphasised collaboration;</li> <li>• It was assumed that T Levels would continue and the College had secured very good outcomes in this provision and ensured that students were employment ready; and</li> <li>• A reform of the national apprenticeship strategy was welcome especially given the significant levels of underspent levy monies.</li> </ul> <p>Members thanked Rebecca for her information and thought-provoking presentation.</p>														
	It was <b>Resolved</b> that the contents of the report should be noted.														
<b>23/24.20</b>	<b>CURRICULUM (AGENDA ITEM 6)</b>														
	<p><b>a) Curriculum and Quality Committee 22<sup>nd</sup> November 2023</b></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"> <li>• Received a presentation from Joanne Cherrie, Head of Childcare and Education, demonstrating how the Teacher Education curriculum had been modelled to meet skills needs;</li> <li>• Approved the College Quality Strategy 2023/24;</li> <li>• Received updated Performance reports from across the curriculum and Learner Destinations; and</li> <li>• Received Stakeholder/Learner Feedback including details of the first College Student Ambassadors meeting.</li> </ul>														
	It was <b>Resolved</b> that the contents of the report should be noted.														
	<p><b>b) SAR and QIP</b></p> <p>The Deputy Principal introduced the report and confirmed that a number of Members of the C&amp;Q Committee had attended the SAR validation panel on 8<sup>th</sup> November 2023 and the SAR was reviewed in detail by the C&amp;Q Committee on 22<sup>nd</sup> November 2022 and was recommended to the Corporation for approval. The key judgements were:</p> <table border="1" data-bbox="316 1563 991 1809"> <thead> <tr> <th></th> <th>SAR Judgement 2022/23</th> </tr> </thead> <tbody> <tr> <td>Overall Effectiveness</td> <td>Good</td> </tr> <tr> <td>Quality of Education</td> <td>Good</td> </tr> <tr> <td>Behaviour and Attitudes</td> <td>Good</td> </tr> <tr> <td>Personal Development</td> <td>Good</td> </tr> <tr> <td>Leadership and Management</td> <td>Good</td> </tr> <tr> <td>Safeguarding</td> <td>Effective</td> </tr> </tbody> </table> <p>A summary of progress against the 6 headline Key Areas for Improvement would be reported at future C&amp;Q meetings. Underpinning this, the College Quality Improvement Plan detailed actions and progress against each of the 21 key areas for improvement. The 6 key areas for development/focus were:</p> <ul style="list-style-type: none"> <li>• A Level achievement, especially at higher levels;</li> <li>• GCSE Maths;</li> <li>• Attendance and Punctuality;</li> <li>• Apprenticeship Timely Achievement Rates;</li> <li>• New Horizons – Good progress had been made; and</li> </ul>		SAR Judgement 2022/23	Overall Effectiveness	Good	Quality of Education	Good	Behaviour and Attitudes	Good	Personal Development	Good	Leadership and Management	Good	Safeguarding	Effective
	SAR Judgement 2022/23														
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	<ul style="list-style-type: none"> <li>• Staff recruitment and retention.</li> </ul> <p>Following questions, it was confirmed that the report mirrored the March 2023 Ofsted judgements other than apprenticeship provision which due to enhanced outcomes had now been graded as Good. Once approved the SAR would be issued to Ofsted.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>i) The contents of the report should be noted; and</b>  <b>ii) The SAR 2022/23 is approved.</b></p>
	<p><b>c) 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>• Safeguarding referrals totalled 400;</li> <li>• Pastoral referrals totalled 401;</li> <li>• There had been 3 reports to the LADO;</li> <li>• The Safeguarding and Prevent Policy had been updated in line with KCSIE 2023;</li> <li>• The responsibilities and role descriptions of key staff had been updated in relation to filtering and monitoring requirements;</li> <li>• A visit to Shalshelas had taken place in November 2023; and</li> <li>• The Prevent and Protect action plan was on track.</li> </ul> <p>Following questions, it was confirmed that in respect of the tensions within the Community relating to the position in Gaza, as had been reported to the C&amp;Q Committee, the College had communicated with parents/carers to highlight the support available to students from both the College and external agencies. The College zero tolerance of specific behaviours had also been reinforced. Members noted that a protest had taken place outside the College earlier in the day.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
<b>23/24.21</b>	<b><u>FINANCE/AUDIT (AGENDA ITEM 7)</u></b>
	<p><b>a) Resources Committee 28<sup>th</sup> November 2023</b></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"> <li>• Reviewed the Gender Pay Analysis;</li> <li>• Agreed the updated Redundancy Policy;</li> <li>• Agreed the Updated Treasury Policy;</li> <li>• Reviewed the Staff Mental Health and Wellbeing Update;</li> <li>• Reviewed the College Environmental Sustainability Update;</li> <li>• Reviewed the Management Accounts for October 2023;</li> <li>• Agreed the Updated Health, Safety and Welfare Policy and reviewed Health and Safety performance; and</li> <li>• Agreed with the Management Team assessment that the College was a Going Concern.</li> </ul>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
	<p><b>b) Audit Committee 28<sup>th</sup> November 2023</b></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 reviewed the assignments within the Updated Internal Audit Plan where the days allocated to HR Recruitment and Payroll Framework had been reduced and reallocated to include a Data Protection Governance Framework review during 2023/24. The Committee agreed that the updated Internal Audit Plan 2023/24 be recommended to the Corporation for approval.</p> <p>In addition, the Committee had:</p> <ul style="list-style-type: none"> <li>• Received the Annual Internal Audit Report and Opinion;</li> <li>• Agreed the tender process and timescale for the Internal Audit Service</li> <li>• Agreed the Risk Management Register and Risk Management Policy;</li> <li>• Received the Internal Audit Self-Assessment Report; and</li> <li>• Reviewed progress against monitoring reports.</li> </ul>

	<p>The Chair confirmed that he had attended the Audit Committee as part of his induction into the position of Chair. He commented that the College was on a sound financial footing and the revised management structure was fit for purpose.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>i) The contents of the report should be noted; and</b>  <b>ii) The Updated Internal Audit Plan 2023/24 is agreed.</b></p>
	<p><b>c) External Audit Findings Annual Report to 31<sup>st</sup> July 2023 and Letters of Representation</b></p> <p>The Vice Principal introduced the report and confirmed that Scott Gillon, Wylie &amp; Bisset, had presented the audit findings to the College Audit Committee on 28<sup>th</sup> November 2023. He had confirmed that the External Audit had been complete and that the anticipated audit opinion would be unmodified and there were no issues to report in relation to the regularity opinion. He also expressed thanks to the College Finance team for their high-quality papers and reports and for responding to queries in a timely and efficient manner.</p> <p>The Chair of the Corporation confirmed that he had attended the Audit Committee meeting to receive the assurances provided by the External Auditor.</p> <p>The letters of representation for 2022/23 were reviewed by the Audit and Resources Committees on 28<sup>th</sup> November 2023, with both recommending that the Chair of the Corporation and Accounting Officer should be asked to sign the letters as part of the finalisation of the accounts.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>i) The contents of the report should be noted; and</b>  <b>ii) The Chair of the Corporation and Accounting Officer should sign the Letters Representation.</b></p>
	<p><b>d) Audit Committee Annual Report 2022/23</b></p> <p>The Clerk introduced the Audit Committee Annual report, which had been agreed by the Audit Committee on 28<sup>th</sup> November 2023. The Corporation was required to take into consideration the annual report of the Audit Committee before approving the Financial Statements, which include a Corporate Governance statement confirming that the Corporation is satisfied with the operation and effectiveness of the systems of internal control.</p>
	<p>It was <b>Resolved</b> that the contents of the report and the Audit Committee Opinion for 2022/23, should be noted.</p>
	<p><b>e) College Financial Statements and Regularity Reports for the year ended 31<sup>st</sup> July 2023</b></p> <p>The Vice Principal presented the final draft of the 2022/23 Statutory Accounts. These were in line with the July Management Accounts/ Provisional Outturn report presented to Governors on 17<sup>th</sup> October 2023. The final 2022/23 Statutory Accounts were presented to the Resources and Audit Committees on 28<sup>th</sup> November 2023 with both Committees recommending approval by the Corporation.</p> <p>As highlighted in Audit Findings Report, Wylie &amp; Bisset were now in a position to sign the financial statements.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>i) The contents of the report should be noted; and</b>  <b>ii) The Annual Report and Financial Statements for the year ended 31<sup>st</sup> July 2023 is approved and should be signed by the Chair of the Corporation and Accounting Officer and submitted to the ESFA before the deadline of 31<sup>st</sup> December 2023 and published on the College website by the deadline of 31<sup>st</sup> January 2024.</b></p>
	<p><b>f) Management Accounts – October 2023</b></p> <p>The Vice Principal introduced the report and financial dashboard and confirmed that the operating deficit to 30<sup>th</sup> September 2023 was £418k (excluding pension adjustments), which was £14k favourable to the budget. Income was £452k favourable to forecast for the period, pay expenditure was £347k adverse and non-pay expenditure £91k adverse.</p> <p>Capital refurbishment work continued on the FE Transformation projects. The budgeted July 2024 cash in</p>

	hand was in line with forecast in the CFFR. The operating performance was in line with the forecast and the generation of net cashflow from operating activities for the year continued to be forecast in line with the CFFR. All covenants were forecast to be achieved.
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>g) ESFA Review OF College Financial Return 2023/25 and Dashboard</b> The Vice Principal introduced the report and confirmed that the ESFA had reviewed the College Financial Forecasting Return 2023 to 2025 and has set out its findings in a letter dated 3 <sup>rd</sup> November 2023, which was appended to the report. The key points outlined in the letter was that the ESFA concurred with the College Assessment of its financial health grade as:  <ul style="list-style-type: none"> <li>• Good for 2022/23 (the latest outturn forecast year), and</li> <li>• Good for 2023/24 (the current budget year).</li> </ul> In addition, an updated copy of the ESFA Financial Dashboard for Bury College was also appended to the report. This information was consistent with previous reports issued to the Corporation and Resources Committee.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.22</b>	<b><u>PROPERTY STRATEGY UPDATE (AGENDA ITEM 8)</u></b>
	The Vice Principal provided an update in the following areas: <ul style="list-style-type: none"> <li>• T Levels - Hair and Beauty (Beacon Centre), Catering (Woodbury Centre) and Legal, Finance &amp; Accounting (Specialist Equipment Allocation);</li> <li>• Transformation Fund Beacon and Woodbury Projects;</li> <li>• Greater Manchester Institute of Technology;</li> <li>• Additional capital allocation for 2022/23;</li> <li>• FE Reclassification capital allocation; and</li> <li>• Other Estates Priorities.</li> </ul> In respect of the Transformation Fund - Woodbury – FE01 Project revised phasing (approved by DfE) now extended the project to August 2025. Tender submissions had been received on 27 <sup>th</sup> November 2023 and contractor interviews took place on 5 <sup>th</sup> December 2023. As agreed by the Corporation on 17 <sup>th</sup> October 2023, given the timescale and process required by DfE in respect of the Project, approval of the tender had been taken via Chairs action, in accordance with section 4.1 of the College Standing Orders, on 7 <sup>th</sup> December 2023.
	It was <b>Resolved</b> that: i) <b>The contents of the report should be noted; and</b> ii) <b>Members supported the action taken by the Chair in respect of the Woodbury project as detailed within the report; and</b> iii) <b>The Principal is authorised to issue a letter of intent to the contractor.</b>
<b>23/24.23</b>	<b><u>PERFORMANCE (AGENDA ITEM 9)</u></b>
	The Vice Principal introduced the report and highlighted the position in the following areas: 2022/23 Actuals and outturn; 2023/24 Allocations; 2023/24 Full Time enrolment update and 2023/24 funding update.  Members noted that: <ul style="list-style-type: none"> <li>• The final funding claim for 2022/23 would be consistent with the draft Financial Statements 2022/23;</li> <li>• In respect of 2023/24, income from Advanced Learner Loans was slightly down and HE income higher than the forecast.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.24</b>	<b><u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 10)</u></b>
	Mark Granby, Chair of the BCET highlighted the following: <ul style="list-style-type: none"> <li>• The chair and CEO had met the new relationship manager from the DfE. This was a very positive</li> </ul>

	<p>meeting and was very supportive of the trust's ambition for growth;</p> <ul style="list-style-type: none"> <li>• All three schools had undertaken an external review with a quality and education partner and all had received positive reports and were assessed as good;</li> <li>• The external auditors draft report and the audited financial statements demonstrated a strong financial position;</li> <li>• Members had re-appointed Mark Granby as a trustee for a further four-year term of office; and</li> <li>• The Trust was commissioning an external review of governance.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.25</b>	<b><u>MEMBERSHIP OF THE CORPORATION (AGENDA ITEM 11)</u></b>
	The Clerk confirmed that there were 2 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 Timur Rahman on 27 <sup>th</sup> November 2023 and unanimously recommended that Timur be appointed as an Independent Member of the Corporation.
	It was <b>Resolved</b> that: i) <b>The contents of the report should be noted; and</b> ii) <b>Timur Rahman to be appointed as an Independent Member from 12<sup>th</sup> December 2023 for an initial 1-year period and that Timur joins the C&amp;Q Committee.</b>
<b>23/24.26</b>	<b><u>MEETING EVALUATION FORM (AGENDA ITEM 12)</u></b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 17 <sup>th</sup> October 2023, which was noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.27</b>	<b><u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 13)</u></b>
	<ul style="list-style-type: none"> <li>• Tuesday, 30th January 2024 @ 5.00 p.m.</li> <li>• Tuesday, 19th March 2024 @ 5.00 p.m.</li> <li>• Tuesday, 23rd April 2024 @ 5.00 p.m.</li> <li>• Tuesday, 2nd July 2024 @ 5.00 p.m.</li> </ul>

*There being no further discussion the meeting closed at 6.25 p.m.*

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

Summary of Actions – Corporation Meeting on 12 <sup>th</sup> December 2023			
Item	Action	Person Responsible	Timescale
<b>23/24.21c</b> <b>External Audit Findings Annual Report to 31<sup>st</sup> July 2023 and Letters of Representation</b>	The Chair of the Corporation and Accounting Officer should sign the Letters Representation.	Clerk	12 <sup>th</sup> December 2023
<b>23/24.21e</b> <b>College Financial Statements and Regularity Reports for the year ended 31st July 2023</b>	The Annual Report and Financial Statements for the year ended 31 July 2023 is approved and should be signed by the Chair of the Corporation and Accounting Officer and submitted to the ESFA before the deadline of 31 <sup>st</sup> December 2023  and published on the College website by the deadline of 31 <sup>st</sup> January 2024.	VP	31 <sup>st</sup> December 2023  31 <sup>st</sup> January 2024
<b>23/24.22</b> <b>Property Strategy</b>	Members supported the action taken by the Chair in respect of the Woodbury project as detailed within the report and the Principal is authorised to issue a letter of intent to the contractor.	Principal	27 <sup>th</sup> December 2023
<b>23/24.25</b> <b>Membership of the Corporation</b>	Timur Rahman to be appointed as an Independent Member from 12 <sup>th</sup> December 2023 for an initial 1-year period and that Timur joins the Resources Committee.	Clerk	31 <sup>st</sup> December 2023