



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 22nd SEPTEMBER 2020

Corporation Meeting Commenced: 5.00 p.m.
Corporation Meeting Closed: 6.10 p.m.

PRESENT:

Liaqat Ali	Independent Member
Jamie Brown	Student Member
Peter Bury	Independent Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jeannie Frodsham	Staff Member (Academic Staff)
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Helen Hubert	Independent Member
Jafar Iqbal	Independent Member
Philip Johnson	Independent Member
Peter Nicol	Independent Member - Chair
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

20/21.01	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Jade Glazer and Paul Smith. The Chair welcomed Emily Cowburn and Jafar Iqbal to their first meeting of the Corporation.
20/21.02	<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.
20/21.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 7 th July 2020 were approved to be signed as a true record.
20/21.04	<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 7 th July 2020.
20/21.05	<u>KEY STRATEGIC CHALLENGES (AGENDA ITEM 5)</u>
	a) Covid-19 The Deputy Principal Curriculum, Quality and Standards confirmed that the College had reopened to students for the Autumn term on 2 nd September. The College continued to follow the current guidance from the Government, Department for Education, Public Health England and the NHS. Control measures had been introduced in accordance with this guidance.

The 'Covid-19' risk assessment was reviewed daily by the Leadership Team in response to:

- Feedback from Governors, employees (a dedicated email address has been set up to allow staff to report their concerns/suggestions), students and other stakeholders;
- Current Government/DfE guidance;
- Public Health England and NHS guidance;
- Education and Skills Funding Agency consultation;
- Bury Council consultation; and
- Any other source deemed to be relevant to the College's context.

The phased reopening of the College to year 12 students in June 2020, coupled with the campus remaining open during lockdown to the most vulnerable students, put the College in a good position to reopen to all students for a full education from 2nd September 2020.

Member requested details of the key controls implemented to minimise the risk of infection and ensure the continued safe opening, which were reported as:

- The vast majority of enrolment to College had taken place online. There had been a small number of students who had faced challenges in accessing this and to support these students a small amount of face to face enrolment had taken place;
- Students and their parents had received several communications from the College ahead of College term and had received induction guidelines;
- The campus has been 'zoned' to enable students to be managed in bubbles in accordance with the Government guidance. In a change from the single colour lanyard issued in previous years, students were now issued with a lanyard colour in accordance with their zone. This ensured that any student straying from their bubble was swiftly identified and returned;
- A number of new entrances and exits across the college had been opened for each zone to enable students to socially distance on entering and leaving College. Additional security guards and ambassadors had been deployed to support with these arrangements;
- Refectory use was carefully controlled with students allocated the use of a single eating area according to their zone;
- The College had invested in additional staffing resource to support the safety of students and staff and behaviour around the College was strictly monitored by Campus Ambassadors and Managers;
- The Government guidance regarding the use of face coverings by staff and students had been implemented;
- To ensure that social distancing measures can be applied, timetables had been managed to reduce the number of students on campus whilst ensuring that students received their entitlement to a full and high-quality education. Timetabled hours vary by programme, but on average students attend College for one full day plus three half days (approx. 15 hours per week);
- A small amount of remote learning was timetabled to support delivery. The use of Microsoft Teams had been approved for remote learning with a clear risk assessment implemented. Staff had received training on its use with a strong focus on Safeguarding Controls;
- A Digital Learning Manager had been internally appointed to lead on the implementation of the College Digital Learning Strategy. Staff had been supported with digital learning techniques and tools. Work was now underway to ensure that the College was prepared for digital/remote learning in all potential lockdown scenarios.
- Hygiene stations were now permanent and fixed features of the College campus. Hand sanitiser, wipes and tissues were provided in each classroom;
- Learning Skills Coaches had returned to visiting their apprentices with some exceptions (health and social care, childcare) where remote learning was taking place;
- PPE had been provided to staff in accordance with Government guidance;
- Arrangements for Virtual Open events in the Autumn term were currently underway.

Following further questions, it was confirmed that:

- There had been 2 staff and 15 students Covid cases. Each case had been contained within restricted bubbles and none were related. ESFA had confirmed that this was not a high volume when compared to other Colleges;
- The external health advice received had improved and was currently at a good level;

	<ul style="list-style-type: none"> • Staff and Student Governors confirmed that every class had clear and consistent seating plans and staff ensured a 2-metre distance, via teacher Safety Zones. Staff were calm and student behaviour was very good; • The new student coloured lanyard system was operating well; • The College had an adequate supply of PPE and had spent £160k (£46 per student) of which £50k would be covered by grant income and additional cleaning was costing £10k per month; • The Vice Chair confirmed that he had visited the College on a couple of occasions to review improvements in apprenticeship provision and had been impressed by the excellent behaviour of students and the safety-first example set by staff; <p>It was agreed that a confidential weekly update of Covid cases would be sent to all Governors.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) A confidential weekly update of Covid cases would be sent to all Governors.</p>
	<p>b) Capital Projects and Capital Funding</p> <p>Deputy Principal Finance and Corporate Services confirmed that progress on the three capital projects with third-party grant contribution was as follows:</p> <ul style="list-style-type: none"> • A £35k Mini-bus for High Needs students had been funded fully from the Wolfson Foundation; • The refurbishment of the Enterprise/University Centre £120k grant from the Savoy Trust with total project cost of £280k including flooring and furniture; and • The GMCA Skills Capital Round 1 project consisting of the £6m Health & Innovation Centre new build and £0.75m retrospective 2018 summer programme. GMCA were contributing £2.25m. <p>In addition, the College had been awarded a further £210k by GMCA and £1.123m by DfE towards remedial and refurbishment works. The College were working on a list of (capital & revenue) minor projects that were overdue including a new IT network, CCTV and Woodbury Roof.</p> <p>As well as the increasing opportunities for capital grants, the College was generating more cash. In 2019/20 £3m from operating activities and £2m forecast in 2020/21. Excluding the 2018 historic spend, the College was committed to spend just over £4.6m. There was scope within the cash-flow to invest at least another £2m whilst maintaining a healthy operating cash balance.</p> <p>The College has submitted a series of T Level capital bids which could lever £2.6m more into the new build for Health & Science and Digital with a 50% contribution from the ESFA. There was also a bid for £751k for adaptations to Woodbury for Childcare based on a 50% contribution. As well as £405k for T Level related specialist equipment.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p><i>Peter Bury joined the meeting at 5.40 p.m.</i></p>
20/21.06	<p>PERFORMANCE (AGENDA ITEM 6)</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that due to the cancelation of the summer term examinations and the closure of College's during the Covid-19 lockdown, students had received Centre Assessed Grades for the vast majority of qualifications. The College had robust procedures in place to ensure that Centre Assessed Grades for each student were carefully prepared in accordance with OfQUAL guidance.</p> <p>The DfE had confirmed that it will not hold schools/colleges to account on the basis of exams and assessment data from summer 2020, and that the data should not be used by others, such as Ofsted, local authorities, academy trusts, to hold schools/colleges or teachers to account. DfE will not publish, or share institution-level school/college accountability measures, such as Progress 8 and Level 3 Value Added, using the summer 2020 data. It was difficult therefore to fully evaluate the curriculum outcomes for 2019/20.</p> <p>Grade inflation across the area would have an impact on the College. It was estimated that there would be circa 700 less students being required to re-sit their English and Maths qualifications. This could result in a loss of income circa 250k, although some protection may be afforded by ESFA. Grade inflation had also</p>

	<p>resulted in an increase in students meeting the entry requirements for level 3 provision. The College was committed to providing support for these students.</p> <p>Targets for 2020/21 had been reviewed by the Remuneration Committee earlier in the day and would be reported to the Corporation meeting in October 2020, for approval and would include a target for face to face student learning.</p>
	It was Resolved that the contents of the report should be noted.
20/21.07	<u>FINANCE/AUDIT (AGENDA ITEM 7)</u>
	a) College Financial Return – IFMC2
	<p>The Deputy Principal Finance and Corporate Services confirmed that the ESFA had introduced an Integrated Financial Model in November 2019 which had a significant number of issues and errors. The College submitted its Model by the revised 28th February 2020 deadline with a 2020/21 budget approved by the Corporation.</p> <p>Given the exceptional circumstances that had arisen since the arrival of the coronavirus pandemic, the ESFA had recognised that it was inevitable that earlier financial plans and projections submitted to ESFA in February 2020 were now likely to be substantially different. As a result, Colleges were asked to submit a simplified suite of information to ESFA by 31st July 2020, to reflect college’s forecast out-turn for 2019/20 and final budget plans for 2020/21.</p> <p>The College Financial Return was submitted to the ESFA within the agreed deadline and a copy of the commentary was included within the report.</p>
	It was Resolved that the contents of the report should be noted.
	b) Treasury Policy
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Treasury Policy formed part of the Financial Regulations of the College and the decisions re investment banks was reviewed annually by the Resources Committee or more often if there was volatility in the credit rating of the current listed banks. The College received support from its Treasury Advisors.</p> <p>The Treasury Policy was last reviewed and reapproved by the Resources Committee in November 2019, when the approved list of banking institutions was approved for investment. The College had reviewed prevailing rates for short term investment accounts by reference to its Treasury Advisors review and amendments to the Treasury Policy were outlined within the report.</p> <p>Members reviewed each of the proposed amendments.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted;</p> <p>b) The Bank of Scotland bank account be closed as it cannot be used for investment; and</p> <p>c) A 95-day deposit account be opened with Close Brothers, with an investment of £4m in that account.</p>
	c) Regularity Audit Self-Assessment Questionnaire
	<p>The Clerk 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. As required by the Audit Code of Practice and College Accounts Directive Supplementary Bulletin July 2020, the questionnaire for 2019/20 had been extended to include Covid related issues.</p> <p>Members were asked to agree that the Chair and Accounting Officer are authorised to sign the Regularity Audit Self-Assessment Questionnaire 2019/20.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Regularity Audit Self-Assessment Questionnaire, is approved for signature by the Chair and Accounting Officer.</p>

	d) Application of the College Seal
	The Clerk confirmed that the College Seal had been applied to a side letter to the approved GMCA Capital Grant Funding Agreement dated 24 th April 2020. This would allow GMCA to advance the grant under the grant funding agreement at its discretion.
	It was Resolved that the contents of the report should be noted.
20/21.08	MEETING EVALUATION FORM (AGENDA ITEM 8)
	To be completed by Members.
20/21.09	FUTURE CORPORATION MEETINGS (AGENDA ITEM 9)
	<ul style="list-style-type: none"> • 5.00pm Tuesday, 20th October 2020 • 5.00pm Tuesday, 15th December 2020 • 5.00pm Tuesday, 26th January 2021 • 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 6.10 p.m.

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

Summary of Actions – Corporation Meeting on 22nd September 2020			
Item	Action	Person Responsible	Timescale
20/21.05 a) Covid	A confidential weekly update of Covid cases would be sent to all Governors.	Principal	Weekly
20/21.07b Treasury Policy	The Bank of Scotland bank account be closed as it cannot be used for investment; and A 95-day deposit account be opened with Close Brothers, with an investment of £4m in that account.	Deputy Principal Finance and Corporate Services	TBC
20/21.07c Regularity Audit Self- Assessment Questionnaire	The Regularity Audit Self-Assessment Questionnaire, is approved for signature by the Chair and Accounting Officer.	Chair and Principal	TBC