



**BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 28th JUNE 2022**

Corporation Meeting Commenced: 5.00 p.m.
Corporation Meeting Closed: 7.03 p.m.

PRESENT:

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Peter Bury	Independent Member
Charlie Deane	Principal
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Faheem Nawaz	Independent Member
Robin Puri	Student Member
Naomi Sharples	Independent Member
Paul Smith	Independent Member
Chris Trees	Independent Member

IN ATTENDANCE:

Syed Ali	Staff Member (Academic) Elect
Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Peter Ryan	Clerk to the Corporation
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Sarah Walton	Director of Personal Development

21/22.86	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Angela Davies, Jeannie Frodsham and Callum Beckwith and Members welcomed Syed Ali to his first meeting. Members recorded thanks to Jeanie Frodsham and Paul Smith for their services to the Corporation and specifically the work of the C&Q Committee and wished Jeannie and Paul all the very best for the future.
21/22.87	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	Trustees and Members of the BCET Board 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.
21/22.88	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 26 th April were approved to be signed as a true record.
21/22.89	<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 26 th April 2022. It was Resolved that the contents of the report should be noted.
21/22.90	<u>GOVERNOR TRAINING – OFSTED (AGENDA ITEM 5)</u>
	As part of the ongoing training and development of Governors a training session on the Ofsted Enhanced Inspection process was delivered by the Deputy Principal Curriculum, Quality and Standards which included the following <ul style="list-style-type: none"> • Between September 2022 and September 2025 Ofsted would inspect all Colleges with a full inspection at least once; • As part of the Skills White Paper (now the Skills and Post 16 Education Act 2022) FE Colleges and 6th Forms have a duty to review their contribution to meeting skills needs;

	<ul style="list-style-type: none"> • Ofsted Inspections would focus in greater depth on each College's contribution to meeting skills needs; • In respect of skills, inspectors would meet with Civic, Community, education and employer stakeholders and the report outlined what was in place in these areas; • Curriculum inspectors would continue their usual deep dive activities at curriculum team level with some enhancements; • Building the evidence towards a skills judgement included; <ul style="list-style-type: none"> • Evidence from Strategic Meetings; • Evidence from meetings with curriculum leads and stakeholders; and • Evidence from Deep Dives. <p>Members recognised that on 26th April 2022 they had agreed a number of actions in respect of the engagement with College Communities and asked what further actions would need to be implemented. These were confirmed as follows:</p> <ul style="list-style-type: none"> • Meeting skills needs was now a standing agenda item at the C&Q Committee; • In addition to the usual L&M meeting with governors, inspectors would also meet separately to discuss the College contribution to meeting skills needs; • A briefing paper would be prepared in readiness for inspection; • Feedback would be given on the activity with Pilot Colleges; • A review of the College's feedback activity with stakeholders; • Enhancements to the Self-Assessment and in-year quality assurance activity; • Quality Improvement Plan with specific focus on meeting skills needs; • Preparation for Governors with identification of links; and • A Survey to employers in August 2022. <p>Members recognised the work and collaboration that was already in place to assist the LA to achieve its skills strategy. This would be further reinforced at forthcoming meetings with LA Members and Officers.</p>
	It was Resolved that the contents of the report should be noted.
21/22.91	CURRICULUM AND QUALITY (AGENDA ITEM 6)
	<p>a) Curriculum and Quality Committee Draft Minutes 15th June 2022 and Actions Arising</p> <p>Members received the draft minutes and noted the excellent work undertaken by Callum Beckwith and Robin Puri when representing the College at the Queens Platinum Jubilee celebrations in Bury. In addition, thanks were expressed to Debbie O'Brien who had offered incredible support for a group of students who recently arrived from the Ukraine. She had supported them both pastorally and academically, with their current students and in readiness for next year.</p> <p>The Committee had agreed that meeting skills needs should be added to the Committee schedule of business in 2022/23.</p>
	It was Resolved that the contents of the report should be noted.
	<p>b) Quality Improvement Plan</p> <p>The Deputy Principal Curriculum Quality and Standards introduced the report and confirmed that progress of the Plan had been reported to the C&Q Committee on 15th June 2022, as follows:</p> <ul style="list-style-type: none"> • Apprenticeships - Whilst the impact of Covid had significantly impacted projected outcomes, progress continued to be made against the underpinning quality of teaching and learning; • Implications of Covid: Lost Learning - Strong plans were in place; • A Level programmes – There continued to be concerns regards retention and progression; • Teams/Individuals requiring improvement - Good progress made across most areas but with significant remaining concerns about the quality of music provision which would cease after 2023; • Positive Futures - Reasonable progress with further plans for development into 2022/23 • Attendance and Punctuality – Risk - Attendance levels remained too low across the College. • Assessment - Some progress made, though remained an area of focus. • Recruitment and Retention of Staff – Appointment of interim HR Director to support and review strategy. 2022/23 staff recruitment drive largely successful; • Behaviour and Attitudes - Good ongoing progress was being made.

	<p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Covid had a significant negative impact on apprenticeship provision in construction, childcare, health and social care and hairdressing; • Changes in line management had assisted improvements in construction, hairdressing, beauty therapy and catering provision; • The impact of moving from 1 year to 2 year courses was highlighted.
	It was Resolved that the contents of the report should be noted.
	<p>c) Covid</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the significant measures which were in place at the height of the pandemic were now largely redundant and the College was now specifically working in accordance with the Governments Living with Covid guidelines and specific guidance for the Further Education Sector.</p> <p>The sustained period of unprecedented disruption to learning and the impact on the health and wellbeing of students had resulted in several changes to the way that the College operated in the longer term, and the challenges which were presented. Those which have most significantly impacted or changed the way the College operated were outlined in the report, specifically in the areas of Digital Learning and Behaviour and Wellbeing.</p> <p>Following a question, it was confirmed that safety measures could be reintroduced if required.</p>
	It was Resolved that the contents of the report should be noted.
	<p>d) Safeguarding and Prevent Update</p> <p>The Director of Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Referrals – The number and category of referrals, including criminal convictions, was highlighted within the report; • Mental Health – Details of training and support were highlighted within the report; • The College's response to national Issues - The College continued to work with partner agencies with a focus on knife crime and female safety; • The College's response to local issues - The College continued to work closely with the Local Authority and Greater Manchester police to respond to the individual support needs of young people who might be involved in local issues. All students had completed an awareness raising online module in relation to knife crime; • Security – The security team had been refocused to ensure that they had a greater presence across the campuses. This acted as a deterrent but also allowed opportunities to develop a greater understanding of the challenges facing students; • Prevent – A copy of the updated Prevent Action Plan 2021/22 was appended to the report; • Online Safety and Sexual Harassment - Focus groups had taken place to get feedback from males and females in relation to their experience of sexual harassment. Feedback had informed the sexual harassment tutorial session implemented after the May half term; • LADO - Two referrals had been made to the LADO; and • Subcontracting – An update including feedback from student focus groups was provided. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Referrals had increased for 581 in 2020/21 to 745 in the current year and additional resources had been put in place; • The College had defibrillators in place across the estate and would review the need for bleed packs; • KCSIE 2022 had been issued and Members would review the Safeguarding Policy and receive update training on 20th September 2022.
	It was Resolved that the contents of the report should be noted.
21/22.92	FINANCE/HR (AGENDA ITEM 7)
	<p>a) Resources Committee Draft Minutes 14th June 2022</p> <p>Members received the draft minutes and noted that the actions agreed by the Committee were on the agenda.</p>

		It was Resolved that the contents of the report should be noted.
		<p>b) Management Accounts and Reporting</p> <p>The Vice Principal Finance and Corporate Resources confirmed that the College had an underlying operating surplus to 30th April 2022 of £1.279m (excluding pension adjustments) which was ahead of the revised forecast. This was partly due to timing of spend and receipts, and continued efficiency in expenditure.</p> <p>As previously reported the overall College budget has been re-forecast at Period 6 (January) to reflect the forecast reduction in Apprenticeship income offset by other compensating savings in Pay & Non-Pay costs that maintained the Operating Deficit. Governors had also identified a £250k development fund should it be needed. The next re-forecast, based on Period 9 (April), would reflect the potential savings and risks identified in the Major Income & Expenditure variances. In addition, following the settlement agreement with Unions, the non-consolidated, one off £500/fte payment made in May's payroll would also be reflected. The forecast outturn, balance sheet and cashflow forecast will also be updated. The cash position remained strong and was highlighted within the report.</p> <p>In respect of future reporting the Resources Committee had recommended that the revised Management Accounts Pack should be submitted to the Resources Committee and the Dashboard submitted to the Corporation. Both documents should be available on the Governor Portal.</p>
		<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; and ii. In future, the revised Management Accounts Pack should be submitted to the Resources Committee and the Dashboard submitted to the Corporation, with both documents being available on the Governor Portal.
		<p>c) Activity Monitoring – Allocations and Enrolment Update</p> <p>The Principal introduced the report and highlighted the position in the following areas: 2020/21 Actuals and outturn; 2021/22 Allocations; 2021/22 Full Time enrolment update and 2021/22 funding update. At the Resources Committee it was noted that since the last meeting further work had been undertaken to maximise AEB income. ESFA 16-19 funding would increase by £1.6m in 2022/23 with a requirement to deliver an additional 40 hours of learning per ft student.</p>
		It was Resolved that the contents of the report should be noted.
		<p>d) College Financial Forecasting Return (CFFR) 2022-24</p> <p>The Vice Principal Finance and Corporate Resources confirmed that the College was required to submit a 3-year CFFR by 31st July 2022, which included an income & expenditure account, balance sheet and cashflow statement to show the 3 years: 2021/22 Forecast Outturn, 2022/23 Budget and 2023/24 Forecast.</p> <p>The College CFFR model and the detailed commentary was included within the report and had been reviewed in detail by the Resources Committee on 14th June 2022, when it was confirmed that the College's financial model for the next 2 years (2022-2024) was consistent with the Strategic Plan. The College had 'Outstanding Financial Health' with good liquidity, good performance, and low indebtedness. The 2022/23 Budget and 2023/24 Forecast aimed to generate a good level of cash from operating activities each year and the College would achieve Outstanding Financial Health.</p> <p>At the Resources Committee it had been noted that:</p> <ul style="list-style-type: none"> • The comprehensive supporting commentary included all 8 key elements as outlined within ESFA guidance; • The top 5 risks were clearly identified together with mitigating actions; • The assumptions were prudent and • The financial Health Score of Outstanding for 2021/22, 2022/23 and 2023/24 was noted together with the impact of potential changes to the scoring system as highlighted in Annex B to the 2022 College Financial Planning handbook. <p>The Vice Principal Finance and Corporate Resources confirmed that the College had, the previous week, been awarded a grant from the Transformation Fund which was £461k less than had been assumed within the commentary. The impact of this funding on the commentary and capital grants received element of the</p>

	cash flow forecasts was highlighted. A copy of the updated College Financial Forecasting Return commentary (CFFR) 2022-24 would be sent to Members.
	It was Resolved that: i. The contents of the report should be noted; and ii. The Updated College Financial Forecasting Return (CFFR) 2022-2024, is approved for submission to the ESFA; and iii. A copy of the Updated College Financial Forecasting Return commentary (CFFR) 2022-24 would be sent to Members.
	e) Fees Policy 2022/23 The Vice Principal Finance and Corporate Resources confirmed that there were a small number of changes, as highlighted within the report, to the Fees Policy which reflected changes to funding rules and regulation and improved practice. The Policy had been reviewed by the Resources Committee on 14 th June 2022 and was recommended for approval.
	It was Resolved that: i. The contents of the report should be noted; and ii. The Fees Policy 2022/23, is approved.
21/22.93	PROPERTY STRATEGY UPDATE (AGENDA ITEM 8)
	The Vice Principal Finance and Corporate Resources provided an update in the following areas: Health and Digital Centre - The project was currently on programme to complete by December 2022, with the steel framework and concreting to floors complete. May/June works included cladding and curtain walling / brise soleil, internal partitioning and roof coverings. T Levels <ul style="list-style-type: none"> • Education and Childcare - Project now complete. Final 5% retention payment received. • Health and Digital - Temporary mock ward in Enterprise required for September – December 22 for students whilst HI-STEM was completed. • Engineering – The Bid was submitted 11th March 2022. Results were expected June/July 2022. Transformation Fund - The College had, the previous week, been awarded a grant from the Transformation Fund. Greater Manchester Institute of Technology - RIBA Stage 2 bid submissions deadline extended from 31 st May to 10 th June 2022 and Licences still to be signed. DfE had visited the College on 8 th June 2022. As confirmed at the Resources Committee, when moving into the procurement stage, to manage the impact of inflation, elements of the capital projects had been separated into prioritised packages of work, some of which may have to be funded at a later date.
	It was Resolved that the contents of the report should be noted.
21/22.94	AUDIT (AGENDA ITEM 9)
	a) Audit Committee Draft Minutes 14th June 2022 Members received the draft minutes and noted that the actions agreed by the Committee were on the agenda.
	It was Resolved that the contents of the report should be noted.
	b) Internal Audit Needs Assessment and Audit Plan 2022/23 The Vice Principal Finance and Corporate Resources asked Members to consider the recommendation from the Audit Committee to approve the Internal Audit Needs Assessment & Audit Plan 2022/23.
	It was Resolved that: i. The contents of the report should be noted; and ii. The Internal Audit Needs Assessment & Audit Plan 2022/23, is approved

		<p>c) External Audit Plan and Letter of Engagement 2021/22 The Vice Principal Finance and Corporate Resources asked Members to consider the recommendation from the Audit Committee to approve the External Audit Plan and Letter of Engagement 2021/22.</p>
		<p>It was Resolved that:</p> <ul style="list-style-type: none"> i. The contents of the report should be noted; and ii. The External Audit Plan 2021/22 is agreed and that the Letter of Representation be signed.
		<p>d) External Assurance Subcontracting Controls 2021/22 The Vice Principal Finance and Corporate Resources confirmed that the report concluded that, overall, the College's management and monitoring of subcontractors was good, but improvements were required to ensure the contracting arrangements were fully compliant with the ESFA's funding rules.</p> <p>The College would submit the signed Assurance Certificate and Audit Report, with management responses, to the ESFA by 31st July 2022 deadline and progress towards the agreed actions would be monitored by the Audit Committee. This included the management assessment that the current Subcontractors are 'high quality and low risk'.</p> <p>In addition, the Subcontracting Policy for 2022/23 was approved (under delegated authority) by the Resources Committee on 14th June 2022. The Subcontracting audit required two further amendments to the Policy which were highlighted within the report.</p>
		<p>It was Resolved that:</p> <ul style="list-style-type: none"> i. The contents of the report should be noted; ii. The signed Assurance Certificate and Audit Report, with management responses should be submitted to the ESFA by the 31st July 2022 deadline; iii. The implementation of the management action plan arising from the Subcontracting Controls Audit should be monitored by the Audit Committee; iv. The updated Subcontracting Policy 2022/23 as detailed in Appendix C, is approved and to be made available on the College Web Site; and v. The management assessment that the current Subcontractors are 'high quality and low risk', is approved.
		<p>e) Audited Certificate of Expenditure - HTQ Project The Vice Principal Finance and Corporate Resources confirmed that to comply with the terms and conditions of the Grant Funding agreement the College was required to commission an Audited Annual Certificate of Expenditure for the HTQ Project, to be submitted to the DfE by 30th June 2022 deadline. This audit was not available in time for consideration at the Audit Committee on 14th June 2022.</p> <p>The audit opinion confirmed that the expenditure and grant conditions had been met and the grant funding had been spent for the intended purposes. One action in respect of confirmation of appropriate evidence sources would be considered in respect of such future projects.</p>
		<p>It was Resolved that:</p> <ul style="list-style-type: none"> i. The contents of the report should be noted; and ii. The Audited Annual Certificate of Expenditure for the HTQ Project should be submitted to the DfE by 30th June 2022.
21/22.95		GOVERNANCE (AGENDA ITEM 10)
		<p>a) Appointment of Chair of the Corporation from 1st September 2022 to 31st August 2024 The Clerk confirmed that the Standing Orders specified that at the last meeting before the end of the term of office of the Chair or Vice-Chair, or at the first meeting following the expiry of the term of office of either position, or following the resignation of the holder of either office, the Members shall appoint a replacement from amongst their number.</p> <p>Peter Nicol was proposed and seconded for the position of Chair, which was unanimously agreed.</p>
		<p>It was Resolved that:</p> <ul style="list-style-type: none"> i. The contents of the report should be noted; and

	<p>ii. Peter Nicol is unanimously appointed as Chair of the Corporation from 1st September 2022 to 31st August 2024.</p>
	<p>b) Membership of the Corporation The Clerk confirmed that Jeannie Frodsham was due to retire at the end of July 2022 and the position of Staff Governor was advertised with a Closing date of Friday 10th June 2022. One nomination was received from Syed Ali who was a SEND Advisory Tutor.</p> <p>In respect of the 2 Independent Member vacancies, it was planned that Members of the Search Committee would meet with potential new governors in late August/beginning of September.</p>
	<p>It was Resolved that:</p> <p>i. The contents of the report should be noted; and ii. Syed Ali is appointed as the Academic Staff Governor from 1st September 2022 to 31st August 2026 and that he be invited to join the Curriculum and Quality Committee.</p>
	<p>c) Calendar of Corporation and Committee meetings and Schedule of Business for 2022/23 The Clerk presented a draft Calendar of Meetings and Schedule of Business for 2022/2, which followed a similar pattern to previous years.</p>
	<p>It was Resolved that:</p> <p>i. The contents of the report should be noted; and ii. The Calendar of Corporation and Committee meetings, Chairs and membership of Committees and the Schedule of Business for 2022/23, are approved.</p>
21/22.96	<p><u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 11)</u> Mark Granby, Chair of the BCET highlighted the following:</p> <ul style="list-style-type: none"> • The Trust Board had been strengthened by the appointment of a new trustee, who was deputy CEO with a Primary School MAT with expertise in Early Years; • School governance arrangements had been strengthened; and • The Schools' White Paper and Bill paved the way to MAT growth and a single system of accountability. This presented a good opportunity for BCET if it continued to be a strong Trust with a clear focus on school improvement. <p>Members expressed thanks to Mark Granby for undertaking the role of Chair of the Trust Board and overseeing quality improvements and growth.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
21/22.97	<p><u>MEETING EVALUATION FORM (AGENDA ITEM 12)</u> The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meeting held on 26th April 2022, which was noted.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
21/22.98	<p><u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 15)</u></p> <ul style="list-style-type: none"> • 5.00pm Tuesday, 20th September 2022 • 5.00pm Tuesday, 18th October 2022 • 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 7.03 p.m.

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

Summary of Actions – Corporation Meeting on 28th June 2022

Item	Action	Person Responsible	Timescale
21/22.92 Management Accounts and Reporting	In future, the revised Management Accounts Pack should be submitted to the Resources Committee and the Dashboard submitted to the Corporation, with both documents being available on the Governor Portal.	VP/Clerk	September 2022
21/22.92 College Financial Forecasting Return (CFFR) 2022-24	The Updated College Financial Forecasting Return (CFFR) 2022-2024, is approved for submission to the ESFA. A copy of the updated College Financial Forecasting Return commentary (CFFR) 2022-24 would be sent to Members.	VP/Clerk	31 st July 2022
21/22.94 External Audit Plan 2021/22 and Letter of Representation.	The External Audit Plan 2021/22 is agreed and that the Letter of Representation be signed.	VP	30 th June 2022
21/22.94 External Assurance Subcontracting Controls 2021/22	The signed Assurance Certificate and Audit Report, with management responses should be submitted to the ESFA by the 31 st July 2022 deadline.	VP	31 st July 2022
	The implementation of the management action plan arising from the Subcontracting Controls Audit should be monitored by the Audit Committee;	Clerk/VP	Audit 29 th November 2022
	The updated Subcontracting Policy 2022/23 as detailed in Appendix C, is approved and to be made available on the College Web Site.	VP	31 st July 2022
21/22.94 Audited Annual Certificate of Expenditure for the HTQ Project	The Audited Annual Certificate of Expenditure for the HTQ Project should be submitted to the DfE by 30 th June 2022.	VP	30 th June 2022
21/22.95 Appointment of Chair	Peter Nicol is unanimously appointed as Chair of the Corporation from 1st September 2022 to 31st August 2024	Clerk	31 st July 2022
Membership of the Corporation	Syed Ali is appointed as the Academic Staff Governor from 1st September 2022 to 31st August 2026 and that he be invited to join the Curriculum and Quality Committee.	Clerk	31 st July 2022