



**BURY COLLEGE  
FURTHER EDUCATION CORPORATION  
MINUTES OF THE STRATEGY MEETING HELD VIA ZOOM ON  
TUESDAY, 26<sup>th</sup> APRIL 2022**

Corporation Meeting Commenced:  
Corporation Meeting Closed:

5.00 p.m.  
6.45 p.m.

**PRESENT:**

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

**IN ATTENDANCE:**

Lisa Matthews	Curriculum Director Adult Provision and Higher Education
Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Ian Ruff	Senior Policy Manager Greater Manchester Colleges Group
Peter Ryan	Clerk to the Corporation
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Sarah Walton	Director of Personal Development

<b>21/22.70</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	Apologies for absence had been received from Jeanie Frodsham, Callum Beckwith and Peter Bury..  And the Chair welcomed Ian Ruff and Lisa Matthews to the meeting.
<b>21/22.71</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	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.
<b>21/22.72</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 22 <sup>nd</sup> March 2022 were approved to be signed as a true record.
<b>21/22.73</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 22 <sup>nd</sup> March 2022.  It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.74</b>	<b><u>COLLABORATIVE WORKING ACROSS GREATER MANCHESTER (AGENDA ITEM 5)</u></b>
	Ian Ruff, the Senior Policy Manager Greater Manchester Colleges Group made a presentation to Members which highlighted the following: <ul style="list-style-type: none"> <li>• DFE had issued draft guidance on “How well does the education or training provided meet local needs”. In reviewing provision within a local area, governing bodies are expected to collaborate with other governing bodies also serving that area;</li> <li>• GMCG was committed to delivering GM priorities individually within their own towns and communities, and collectively across the city region to support:</li> </ul>

	<ul style="list-style-type: none"> <li>• Greater Manchester Strategy</li> <li>• Local Industrial Strategy</li> <li>• Levelling Up agenda</li> <li>• The 9 GFE Colleges worked collaboratively and GMCG Collective Strength and Strategic Impact included: <ul style="list-style-type: none"> <li>• 70,000 learners including 30,000 16-18 – Over half of all in GM</li> <li>• Level 3 - 20,000 learners</li> <li>• Higher skills - 7,000 students</li> <li>• Over 4,000 Apprentices</li> <li>• 3,000 A Levels</li> <li>• English and maths for 40,000</li> <li>• 10,000 ESOL</li> <li>• 20% with learning disability</li> <li>• 3,000 High Risk students supported</li> <li>• Combined income of £300m+</li> <li>• Employ over 7,000 people</li> <li>• Work with over 10,000 companies</li> <li>• Contribute over £500m p.a to GM economy</li> <li>• Invested over £250m in estate over last 5 years</li> </ul> </li> <li>• Bury College was a key partner in GMCG including participation in: <ul style="list-style-type: none"> <li>• Principals' Group</li> <li>• Chairs Advisory Group</li> <li>• Deputies Group</li> <li>• Strategic Subgroups</li> </ul> </li> <li>• The College focussed on Bury but supported the wider GM market</li> <li>• Collaboration with other colleges was good.</li> </ul> <p>Following questions and discussions, it was noted that:</p> <ul style="list-style-type: none"> <li>• The College was committed to continue working collaboratively with key stakeholders;</li> <li>• Collaborative working would be more effective than the previous strategy to merger Colleges via the Area Review Process;</li> <li>• Ofsted would expect College leadership to work within the wider area context;</li> <li>• It was recognised that more work was needed to fully identify and meet the needs of employers and that the Chamber of Commerce was a key strategic partner;</li> <li>• There would be a need to balance the needs of the public and private sectors. Increased FE representation within these sectors would help employers to understand what provision was already in place and enable planning for future provision.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.75</b>	<b><u>ENGAGEMENT WITH COLLEGE COMMUNITIES (AGENDA ITEM 6)</u></b>
	<p>The Curriculum Director, Adult Provision and Higher Education introduced the report which identified the College position in respect of Section 5 (Responsiveness) of the College Code of Good Governance, which was summarise as follows:</p> <p><b>Section 5.1.</b> The board must ensure that the College's provision is responsive to the community and relevant employment trends including building strong two-way relationships with its stakeholders.</p> <ul style="list-style-type: none"> <li>• Conclusion – Bury College position: Strong, supported by evidence.</li> </ul> <p><b>Section 5.2.</b> The board should ensure the College has in place a range of strategies for engaging with employers and other stakeholders to facilitate student progression to further study or employment.</p> <ul style="list-style-type: none"> <li>• Conclusion – College position: Strong, supported by evidence.</li> <li>• Recommendation for further action - Ensure all employer stakeholders are considered when securing feedback.</li> </ul> <p><b>Section 5.3.</b> The board should ensure that the college is well informed about its various local, national and business stakeholders including having a dialogue with the Colleges and Universities that are engaged in partnership and progression.</p>

	<ul style="list-style-type: none"> <li>• Conclusion - College position: Good (re Colleges &amp; Universities), supported by evidence.</li> <li>• Recommendation for further action – consider whether other stakeholders need including under 5.3.</li> </ul> <p><b>Section 5.4.</b> The board should publish on the College website (at least annually) an account of the college’s engagement with the main communities that it serves; the progress made towards meeting their needs for education and training and how it aims to meet future needs.</p> <ul style="list-style-type: none"> <li>• Conclusion - College position: Good. Evidence of aims and intents published on website and updated annually. Progress made not published externally.</li> <li>• Recommendation for further action - Consider method of tracking progress made against strategic aims and format for publishing on website.</li> </ul> <p><b>Section 5.5.</b> The board should ensure that arrangements are in place to assess the extent to which the stakeholders served by the college are satisfied with the services provided.</p> <ul style="list-style-type: none"> <li>• Conclusion - College position: Good, substantial evidence for many stakeholders.</li> <li>• Recommendation for further action: Check all stakeholder voice feedback is actively sought and implement feedback methods for any stakeholder voices not currently sought.</li> </ul> <p><b>Section 5.6.</b> Colleges should publicise to the communities they serve and other stakeholders, the coverage and timing of its reporting, and should offer opportunities to engage with the college on reports or other areas of concern.</p> <ul style="list-style-type: none"> <li>• Conclusion - College position: Good. Public consultations clearly publicised. Opportunities to engage throughout the year through social channels/ website/ directly to College staff contacts.</li> <li>• Recommendation for further action: Consider whether there could be other opportunities for stakeholders to engage with the College.</li> </ul> <p>Following questions and discussions, it was noted that:</p> <ul style="list-style-type: none"> <li>• Work with the Asian community included the placement of an ESOL Coordinator within the community and delivery within community venues;</li> <li>• The College worked collaboratively with the LA and was a key partner delivering the skills agenda within the Bury LA 2020/30 “Let’s Do It” Strategy.</li> </ul>
	<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 recommendations outlined within the report are agreed.</b></li> </ol>
<b>21/22.76</b>	<b><u>ESFA COLLEGE/ANNUAL STRATEGIC CONVERSATION (AGENDA ITEM 7)</u></b>
	<p>The Principal confirmed that the Annual Strategic Conversation with the ESFA and a representative of the FE Commissioner was held on 21<sup>st</sup> March 2022.</p> <p>The Agenda included:</p> <ul style="list-style-type: none"> <li>• College Strengths, Challenges and Opportunities</li> <li>• Joint Discussions on: <ul style="list-style-type: none"> <li>• Overall Strategic Direction</li> <li>• Financial Strategy</li> <li>• Estates Strategy</li> <li>• Curriculum and Quality Strategy</li> <li>• Leadership and Governance</li> <li>• Partnerships and Collaboration</li> <li>• Stakeholder Relationships</li> <li>• Policy Updates</li> </ul> </li> </ul> <p>The meeting was very positive and a copy of the outcome letter was included within the report.</p>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
	<p><i>Chris Trees withdrew from the meeting at 5.59 p.m.</i></p>
<b>21/22.77</b>	<b><u>ESFA FINANCIAL STATEMENTS REVIEW 2020/21 (AGENDA ITEM 8)</u></b>

	<p>The VP Finance and Corporate Resources confirmed that the ESFA had reviewed the College Audited Financial Statements 2020/21 and written to the College to provide comments. The key comments were:</p> <p><b>Financial Health</b>  <i>“Following our review of the college’s financial forecasting return (CFFR) submitted in July 2021 we concluded that the college’s financial health grade for 2020/21, based on the outturn forecast, was Outstanding.”</i></p> <p><b>Financial Control</b>  <i>“We have reviewed the college’s audited financial statements, external auditor’s management letter and the annual report of the audit committee and we have not identified any significant financial control concerns from this review.”</i></p> <p><b>Financial Intervention</b>  <i>“The ESFA’s Territorial Teams will write separately to those colleges that meet the triggers for early or formal intervention or where there are other matters to highlight.”</i></p> <p><b>Financial Dashboard information</b>  <i>“This year the dashboards are available from the end of March in a new digital format via the ESFA View Your Education Data portal.”</i></p> <p>A copy of the ESFA letter of 30<sup>th</sup> March 2022 and the College Dashboard was included within the report.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.78</b>	<b><u>ENVIRONMENTAL SUSTAINABILITY STRATEGY (AGENDA ITEM 9)</u></b>
	<p>The VP Finance and Corporate Resources confirmed that the Corporation had adopted the AoC Code of Good Governance in December 2021. Section 8 of the Code related to Environmental Sustainability, the details of which were included within the report, in addition to the AoC Climate Action Road Map for FE Colleges.</p> <p>The College had appointed a new Director of Estates who would take up post in May 2022 and would drive the Environmental Sustainability Strategy forward via the Resources Committee.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.79</b>	<b><u>PROPERTY STRATEGY UPDATE AND T LEVELS CAPITAL BID (AGENDA ITEM 10)</u></b>
	<p>The Vice Principal Finance and Corporate Resources provided an update in the following areas:</p> <p><b>HI-STEM</b> – The project was currently on programme.</p> <p><b>Engineering</b> – The Design Team were collating information to RIBA Stage 2 for the bid which was due to be submitted by 11<sup>th</sup> March 2022 with the outcome known by June/July 2022.</p> <p><b>Institute of Technology</b> - The multi-million-pound Greater Manchester Institute of Technology (GMIoT) bid, led by the University of Salford had been approved. Partner groups were meeting regularly to sign agreements and licences in line with IoT funding requirements.</p> <p><b>Transformation Fund</b> – Both College bids had been approved in Principle and further discussion are required to consider alternative options that better targeted funding to address poor conditions. Work was underway to review, evaluate and evidence alternative options. Accordingly, a meeting with ESFA and DfE would be held on 5<sup>th</sup> May 2022.</p> <p><b>T Level Engineering Capital Bid</b> – Bid submitted on 11<sup>th</sup> March 2022 and results were expected in July 2022.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• The current international uncertainties and inflationary pressures reinforced the need to maintain a positive cashflow and adequate cash reserves. Therefore, the scope of each project and alternative options would be re-evaluated to ensure continued affordability;</li> </ul>

	<ul style="list-style-type: none"> <li>The STEM Centre was due to be handed over by the contractor to the College in December 2022 for operation in January 2023; and</li> <li>Environmental impact targets were included within the scope of the Capital Projects.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.80</b>	<b>APPOINTMENT OF THE EXTERNAL AUDIT SERVICE (AGENDA ITEM 11)</b>
	<p>The VP Finance and Corporate Resources confirmed that on 23<sup>rd</sup> November 2021 the Audit Committee recommended a tender for External Audit Services to the Corporation who subsequently approved the decision at their meeting on 14th December 2021.</p> <p>Following the implementation of the tender procurement process, as outlined within the report, it was recommended that Wylie &amp; Bisset LLP should be appointed as the External Audit Service Provider for a 3-year period with the option of 2 further 1-year extensions, subject to satisfactory performance.</p>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>The contents of the report should be noted;</li> <li>Wylie &amp; Bisset LLP should be appointed as the External Audit Service Provider for a 3-year period, commencing for the 2021/22 financial year, with the option of 2 further 1-year fixed price extensions, subject to satisfactory performance.</li> </ol>
<b>21/22.81</b>	<b>REVIEW OF KEY POLICY DOCUMENTATION (AGENDA ITEM 12)</b>
	<p>The Clerk confirmed that at the Corporation meeting held on 14th December 2021, it was agreed that the AoC Code of Governance (September 2021), should be adopted. It was also agreed that a report which identified the current position and actions required, in respect of “Must” actions within the Code be submitted to the Corporation in January 2022. One of the Actions identified in January 2022 was to implement a planned process to review Key Governance Policies that would be impacted by the new Code, including Committee Terms of Reference. The terms of Reference for Audit, Resources and C&amp;Q Committees were reviewed by the Corporation on 22<sup>nd</sup> March 2022.</p> <p>The report highlighted proposed amendments to the Standing Orders, Members Code of Conduct and Members Code of Ethics.</p> <p>No changes were recommended to the Instrument and Articles of Government, Procedure for handling complaints against the Corporation, Public Interest Disclosure Policy – Whistleblowing Policy, Remuneration of SPH Policy and the SPH - Grievance and Disciplinary Procedures.</p>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>The contents of the report should be noted;</li> <li>The proposed amendments to the Standing Orders, Members Code of Conduct and Members Code of Ethics are agreed;</li> <li>No changes are currently required to the Instrument and Articles of Government, Procedure for handling complaints against the Corporation, Public Interest Disclosure Policy – Whistleblowing Policy, Remuneration of SPH Policy and the SPH - Grievance and Disciplinary Procedures; and</li> <li>The next systematic review of Key Board Policy Documents should be undertaken in the Spring Term 2025.</li> </ol>
<b>21/22.82</b>	<b>REMUNERATION COMMITTEE MINUTES 22<sup>ND</sup> APRIL 2022 (AGENDA ITEM 13)</b>
	The Chair confirmed that the Remuneration Committee had met on 22 <sup>nd</sup> April 2022, in order to ensure that the Senior Post Holders 2021/22 Performance Targets reflected the new Senior Management Team structure. Details of the performance targets were appended to the minutes of the meeting.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>21/22.83</b>	<b>MEETING EVALUATION FORM (AGENDA ITEM 14)</b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meeting held on 22 <sup>nd</sup> April 2022, which was noted.
	It was <b>Resolved</b> that the contents of the report should be noted.

<b>21/22.84</b>	<b>FUTURE CORPORATION MEETINGS (AGENDA ITEM 15)</b>
	5.00pm Tuesday, 28 <sup>th</sup> June 2022
<b>21/22.85</b>	<b>ANY OTHER URGENT BUSINESS – STAFF PAY AWARD</b>
	<p>The VP Finance and Corporate Resources confirmed that on 22<sup>nd</sup> March 2022 the Resources Committee had increased the staff pay award from 2% to a final position on pay of a 3% consolidated pay award, plus a £500 non-consolidated lump sum be paid to staff (other than Senior Post Holders) from 1st January 2022</p> <p>Meetings had subsequently been held with the recognised trade unions and UCU had rejected the revised offer and intended to ballot for strike action. The management team would determine a way forward and a further update would be presented to the Resources Committee in June 2022.</p>

*There being no further discussion the meeting closed at 6.45 p.m.*

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

<b>Summary of Actions – Corporation Meeting on 26<sup>th</sup> April 2022</b>			
<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timescale</b>
<b>21/22.80 Appointment of the External Audit Service</b>	Wylie & Bissett LLP should be appointed as the External Audit Service Provider for a 3-year period, commencing for the 2021/22 financial year, with the option of 2 further 1-year extensions, subject to satisfactory performance.	VP Finance and Corporate Resources	6 <sup>th</sup> May 2022
<b>21/22.81 Review of Key Policy Documentation</b>	<ul style="list-style-type: none"> <li>i. The proposed amendments to the Standing Orders, Members Code of Conduct and Members Code of Ethics are agreed;</li> <li>ii. No changes are currently required to the Instrument and Articles of Government, Procedure for handling complaints against the Corporation, Public Interest Disclosure Policy – Whistleblowing Policy, Remuneration of SPH Policy and the SPH - Grievance and Disciplinary Procedures; and</li> <li>iii. The next systematic review of Key Board Policy Documents should be undertaken in the Spring Term 2025.</li> </ul>	Clerk	28 <sup>th</sup> June 2022