



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING
Tuesday, 23rd APRIL 2024

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.55 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 – Via MS Teams
Charlie Deane	Principal
Martin Dyer	Independent Member
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Staff Support)
Philip Johnson	Independent Member
Christopher Lam	Student Member
Jane Macdonald	Independent Member
Timur Rahman	Independent Member

IN ATTENDANCE:

Chris Fletcher	GM Chamber – Item 5b
Ron Hill	Stone King – Item 5a
Sarah Johnson	Stone King – Item 5a
Paul Maykels	Assistant Principal - Marketing, Projects and Student Admin – Item 6
Tracy Pullein	Vice Principal Finance and Corporate Resources
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Assistant Principal Personal Development

23/24.56	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence were received from Stephanie Nixon and Naomi Sharples and the Chair welcomed Ron Hill, Sarah Johnson and Chris Fletcher to the meeting.
23/24.57	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	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.
23/24.58	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 19 th March 2024 were approved to be signed as a true record.
23/24.59	<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 19 th March 2024.
	It was Resolved that the contents of the report should be noted.
23/24.60	<u>GOVERNOR DEVELOPMENT SESSIONS – INITIAL TEACHER EDUCATION (AGENDA ITEM 5)</u>
	a) External Review of Governance Ron Hill confirmed that he and Sarah Johnson had implemented an external review of governance from October 2023 to March 2024 and confirmed that following a planning meeting with the Chair, Principal and Clerk on 8 th September 2023, the review itself comprised of 3 main phases:

	<p>Phase 1 - A desk-based review of existing governance documentation was undertaken both relating to the College's approach to governance and the conduct of its operation e.g. agendas, reports, minutes. In addition, the reviewers considered the outcomes of any recent relevant assurance activity, including the Board's own self-assessment of governance. Documents were issued by the Clerk to SK on 19th September 2023.</p> <p>Phase 2 – Dr Ron Hill and Sarah Johnson engaged in a combination of interviews with members of the College's Board, its committees, its Leadership Team, its Clerk and other relevant stakeholders. They also observed the following meetings:</p> <ul style="list-style-type: none"> • Audit Committee - 1.00pm Tuesday, 28th November 2023 via Teams; • Curriculum and Quality Committee – 4.30pm Wednesday, 17th January 2024 via Teams; • Corporation - 5.00pm Tuesday, 30th January 2024 – in person. <p>Phase 3 – RH and SJ drew together the evidence collated as a result of the first two stages, considered it in the context of the aims of the review and prepared a written report. A draft report was issued on 15th March 2024 and following comments provided by the Clerk the final version had been distributed to Governors.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • This was one of the better reviews undertaken by SK; • Feedback to the full Corporation was the best option; • The review outlined ideas for future consideration; • In recognising the detailed work of its Committees, the Board could concentrate on priorities; • Comments relating to PI's related to their visibility and to ensure that they were relevant and incisive; and • Diversity of the Corporation included experience and culture. <p>Members thanked Ron and Sarah for their presentation and they withdrew from the meeting at 5.25 p.m.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> i. The contents of the report should be noted; and ii. The Chair, Vice Chair, Chairs of Committees, the Principal and Clerk should review the report in detail and report back to the Corporation in July 2024
	<p>b) Development of the GM Local Skills Improvement Plan Chris Fletcher, GM Chamber, made a presentation which included:</p> <p>Stage 1 of the LSIP set out the key priorities and changes needed in a local area to make post-16 technical education or training more responsive and closely aligned to local labour market needs. Strategic Priorities included basic IT/digital skills, essential literacy, numeracy and digital skills, leadership & Management, net zero/sustainability and basic soft skills specific to the workplace, local area priorities, sector priorities and other issues that were barriers.</p> <p>Bury priorities included manufacturing – advanced materials and digitisation/automation, construction – trades and digitisation, new methods, energy efficiency/net zero, education sector, hospitality and health and social care.</p> <p>Stage 2 aimed to embed the LSIP into the local skills system and continue survey work to gather data/intelligence for analysis – building on identified priorities and translate this into provision. Monitor and track performance and success in tackling identified priorities together with communication and engagement ensuring that employers were aware of what is on offer and can navigate the skills system.</p> <p>In GM the LSIP would be embedded into the Integrated Technical Education System. An Employer Integration Board had been established with sector leads, data collection and analysis, placements. A Skills Observatory was in place – MGC, GMCA, MIDAS. The January Update Report was not a new LSIP but a check against Plan and new emerging priorities.</p>

	<p>GM worked with Colleges via:</p> <ul style="list-style-type: none"> • Local Skills Improvement Fund (LSIF); • Further Education Innovation Fund (FEIF); • Other key organisations such as GM IoT; • Accountability Agreements; • Ofsted Inspections; • Key presentations and updates; and • Helping create better links with employers. <p>Future developments would include:</p> <ul style="list-style-type: none"> • Post Mayoral election and transition to ITES; • Monitoring/performance/shifting the dial; • Examples/case studies; • Updates/Annual Reports – Update in January 2024, Annual Progress Reports; • Impact of staffing issues – recruitment/retention; • Building Capacity; • New Maths and English requirements; and • Not just about identifying new courses but having the ability and capacity to deliver. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The College proposed 2024/25 Accountability Statement accurately reflected the key LSIP priorities and needs; • Education and Health and Social Care skills were more in demand in Bury than in other areas; • In some skills shortage areas, there already existed the capacity to deliver but not the demand to participate; • Whatever the outcome of the forthcoming Mayoral elections the devolution agreement ensured that the responsibility for meeting skills needs remained in place. <p>Members thanked Chris for his valuable and informative presentation and he withdrew from the meeting at 6.00 p.m.</p>
	It was Resolved that the contents of the report should be noted.
23/24.61	<u>COLLEGE ACCOUNTABILITY STATEMENT 2024/25 (AGENDA ITEM 6)</u>
	<p>The Assistant Principal - Marketing, Projects and Student Admin introduced the report and confirmed that the Annual Accountability Statement was in its second year and allowed Colleges to focus on what and how they intend to deliver to support local, regional and national needs and how the College was contributing to priorities outlined in the Local Skills Improvement Plan (LSIP). The Statement must be approved by the Corporation and submitted by 30th June 2024 and published on the College website by 1st December 2024.</p> <p>The 2024/25 Annual Accountability Statement incorporated the statutory Local Needs Duty which required Corporations to review how well the education and training they provided met local needs and to consider what actions might be taken to better meet skills needs.</p> <p>The Statement took into account the priorities outlined within the current Greater Manchester Local Skills Improvement Plan (August 2023) and the Update Report (January 2024) produced by the GM Chamber. Colleagues from the GM Chamber had reviewed the College proposed 2024/25 Accountability Statement and had confirmed that it reflected the key LSIP priorities and needs.</p> <p>As a result of questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • Members agreed that the statement was clear, informative and easy to understand; • The Accountability Statement was a condition of funding; and • As a result of feedback from Governors the data on economic inclusivity had been updated.
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> The contents of the report should be noted; and The College Accountability Statement 2024/25 is approved for submission to the ESFA by 30th June 2024.

23/24.62	<p><u>SAFEGUARDING AND PREVENT UPDATE (AGENDA ITEM 7)</u></p> <p>The AP Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 827; • There had been 5 reports to the LADO; • There had been 3 Prevent referrals; • A visit to Shalshelas had taken place in March and the feedback from students was positive in relation to the support they receive at the school; and • The College Partnership Network meeting continued to take place monthly. <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • In 2023/24 circa £1.5 million of funding was available to support students across all ages and course types subject to them meeting eligibility criteria. This included some funds that had been brought forward from previous years; and • There was a national shortage of medicine for ADHD and one student had to take a break in learning.
	It was Resolved that the contents of the report should be noted.
23/24.63	<p><u>CURRICULUM (AGENDA ITEM 8)</u></p> <p>a) QIP Update</p> <p>The Deputy Principal confirmed that the report highlighted the RAG rated position of the following 6 key areas for development:</p> <ul style="list-style-type: none"> • A level Achievement, especially at higher levels – Retention was marginally up and there were some concerns regards year 2 achievement (grade), with improvements evident in year 1; • GCSE Maths – November resit results down on previous year and actions in place to address this with progress monitored via the Leadership Team and there were some concerns regarding attendance; • Attendance and Punctuality – Remained below target and significant interventions were in place to support students. Attendance continued to be an area of concern. Curriculum Leadership Team Task and Finish group was in place to review policy ahead of the new academic year; • Apprenticeship Timely Achievement Rates – Good progress against target with dental apprentices making up the majority of those out of time – intervention was in place and additional resource appointed. Confidence of improved performance on previous year; • New Horizons – Student progress was good and all actions completed. Commissioned external consultant to review and report to C&Q committee when available; and • Staff recruitment and retention – Good progress with impactful intervention.
	It was Resolved that the contents of the report should be noted.
	<p>b) Performance Against National Rates 2022/23</p> <p>The Deputy Principal confirmed that the National Achievement rate data for academic year 2022/23 was published in March 2024. This provided the College with benchmarking data against the sector and detailed analysis could be undertaken to focus quality improvement activity.</p> <p>Following a significant decline nationally in the immediate year following the pandemic, national achievement rates had begun to improve. However, the rate of improvement was slow and in some cases marginal, with overall achievement improving by just 0.4%. In the case of level 3 achievement these results saw a national decline. By comparison, the College achievement rates had seen a more significant improvement, which was indicative of the positive impact of College quality improvement strategies.</p> <p>The College achievement rates were above those for General Further Education (GFE) Colleges nationally, except for ‘under 19’ level 1 courses which despite improving by 18.5% since 2021/22 were 2% below the national rate. Poor results in Basic Skills Maths were identified as being the most significant contributory factor in this.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The ‘mix and balance of provision’ was an important factor in the consideration of how well a College has performed. Courses at the College were made up predominantly of ‘large’ qualifications, with the most significant proportion of students studying on ‘diploma’ qualifications. These were challenging, regulated qualifications which were regarded to be of higher value by employers and Higher Education institutions;

	<ul style="list-style-type: none"> • Conversely, the College did not deliver any 'non-regulated' qualifications as part of its 16-19 curriculum; • In 2022/23, apprenticeship achievement rates improved significantly and were now well above the national rate of 57.8%. The recently published league table of GFE Colleges placed the College position 52 of 151 Colleges offering apprenticeships. This placed the College in the top 34% nationally.
	It was Resolved that the contents of the report should be noted.
23/24.64	<u>PROPERTY STRATEGY (AGENDA ITEM 9)</u>
	<p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> • T Levels - Hair and Beauty (Beacon Centre), Catering (Woodbury Centre) and Legal, Finance & Accounting (Specialist Equipment Allocation); • Transformation Fund Beacon and Woodbury Projects; • Greater Manchester Institute of Technology; • Additional capital allocation; • FE Reclassification capital allocation; • Local Skills Improvement Fund (LSIF); and • Other Estates Priorities. <p>Following discussion, it was confirmed that the Woodbury project was progressing well with an effective working partnership established between the College Estates team and the contractor. This had minimised disruption to learners. The Chair reinforced this following a recent visit to the College and the area of the works.</p>
	It was Resolved that the contents of the report should be noted.
23/24.65	<u>FINANCE (AGENDA ITEM 10)</u>
	<p>a) Management Accounts</p> <p>The Vice Principal introduced the report and financial dashboard and confirmed that the operating deficit to 29th February 2024 was £249k (excluding pension adjustments), which was £31k adverse to the Q1 Forecast. Income was £97k favourable to forecast for the period, pay expenditure is £143k adverse and non-pay expenditure £15k favourable. The major income and expenditure variances were detailed within the report. The forecast year end position had been revised to accommodate the effect of potential risks and savings as identified.</p> <p>The budgeted July 2024 cash at bank had been reviewed and updated to reflect changes in timing of capital spend and grant receipts alongside the revised Q1 forecast, forecasting an improved cash in hand position. The Q2 updated forecast, adjusted for the improved Q2 outturn, revised capital spend and receipts and anticipated working capital movements, indicates the Q2 cash position would be £4,495k</p> <p>The Financial Performance and Profitability tables have been updated to include the Q2 forecast outturn position. The forecast ESFA financial health grade remained "Good" and all covenants were forecast to be achieved.</p> <p>Following discussion, it was confirmed that the PI's for EBITDA and Operating Surplus (Deficit) should be RAG rated as amber. In addition, there would be fluctuations in income and expenditure in 2024/25 and the cashflow would be reforecast as part of the budget process.</p>
	It was Resolved that the contents of the report should be noted.
	b) ESFA Bury College Financial Statements Review 2022/23
	The Clerk confirmed that the letter from ESFA was expected to be issued in mid-April but had not yet been received.
	It was Resolved that the contents of the report should be noted.

23/24.66	<u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 11)</u>
	Mark Granby, Chair of the BCET highlighted the following: <ul style="list-style-type: none"> • Progress on the growth strategy was highlighted within the report; • The Statutory Assessment Tests (SATs) would take place in May and internal assessments currently indicate that all of the Trust's schools would perform well; • The DfE had published revised governance guidance for the system. There were now two different sources of guidance; one for Trusts and one for maintained schools. The Trust system had been advocating for this for some time. BCET Trustees had received the new guidance.
	It was Resolved that the contents of the report should be noted.
23/24.67	<u>FE COMMISSIONERS SPRING NEWSLETTER 2024 (AGENDA ITEM 12)</u>
	The Clerk presented the report for information. Of note was confirmation that the Governance Development Programme was now available on ETF's new Learning Management System (LMS), with the intention to provide a more seamless learning experience. Governors could create their own account and start one of six learning pathways, such as finance, quality, strategy and Corporation leadership.
	It was Resolved that the contents of the report should be noted.
23/24.68	<u>MEETING EVALUATION FORM (AGENDA ITEM 13)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 19 th March 2024, which was noted.
	It was Resolved that the contents of the report should be noted.
23/24.69	<u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 14)</u>
	<ul style="list-style-type: none"> • Tuesday, 2nd July 2024 @ 5.00 p.m.

There being no further discussion the meeting closed at 6.55 p.m.

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

Summary of Actions – Corporation Meeting on 23 rd April 2024			
Item	Action	Person Responsible	Timescale
23/24.60a External Review of Governance	The Chair, Vice Chair, Chairs of Committees, the Principal and Clerk should review the report in detail and report back to the Corporation in July 2024.	Clerk	Corporation 2 nd July 2024
23/24.61 College Accountability Statement 2024/25	The College Accountability Statement 2024/25 is approved for submission to the ESFA by 30 th June 2024.	Assistant Principal - Marketing, Projects and Student Admin	30 th June 2024