



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING**  
**Tuesday, 30<sup>th</sup> JANUARY 2024**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 6.40 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
Martin Dyer	Independent Member
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
Timur Rahman	Independent Member
Muhammad Shafay	Student Member
Naomi Sharples	Independent Member

**IN ATTENDANCE:**

Dr Ron Hill	Stone King – External Review of Governance
Sarah Johnson	Stone King – External Review of Governance
Tracy Pullein	Vice Principal Finance and Corporate Resources
Amanda Siddall	Director of Quality
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

<b>23/24.28</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	There were no apologies for absence and the Chair welcomed Timur Rahman, Martin Dyer, Dr Ron Hill and Sarah Johnson to the meeting.
<b>23/24.29</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>23/24.30</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 12 <sup>th</sup> December 2023 were approved to be signed as a true record.
<b>23/24.31</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 12 <sup>th</sup> December 2023.
	It was <b>Resolved</b> that the contents of the report should be noted.

23/24.32	<p><b><u>GOVERNOR DEVELOPMENT SESSION - INTEGRATION OF ARTIFICIAL INTELLIGENCE TO SUPPORT TEACHER WORKLOAD (AGENDA ITEM 5)</u></b></p>
	<p>The Deputy Principal and Director of Quality made a presentation on the integration of Artificial Intelligence to support teacher workload, which included:</p> <ul style="list-style-type: none"> <li>• In March 2023, Ofsted reported that leaders and managers place a sufficient priority on the workload and well-being of staff. They provide an employee assistance programme to support staff with a range of mental health and well-being issues. However, a small minority of staff who responded to the staff survey do not feel that leaders and managers are considerate of their workload and well-being;</li> <li>• The College had invested significantly in Digital Technologies and digital support for staff including a commitment to explore opportunities to support workload via the use of digital tools, for example, Artificial Intelligence;</li> <li>• The College was committed to supporting staff to utilise digital technologies and staff would benefit from the support of the College's Quality Team to guide staff through digital tools including those which would help to reduce workloads;</li> <li>• The College Digital Strategy: Artificial Intelligence 2023 to 2025, included; <ul style="list-style-type: none"> <li>• Aim: To create a technologically advanced learning environment that prepares students for the evolving digital landscape while streamlining processes and reducing workload for teachers.</li> <li>• Objectives: Improve personalised learning experiences for students. Optimise administrative processes including planning and assessment through AI automation and Alleviate teacher workload through smart tools and support systems;</li> </ul> </li> <li>• Key Milestones included: By Easter 2024: <ul style="list-style-type: none"> <li>• Provide AI-driven content curation tools to assist teachers in finding and adapting educational resources efficiently;</li> <li>• Via the Quality Improvement Team (Learning Improvement Leaders) aid staff to utilise the technology effectively taking a supportive approach which is congruent with our Quality Improvement Strategy;</li> </ul> Easter – Summer 2024: <ul style="list-style-type: none"> <li>• Explore AI tools for automating assessment and grading processes, saving time for teachers;</li> </ul> </li> <li>• Communication and training would be overseen by a cross College representative group;</li> <li>• A demonstration of the Teachermatic AI platform including the development of lesson plans was given;</li> <li>• In terms of measuring success, the impact of AI on teacher satisfaction and professional well-being would be regularly assessed.</li> </ul> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• The Teachermatic platform was constantly updated and included references to further reading and glossaries and it integrated with existing college systems;</li> <li>• There had been positive feedback from staff who had utilised the platform;</li> <li>• A separate group was reviewing how AI could be used as a learning tool including ensuring authentic assessments and to prepare students for employment; and</li> <li>• As the platform was developed and implemented it would be helpful to assess how the time saved had been repurposed.</li> </ul>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
23/24.33	<p><b><u>CURRICULUM (AGENDA ITEM 6)</u></b></p>
	<p><b>a) Curriculum and Quality Committee 17<sup>th</sup> January 2024</b> Members received the draft minutes and noted that there were no actions arising that required approval by the Corporation. The Committee had:</p> <ul style="list-style-type: none"> <li>• Received a presentation from Sarah Partington, Head of Curriculum, demonstrating how the Public Services curriculum had been modelled to meet skills needs;</li> <li>• Approved the HE Self-Assessment Report 2022/23;</li> <li>• Agreed that the focus of the next Curriculum spotlight would be on English and Maths provision;</li> <li>• Noted that the OfS required the College to submit its Access and Participation Plan 2025/26 by July 2024;</li> <li>• Received updated Performance reports from across the curriculum; and</li> </ul>

	<ul style="list-style-type: none"> <li>Received Stakeholder/Learner Feedback.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>b) 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 which was similar to the previous year;</li> <li>There had been 3 reports to the LADO and 3 Prevent referrals</li> <li>A number of quality assurance visits had been made to Shalshelles with positive outcomes;</li> <li>The College had introduced the Ripple tool in relation to suicide prevention;</li> <li>1702 students were supported financially to a value circa £820k during the 2022/23 academic year. 2602 applications had been received in the current year of which currently 1740 had been approved; and</li> <li>The Chair had a vulnerable students meeting the previous week.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>c) Quality Improvement Plan</b></p> <p>The Deputy Principal introduced the report and confirmed that as agreed the report highlighted the RAG rated position of the following 6 key areas for development:</p> <ul style="list-style-type: none"> <li>A level Achievement, especially at higher levels – Retention was good and an Assistant Director had been appointed with responsibility for Study Programmes and Curriculum to support raising of standards.</li> <li>GCSE Maths – Had been subject to an early Quality Health Check and was receiving focussed support;</li> <li>Attendance and Punctuality – Was viewed as good and improving by Ofsted. Overall attendance was 86/87% against the target of 90%;</li> <li>Apprenticeship Timely Achievement Rates – The Achievement rate was 65% and 9% of learners were past end date;</li> <li>New Horizons – Swift action had been taken and progress would be reviewed by an external consultant;</li> <li>Staff recruitment and retention – Still remained a challenge in some areas and there had been delays in the DBS process.</li> </ul> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>In respect of A Level performance, it would be helpful to have any national benchmarks and value-added performance against students expected grades; and</li> <li>Reports on persistent absences could be developed for review by the C&amp;Q Committee.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.34</b>	<b><u>FINANCE/AUDIT (AGENDA ITEM 7)</u></b>
	<p><b>a) Resources Committee 16<sup>th</sup> January 2024</b></p> <p>Members received the draft minutes and noted that there were no actions arising that required approval by the Corporation. The Committee had:</p> <ul style="list-style-type: none"> <li>Reviewed and monitored the Data Protection Framework and performance over the past 3 years;</li> <li>Agreed that the Audit Committee should review the external assurance Data Protection Health Check and associated action plan to ensure that Governors were fulfilling their statutory duties;</li> <li>Reviewed and monitored the Management Accounts for November 2023 and agreed that the Q1 borrowing as a % of income figure would be reviewed. Subsequently, updated management accounts and financial dashboard were issued to Members on 20<sup>th</sup> January 2024;</li> <li>Reviewed and monitored the implementation and financing of the Property Strategy; and</li> <li>Reviewed and monitored Funding, Allocations and Enrolments.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<p><b>b) Management Accounts – December 2023</b></p> <p>The Vice Principal introduced the report and financial dashboard and confirmed that the operating deficit to 31<sup>st</sup> December was £429k (excluding pension adjustments), which was £41k adverse to the Q1 Forecast.</p>

	<p>Income was £149k favourable to forecast for the period, pay expenditure was £23k adverse and non-pay expenditure £168k adverse.</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. The Q1 forecast indicates an improved cash in hand position. The generation of net cashflow from operating activities for the year, updated for the Q1 forecast, was highlighted within the report. All covenants were forecast to be achieved.</p> <p>The review of Financial Regulations and Procedures, which had been delayed from the previous term. However, as the expected further guidance had been received the Financial Regulations and Procedures would be updated to take account of the DfE/ESFA's bite size guides and would now be submitted to the Audit and Resources Committees and the Corporation in March 2024.</p> <p>Following a question, it was confirmed although there was a monthly internal review, given the inherent fluctuations the cashflow was reforecast every 3 months.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.35</b>	<b><u>PROPERTY STRATEGY UPDATE (AGENDA ITEM 8)</u></b>
	<p>The Vice Principal provided an update in the following areas:</p> <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> <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• Transformation Fund – Beacon – FE02 - Had been completed and was being fitted out;</li> <li>• Transformation Fund – Woodbury – FE01 – A letter of intent was issued to the contractor on 27<sup>th</sup> December 2023 and may need to be extended and work was ongoing to identify betterment in respect of quality, cost and timescales;</li> <li>• Governors would welcome the opportunity to visit the new estates developments after the half term break.</li> </ul> <p>The Clerk confirmed that prior to the meeting the College Seal had been applied to 6 Deeds of Appointment relating to the Transformation Fund Woodbury Project.</p>
	It was <b>Resolved</b> that:
	<ul style="list-style-type: none"> <li>i. <b>The contents of the report should be noted;</b></li> <li>ii. <b>Arrangement should be made for Governors to visit the new estates developments after the half term break.</b></li> </ul>
<b>23/24.36</b>	<b><u>PERFORMANCE (AGENDA ITEM 9)</u></b>
	<p>The Vice Principal introduced the report and highlighted the position in the following areas: 2023/24 Allocations; 2023/24 Full Time enrolment update and 2023/24 funding update. Members noted that:</p> <ul style="list-style-type: none"> <li>• The financial performance of Apprenticeship and HE provision was higher than forecast;</li> <li>• Apprenticeship recruitment was broadly in line with the curriculum plan;</li> <li>• Advanced Learner Loans were down and tuition fee income up;</li> <li>• Enrolment on 16-19 Study programmes was up with the potential of additional in-year funding; and.</li> <li>• The latest financial forecast reflected current performance.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.37</b>	<b><u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 10)</u></b>
	Mark Granby, Chair of the BCET highlighted the background to the establishment of the Trust for the benefit of new Members and highlighted the following:

	<ul style="list-style-type: none"> <li>From the start of February 2024, the DfE Regional Directors would use the framework detailed in the 'Commissioning High Quality Trusts' document (published in July 2023) to make decisions about placing schools in trusts. The framework detailed five 'pillars' that are strong in high quality school trusts;</li> <li>The Trust had a good track record of securing school improvements and a strong financial position. This would place it in a good position to achieve its growth strategy;</li> <li>The Principal commented that further growth would probably merit a review of the Colleges' position as the sponsor.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.38</b>	<b><u>FE COMMISSIONERS ANNUAL REPORT 2022/23 (AGENDA ITEM 11)</u></b>
	The Clerk confirmed that the FE Commissioners Annual Report 2022/23 was published in December 2023 and provides details of support provided to Colleges during the academic year together with case studies. The FE Commissioners Aims, Objectives and the following Performance Indicators were highlighted within the report: <ul style="list-style-type: none"> <li>95% of colleges to be aware of our Active Support programme;</li> <li>75% of colleges to have participated in some form of Active Support;</li> <li>75% of colleges to be positive about the support provided;</li> <li>Reduce the time colleges spend in intervention by 50%;</li> <li>Support colleges to grow their market share of apprenticeship delivery by at least 10%; and</li> <li>Support colleges to grow their market share of Skills Bootcamps delivery, by increasing the number of colleges involved, by a minimum of 25%.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.39</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 12 <sup>th</sup> December 2023, which was noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>23/24.40</b>	<b><u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 13)</u></b>
	<ul style="list-style-type: none"> <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> <p>A Member asked if the reintroduction of Governor social events could be reviewed.</p>

*There being no further discussion the meeting closed at 6.40 p.m.*

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

Summary of Actions – Corporation Meeting on 30 <sup>th</sup> January 2024			
Item	Action	Person Responsible	Timescale
23/24.35 Property Strategy	Arrangement should be made for Governors to visit the new estates developments after the half term break.	Clerk	19 <sup>th</sup> March 2024