



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA TEAMS ON
Tuesday, 20th September 2022

Corporation Meeting Commenced: 5.00 p.m.
 Corporation Meeting Closed: 6.40 p.m.

PRESENT:

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Syed Ali	Staff Member (Academic Staff Support)
Peter Bury	Independent Member
Callum Beckwith	Student Member
Angela Davies	Independent Member
Charlie Deane	Principal
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Faheem Nawaz	Independent Member
Naomi Sharples	Independent Member
Chris Trees – Vice Chair	Independent Member

IN ATTENDANCE:

Richard Caulfield	AoC Area Director (NW) and National Lead for Workforce Issues
Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

22/23.01	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Robin Puri and Mark Granby. The Chair welcomed Syed Ali to his first meeting as a Staff Member.
22/23.02	<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.
22/23.03	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 28 th June 2022 were approved to be signed as a true record.
22/23.04	<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 28 th June 2022. Following a question, it was confirmed that the new build was on time for completion within budget.
	It was Resolved that the contents of the report should be noted.

22/23.05	<p>GOVERNOR DEVELOPMENT SESSION - KEY STRATEGIC CHALLENGES- AOC (AGENDA ITEM 5) Richard Caulfield AoC Area Director (NW) and National Lead for Workforce Issues highlighted the following key strategic challenges facing the FE sector:</p> <p>Politics - Main policy seems unlikely to change much but we await the impact of the financial decisions made in the coming days and weeks. Skills, jobs and growth remains a priority for the government, and colleges are perfectly placed to be part of the solution. Overall Policy seems unlikely to change much;</p> <p>Energy Costs and Funding – Massive upward pressure on pay & energy costs. Government energy package in place but unclear how the £100-150 billion package will be financed and what happens after the 6 months;</p> <p>Employment - Turbulent times are unavoidable and upward pressure on pay. Implications of Harpur vs Brazel case on funding part-year staff annual leave;</p> <p>Skills Bill Highlights – Local Skills Improvement Plans, New accountability framework, External Governance Reviews, Lifelong Learning Entitlement;</p> <p>Office for National Statistics – Potential for the reclassification of FE colleges back to the public sector;</p> <p>Key issues from Member Colleges - Staff recruitment & retention challenges, Results fiasco, Student recruitment, Apprenticeships, Mental health pressures, Initiative 'itis', Rising cost of living, Ofsted inspections</p> <p>As a result of questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • Pre-covid, College average spend on energy was circa 2% of income and this could rise to 4, 6 or 8% of income; • Some Colleges were considering a 4-day week operation to save on energy costs; • Governors would receive an update at the October Corporation meeting on how the College continued to meet local skills needs; • Colleges still needed to have a breadth and depth of offer to meet local skills needs but in some specialist areas may have to consider more collaborative and partnership working; • In specialist areas where there were hard to fill vacancies a form of shared employment could be considered; and • In respect of apprenticeships, in some cases employers had offered employment to apprentices prior to their end point assessment. This was a positive outcome for the apprentice and employer but had a negative financial impact on the College.
	<p>Members thanked Richard for his informative and thought-provoking presentation and suggested that he could return to provide a further update at a later date.</p>
22/23.06	<p>SAFEGUARDING AND PREVENT POLICY AND ANNUAL TRAINING (AGENDA ITEM 6)</p>
	<p>Annual Safeguarding Training Sarah Walton, the College Designated Safeguarding Lead, introduced training, which aimed to provide assurance that the College complied with KCSIE 2022, in the following areas:</p> <ul style="list-style-type: none"> • KCSIE 2022 – Who is this for? • Part 1 Safeguarding Information for All Staff • Part 2 – Management of Safeguarding including protecting children from Peer-on-Peer abuse • Part 3: Safer Recruitment has been restructured with more guidance on the recruitment process • Part 4: Managing Allegations against staff • Part 5 Peer on Peer Sexual Violence and Sexual Harassment • A Whole College Approach to Managing Safeguarding • Action Plan • All staff training <p>In response to questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • In respect of Part 1 further staff training had been provided relating to the fact that children may not feel ready or know how to tell someone they are being abused; • In respect of Part 2 peer on peer abuse continued to be a priority, addressed through an action plan, links with the police, tutorial guidance, heat map exercise, student voice and focus groups;

	<ul style="list-style-type: none"> • The heat mapping exercise had identified areas of the College estate where students may feel unsafe and actions were implemented to address these concerns; • Online Safety, including the use of the internet on mobile phones, was monitored daily, tested termly, and updates would be provided in future safeguarding reports; • Notes were kept confidentially within HR regarding allegations against staff and low-level concerns would still result in issues being addressed with staff, but may not lead to disciplinary action; • In respect of Peer on Peer Sexual Violence and Sexual Harassment, additional guidance had been provided around intra familial harms and support for siblings and information had been strengthened around the importance of College to be part of discussions with safeguarding partners; • The number of safeguarding referrals had increased substantially over the past 2 years. The tutorial programme had been designed to develop trust between staff and students, staff expertise had increased and students felt confident to report issues; • All staff were considered to be trusted adults and the College should consider processes to ensure that individual personal staff circumstances, which may lead to changes in behaviour, did not impact on this status; • Given the high priority afforded to Safeguarding and Prevent, reports should continue to be made at each meeting of the Corporation and Curriculum and Quality Committee. <p>Safeguarding and Prevent Policy The Safeguarding and Prevent Policy had been updated in line with KCSIE 2022 and approved by the College Policy Panel. Amendments were highlighted within the report.</p> <p>General Update Updates were provided in the following areas:</p> <ul style="list-style-type: none"> • Safeguarding Referrals • Record Keeping • Mental Health Support - Targeted Early Intervention. • The College's Response to National Issues • The College's Response to Local Issues • Security • Prevent • Online Safety and Sexual Harassment
	It was Resolved that: i. The contents of the report should be noted; and ii. The College Safeguarding and Prevent Policy is approved.
22/23.07	STRATEGIC PLAN UPDATE (AGENDA ITEM 7)
	<p>The Principal confirmed that the Leadership Team had reviewed the Strategic Plan and has suggested the following changes:</p> <ul style="list-style-type: none"> • Additional teaching, learning, assessment aim added - TLA6 • Additional human resources aim added - HR6 • Headline facts updated • Design and images updated <p>In addition, the College has been developing its Positive Futures support and awareness with students and stakeholders for some time now and strongly emphasised the positive outcomes embedded within this as "Skills for Jobs. Skills for Life." As part of this evolution, the Leadership Team proposed an amendment to the Vision of the College from "Excellent Outcomes, Positive Futures" to "Skills for Jobs, Skills for Life".</p> <p>Following discussions Member agreed that the revised Vision of the College should be "Positive Futures: Skills for Jobs, Skills for Life".</p>
	It was Resolved that: i. The contents of the report should be noted; and ii. The revised Strategic Plan, included the new Vision - Positive Futures: Skills for Jobs, Skills for Life, is approved.

22/23.08	PERFORMANCE (AGENDA ITEM 8)
	<p>a) Outcomes 2021/22 The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that 2021/22 presents the first set of achievement data since the Covid pandemic and following two years of Teacher Assessed Grades (TAGS). As a result of Covid there have been no national achievement rates published since 2018/19. Clearly, therefore, it was difficult to benchmark the College performance against that of other providers. This information was expected to be made available in the new year and would be shared with Governors.</p> <p>Student achievement will be finalised in October and a full and detailed report would be presented to the Curriculum and Quality Committee in November 2022.</p> <p>Following questions, it was confirmed that emerging risks and management actions included:</p> <ul style="list-style-type: none"> • The College had identified a number of risks during the 2021/22 academic year and swiftly put in place a number of actions to address them; and • 16-18 retention had declined in 2021/22. <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • Incorrectly recording of 84 students on the student record system as 'withdrawn from College' had unnecessarily depressed the A Level retention by 8%. This issue has been resolved for future years; and • It was expected that the 2021/22 apprenticeship achievement rates would be below the national average. Analysis of the achievement data reported retention as the main issue, particularly in Childcare and Health sectors which were impacted significantly by the pandemic. Of the 148 apprentices who withdrew from their programme, 29% cited 'change of career' as the reason. <p>b) Enrolment 2022/23 The Principal confirmed that the College had 3712 FT 16-18 live enrolments to date, against a target of 3625 and a funding target of 3519, however students would not count as a 'start' for funding purposes until they had attended past 42 days. HE was almost at target and there had been strong Adult enrolment. Apprenticeships remained a challenge and any reduction in income would be balance by managed savings.</p>
	It was Resolved that the contents of the report should be noted.
	Chris Trees withdrew from the meeting at 6.20 p.m.
22/23.09	FINANCE/AUDIT (AGENDA ITEM 9)
	<p>a) Management Accounts to 31st July 2022 / Provisional Financial Outturn 2021/22 The Vice Principal Finance and Corporate Resources confirmed that the July 2022 Management Accounts showed the provisional financial outturn for 2021/22. There were no key areas to be resolved before the Statutory Accounts were finalised for Audit review; the only potential changes may result if the final R14 ILR, once submitted to meet the October deadline, identified any material changes to the funding income.</p> <p>The FRS102 pension valuation report had been received in time to include in the provisional outturn. As detailed in the commentary, a set of assumptions and circumstances had resulted in a Sector wide issue where previously significant pension liabilities have been substantially reduced, or, as in the College case, eliminated entirely, and now showed as an asset. The commentary confirmed, that due to the volatility of this year's output, and in line with the accounting standard, and following discussion with the College External Auditors, a decision had been taken to not include the asset in the balance sheet, but to reduce the £24m liability to nil.</p> <p>The College had ended 2021/22 with a strong financial performance. The underlying operating surplus to 31 July 2022 was £656k (excluding pension adjustments). This was despite funding the impact of the agreed increased pay award and in year costs of the approved Restructure. The cash position continues to be strong, with cash in hand for the year at £8.8m and in year cash generation of £2m.</p> <p>Following a question, it was confirmed that the reduction in the Underlying Operating Surplus had mainly resulted from the higher than anticipated pay award.</p>
	It was Resolved that the contents of the report should be noted.

	b) Regularity Audit Self-Assessment Questionnaire 2021/22
	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, the questionnaire for 2021/22 once approved needed to be signed by the Chair and Accounting Officer.
	It was Resolved that: i. The contents of the report should be noted; and ii. The Regularity Audit Self-Assessment Questionnaire, is approved for electronic signature of the Chair and Accounting Officer.
22/23.10	<u>MEMBERSHIP OF THE CORPORATION (AGENDA ITEM 10)</u>
	The Clerk confirmed that there were currently two Independent Member vacancies created by the resignations of Emily Cowburn and Paul Smith and three expressions of interest had been received. Members of the Search Committee had met via Zoom on 16 th September 2022 with Jane MacDonald - Group Director of Learning and Development at the Northern Care Alliance and Stephanie Nixon – International Programmes Officer, University of Manchester. The Chair confirmed that Members of the Search Committee considered that both Jane and Stephanie would enhance the skills base of the Corporation and recommended that they be invited to join the Corporation as independent Members and to join the Curriculum and Quality Committee.
	It was Resolved that: i. The contents of the report should be noted; and ii. That Jane MacDonald and Stephanie Nixon should be appointed as Independent Members of the Corporation and Members of the Curriculum and Quality Committee for an initial term of office from 20th September 2022 to 31st August 2023.
22/23.11	<u>MEETING EVALUATION FORM (AGENDA ITEM 11)</u>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 28 th June 2022, which were noted.
	It was Resolved that the contents of the report should be noted.
22/23.10	<u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 10)</u>
	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 6.40 p.m.

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

Summary of Actions – Corporation Meeting on 20th September 2022			
Item	Action	Person Responsible	Timescale
22/23.09b c Regularity Audit Self- Assessment Questionnaire	The Regularity Audit Self-Assessment Questionnaire, is approved for electronic signature of the Chair and Accounting Officer.	Clerk	21 st September 2022
21/22.10 Membership of the Corporation	That Jane MacDonald and Stephanie Nixon should be appointed as Independent Members of the Corporation and Members of the Curriculum and Quality Committee for an initial term of office from 20 th September 2022 to 31 st August 2023.	Clerk	18 th October 2022