



**BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 14th December 2021**

Corporation Meeting Commenced:
Corporation Meeting Closed:

5.00 p.m.
6.54 p.m.

PRESENT:

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

IN ATTENDANCE:

Andrew Harrison	Deputy Principal Finance and Corporate Services
Peter Ryan	Clerk to the Corporation
Lisa Matthews	Curriculum Director - Adult Provision & Higher Education
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Sarah Walton	Director of Personal Development
Mick Frankish	Grant Thornton - Items 7c- to 7f

21/22.22	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Jeanie Frodsham, Paul Smith. The Clerk confirmed that Daniel Hart had withdrawn from the Student Governor role and in accordance with the election arrangements it was recommended that Robin Puri be appointed as a Student Governor and Member of the C&Q Committee from 14 th December 2021 to 31 st August 2023.
	It was Resolved that: a) The contents of the report should be noted; and b) Robin Puri be appointed as a Student Governor and a Member of the C&Q Committee from 14th December 2021 to 31st August 2023.
21/22.23	<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.
21/22.24	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 19 th October 2021 were approved to be signed as a true record.
21/22.25	<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 October 2021.
	It was Resolved that the contents of the report should be noted.

	COVID UPDATE (AGENDA ITEM 5)
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and detailed the number of current cases for both staff and student. It was confirmed that in line with the latest Government guidance, the College had reintroduced 'Masks on the Move' across College. Risk assessments continued to be sufficient and control measures were reviewed regularly. No concerns arose as a result of open evenings. There continued to be a small onsite testing facility to support lateral flow testing where required and there was the ability to scale this up if required.</p> <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The previous day there had been a small outbreak involving 4 students in one curriculum area and the outbreak management plan had been implemented. • 100% face to face teaching was currently being delivered. • The College had a good supply of lateral flow tests. • There had been no anti-vaccine protests.
	It was Resolved that the contents of the report should be noted.
21/22.27	CURRICULUM (AGENDA ITEM 6)
	a) Curriculum and Quality Committee Draft Minutes 24th November 2021
	Members noted that there were no matters arising from these minutes that were not already on the agenda.
	It was Resolved that the contents of the report should be noted.
	b) SAR 2021 and QIP
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that following a validation panel held on 10th November 2021, attended by the Chair of the C&Q Committee, the Self-Assessment Grades agreed at this panel for all key judgements were Grade 2 - Good.</p> <p>At the C&Q Committee held on 24th November 2021, it was confirmed that progress towards the following key areas for improvement would be reported to the C&Q Committee via the QIP:</p> <ul style="list-style-type: none"> • Apprenticeships. • Implications of Covid-19: Lost Learning. • A Level programmes. • Teams/Individuals requiring improvement. • Positive Futures. • Attendance and Punctuality. • Assessment. • Recruitment and Retention of Staff <p>Following a question, the Student Governor confirmed that in his view teachers were managing behaviour effectively.</p>
	It was Resolved that:
	a) The contents of the report should be noted; and
	b) The SAR is approved.
	c) Higher Education Self Evaluation Document
	<p>The Curriculum Director - Adult Provision & Higher Education confirmed that the College's Higher Education provision broadly met the requirements of the relevant national qualifications' framework in terms of academic standards. The value of qualifications awarded to students at the point of qualification and over time was in line with sector-recognised standards.</p> <p>Through a continuing process of self-evaluation, the College recognised that some areas of core practice required improvement; where improvement was necessary a RAG indicator was applied and specific areas for development identified. In addition, the report highlighted strengths, broad areas for improvement, opportunities and threats.</p>

	<p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The difficulty to enrol onto Health, Digital and Science courses was mainly down to course design, which was being resolved. • There had been difficulties in the transition from L3 to L4. • HE provision had been mapped to the QRS, NSS and OfS Data.
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Higher Education Self Evaluation Report is approved.</p>
	<p>d) Safeguarding and Prevent Update</p> <p>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 were highlighted within the report. • The Colleges response to national Issues - The college continues to focus on national issues. The current national issue in relation to supporting keeping women safe, was being driven through the zero-tolerance approach to sexual harassment. • Staff and Student Training - Student training and support on safeguarding concerns continued to be delivered for students on full time programmes through the tutorial model 'Positive Futures'. These sessions will be delivered by a core team of Personal Development Coaches and a small number of select members of staff. • Safeguarding training – 550 staff that had completed training, with 15 yet to complete due to absence. • Informal training, newsletters and e-bulletins - A sexual harassment video had been circulated to all staff and a parental letter would be sent to parents regarding the zero-tolerance approach to sexual harassment. • Mental health support - All students that have declared that they require mental health support, have been contacted by the Counselling and Wellbeing Team. • Prevent - One referral had been made. • Online Safety and Sexual Harassment - A robust action plan was in place, monitored and updated through a sexual harassment steering group. As had been requested by a Member the appendix to the report demonstrated how the College met the Office for Student expectations regarding preventing and addressing harassment and sexual misconduct. • LADO - No referrals have been made to the LADO. • Subcontracting - Policies had been received and reviewed for 2 subcontractors. A face to face meeting had been arranged with one subcontractor. <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Specific support for students would be in place over the Christmas period. • The increase in referrals was across all categories and the College currently had resources in place to manage this. • Benchmarking data with other Colleges had been raised with the AoC but was not currently available. • The College had developed a positive culture which enabled students to feel safe when reporting cases of sexual harassment. • Awareness of county lines issues was part of the positive futures tutorial programme.
	<p>It was Resolved that the contents of the report should be noted.</p>
21/22.28	FINANCE/AUDIT (AGENDA ITEM 7)
	<p>a) Resources Committee Draft Minutes 23rd November 2021</p> <p>Members noted that the Committee had agreed that Subject to consultation with the trade unions, a 2% consolidated pay award be made to staff (other than Senior Post Holders) from 1st January 2022; and that pay scales should be readjusted from 1st January 2022 to 31st December 2022, to ensure that the lowest scale was above the Foundation Living wage.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>b) Audit Committee Draft Minutes 23rd November 2021</p> <p>Members noted that the Committee had made a recommendation to retender for External Audit Services commencing with the 2021/22 statutory accounts.</p>

	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) Arrangements be made to retender for External Audit Services commencing with the 2021/22 statutory accounts.</p>
	Mick Frankish joined the meeting at 5.50 p.m.
	<p>c) Grant Thornton Audit Findings Report</p> <p>Deputy Principal Finance and Corporate Services confirmed that the draft Grant Thornton Audit Findings report had been reviewed by the Resources and Audit Committees on 23rd November 2021.</p> <p>Mick Frankish confirmed that Grant Thornton's work was substantially complete and the issue regarding the audit procedures in respect of Local Government Pension Schemes had now been resolved. Accordingly, it was anticipated that the final version of the Audit Findings Report and signing off the College Financial Statements would be completed within the next 2 Days. The anticipated audit opinions would be unmodified.</p>
	It was Resolved that the contents of the report should be noted.
	<p>d) Audit Committee Annual Report 2020/21</p> <p>The Clerk introduced the Audit Committee Annual report, which had been agreed by the Audit Committee on 23rd November 2021. The Corporation was required to take into consideration the annual report of the Audit Committee before approving the Financial Statements, which include a Corporate Governance statement confirming that the Corporation is satisfied with the operation and effectiveness of the systems of internal control.</p>
	It was Resolved that the contents of the report and the Audit Committee Opinion for 2020/21, should be noted.
	<p>e) College Financial Statements and Regularity Audit Reports for the year ended 31st July 2021</p> <p>Deputy Principal Finance and Corporate Services presented the final draft of the 2020/21 Statutory Accounts. These were virtually the same draft as the version presented to Governors on 19th October 2021. The only changes were presentational or minor amendments. The Auditors had stated that they will provide an unmodified opinion.</p> <p>As highlighted in Audit Findings Report, Grant Thornton was now in a position to sign the financial statements.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Annual Report and Financial Statements for the year ended 31 July 2021 is approved and should be signed by the Chair of the Corporation and submitted to the ESFA before the deadline of 31st December 2021 and published on the College website by the deadline of 31st January 2022.</p>
	<p>f) Grant Thornton Letter of Representation</p> <p>The Deputy Principal Finance and Corporate Services introduced the report and confirmed that the Financial Statements and Regularity Auditors issue, as part of normal audit processes, a letter of representation which seeks to ensure that the Corporation can certify that it has supplied all information necessary for the auditors to conduct their work and reach their audit opinion.</p> <p>The letter of representation for 2020/21 was reviewed by the Resources Committee and Audit Committee on 23rd November 2021, with both Committees recommending that the letters be signed as part of the finalisation of the accounts.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Letter of Representation is approved and the Chair of the Corporation is authorised to sign the Letter on behalf of the Corporation.</p>
	Mick Frankish withdrew from the meeting at 6.03 p.m.

	<p>g) Student Union Accounts 2020/21 The Deputy Principal Finance and Corporate Services confirmed that the Report of the Independent Auditors of Bury College Students Union for the year ended 31st July 2021, was reviewed by the Resources Committee on 23rd November 2021 and are recommended to the Corporation for approval.</p>
	<p>It was Resolved that: a) The contents of the report should be noted; and b) The Bury College Student Union Accounts for the year ended 31st July 2021 are approved.</p>
	<p>h) Management Accounts The Deputy Principal Finance and Corporate Services confirmed that the College had an underlying operating surplus to 31 October 2021 of £0.44m (excluding pension adjustments) which was ahead of the annual budget. This was partly due to timings early in the year but also good efficiency in staff costs. Apprenticeship income was down by almost £100k and could be more than £300k down by the end of the year. But there was an expectation that when the overall College budget is re-forecast there will be other compensating savings.</p> <p>The accounts were reviewed by the Resources Committee on 23rd November 2021, when it was agreed to consider the potential to establish a development fund as part of the November management accounts report.</p> <p>The Chair, on behalf of the Corporation, expressed thanks to the DP and Finance Team for continuing to achieve such a positive cash position.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>i) Review of Financial Regulations The Deputy Principal Finance and Corporate Services confirmed that the Financial Regulations had been updated and continued to include detailed guidance for staff on robust internal controls to prevent and manage fraud, irregularity, theft, bribery, corruption. The revised draft Financial Regulations (including the three appendices) were reviewed by the Resources and Audit Committees on 23rd November 2021 and are recommended for approval.</p> <p>It was also confirmed that the College Audit Response Plan had been reviewed and agreed at the Audit Committee on 23rd November 2021.</p>
	<p>It was Resolved that: a) The contents of the report should be noted; and b) The revised Financial Regulations and 3 appendices are approved.</p>
	<p>j) Risk Management Policy The Deputy Principal Finance and Corporate Services confirmed that the Risk Management Policy had been updated for changes of titles and to reflect the more targeted approach to monitor action to address high risks. The revised Policy was reviewed by the Audit Committee on 23rd November 2021 and is recommended to the Corporation for approval.</p>
	<p>It was Resolved that: a) The contents of the report should be noted; and b) The Risk Management Policy is approved.</p>
21/22.29	<p>PROPERTY STRATEGY UPDATE (AGENDA ITEM 8) The Deputy Principal Finance and Corporate Services provided an update in the following areas:</p> <ul style="list-style-type: none"> • Health Innovation STEM Centre - HH Smith had completed the pilling process to support the steel structure of the new building; • FECA Projects – The deadline was extended to September 2021 from March 2021 – the full allocation of £1.123m had been claimed and all projects had been completed; • T-Levels (Education & Childcare) – Refurbishment - The refurbished area was handed over 22nd October 2021 which included: 6 teaching rooms; 2 staff rooms, and 2 offices. The relocation (childcare) from Beacon to Woodbury Centre took place after the October Half Term;

	<ul style="list-style-type: none"> • Enterprise / Woodbury Restaurant - Additional refurbishment in Enterprise (Digital Hub) - was completed and handed over 4th October 2021 and the Woodbury Social Hub (Restaurant) had been completed and had proved popular with the students; and • Estates Projects All summer projects had been completed. <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Asbestos had been safely removed from the old Peel Building and there had been no asbestos ground contamination. • Governors acknowledged the management teams continued efforts to secure additional funding, to provide better resources for students and the Town.
	It was Resolved that the contents of the report should be noted.
21/22.30	PERFORMANCE (AGENDA ITEM 9)
	The Deputy Principal Finance and Corporate Services 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. In respect of the AEB budget the College had submitted a business case to GMCA to secure the full allocation and was awaiting the outcome.
	It was Resolved that the contents of the report should be noted.
21/22.31	GOVERNANCE (AGENDA ITEM 10)
	<p>a) AoC Code of Governance September 2021</p> <p>The Clerk introduced the report which detailed the changes made to the new Code compared to the previous version. key changes were noted in the following areas:</p> <ul style="list-style-type: none"> • Section 3 Safeguarding Students and the Student Voice • Section 8 Environmental Sustainability • Section 9 Equality Diversity and Inclusion • Section 10 Effective Governance Structures and Reviews <p>The implementation of the Code was enshrined within key Governance Policies and Procedures including the Instrument and Articles of Government, Members Codes of Conduct and Ethics, Standing Orders, Committee Terms of Reference, Whistleblowing Policy, Complaints Procedure and an agreed annual schedule of Corporation and Committee meetings and business items. If the Code was adopted a report would be submitted to the Corporation in January 2022, which identified the current position and actions required, in respect of “Must” actions within the Code. This will probably include changes to many of the current Governance Policies and Procedures.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The AoC Code of Governance September 2021, is adopted; and c) 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.</p>
	b) Interim Governance Guidance arising from the Skills for Jobs White Paper
	<p>The Clerk introduced the interim guidance which sets out the steps DfE were taking to strengthen governance in Further Education Corporations and sixth-form college corporations. These are part of the reforms set out in the Skills for Jobs White Paper. Members reviewed the College position against the mandatory elements of the reforms and noted the non-mandatory reforms.</p> <p>It was considered that no immediate action was necessary, and the position would be reviewed again once final guidance was issued in 2022.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The Final Governance Guidance should be further reviewed when available.</p>

	<p>c) External Governance Reviews Guidance</p> <p>The Clerk confirmed that the Skills for Jobs White Paper set out various reforms to strengthen governance. Under new funding agreement requirements from 2021-2022 onwards, FE corporations, sixth-form college corporations and designated institutions must:</p> <ul style="list-style-type: none"> • have an external governance review every three years; • have an annual governance self-assessment; and • share the results and associated actions with the department when so requested. <p>The three-yearly external review falls due between 2021-2022 and 2023-2024. If the board already has three-yearly reviews, it simply needs to have an external review whenever it next fell due in the governance cycle. If the board does not already commission regular external reviews, Boards are encouraged to meet the requirement in 2021-2022 or 2022-2023”.</p> <p>Following discussion, it was considered that an external review should be planned in either the summer or autumn term 2023.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) An external Governance Review should be planned in either the Summer or Autumn term 2023.</p>
21/22.32	<u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 10)</u>
	<p>Mark Granby, Chair of the BCET highlighted the following:</p> <ul style="list-style-type: none"> • A new meeting for committee chairs and headteachers has been established. The primary objective is to build greater communication between the committees of the MAT (and particularly the LGBs) with the Trust Board. • The external auditor has completed the audit of the Trust’s annual financial accounts. These have indicated that the Trust is in sound financial health. • Attendance is in a relatively healthy position and better than national at both schools. • Behaviour continues to be good at both schools. • Regrettably there has been slippage with the RSC’s advisory board considering an application to convert and join BCET.
	<p>It was Resolved that the contents of the report should be noted.</p>
21/22.33	<u>MEETING EVALUATION FORM (AGENDA ITEM 11)</u>
	<p>The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meeting held on 19th October 2021, which was noted.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
21/22.34	<u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 10)</u>
	<ul style="list-style-type: none"> • 5.00pm Tuesday, 25th January 2022 • 5.00pm Tuesday, 22nd March 2022 • 5.00pm Tuesday, 3rd May 2022 • 5.00pm Tuesday, 28th June 2022

There being no further discussion the meeting closed at 6.54 p.m.

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

Summary of Actions – Corporation Meeting on 14th December 2021

Item	Action	Person Responsible	Timescale
21/22.28 e Annual Report and Financial Statements	The Annual Report and Financial Statements for the year ended 31 July 2021 is approved and should be signed by the Chair of the Corporation and submitted to the ESFA before the deadline of 31st December 2021 and published on the College website by the deadline of 31st January 2022.	Deputy Principal	ESFA - 31 st December 2021 Web site 31 st January 2022
21/22.28 e Letter of Representation	The Letter of Representation is approved and the Chair of the Corporation is authorised to sign the Letter on behalf of the Corporation.	Clerk	31 st December 2021
21/22.31a Code of Governance	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.	Clerk	25 th January 2022
21/22.31a External Governance Review	An External Governance Review should be planned in either the Summer or Autumn term 2023.	Clerk	Summer or Autumn term 2023.