



**BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 25th January 2022**

Corporation Meeting Commenced: 5.00 p.m.
Corporation Meeting Closed: 6.51 p.m.

PRESENT:

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| Peter Nicol - Chair | Independent Member |
| Liaqat Ali | Independent Member |
| Peter Bury | 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 |
| Paul Smith | Independent Member |
| Chris Trees | Independent Member |

IN ATTENDANCE:

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| Andrew Harrison | Deputy Principal Finance and Corporate Services |
| Peter Ryan | Clerk to the Corporation |
| Becky Tootell | Deputy Principal Curriculum, Quality and Standards |
| Sarah Walton | Director of Personal Development |

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| 21/22.35 | <u>APOLOGIES (AGENDA ITEM 1)</u> |
| | Apologies for absence had been received from Jeanie Frodsham, Callum Beckwith and Faheem Nawaz. The Clerk confirmed that Emily Cowburn had resigned from the Corporation and Members expressed their thanks and appreciation to Emily for her contribution to the work of the C&Q Committee and Corporation. |
| 21/22.36 | <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. The Principal, Deputy Principals and Clerk declared an interest in agenda item 15. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting. |
| 21/22.37 | <u>MINUTES (AGENDA ITEM 3)</u> |
| | The Minutes of the Corporation Board Meeting on 14 th December 2021 were approved to be signed as a true record. |
| 21/22.38 | <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 14 th December 2021. |
| | It was Resolved that the contents of the report should be noted. |
| | <i>As Mark Granby had to leave to meeting early it was agreed to consider agenda item 11.</i> |
| 21/22.39 | <u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 11)</u> |
| | Mark Granby, Chair of the BCET highlighted the following: <ul style="list-style-type: none"> • The Trust Board had adopted a new scheme of delegation; • The Trust's AGM took place on 19th January and members received the trustees annual report and audited financial statements. These gave good independent assurance that the Trust was a going concern; • The Trust would hold a strategy development meeting in early April; |

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| | <ul style="list-style-type: none"> • The cash flow and carry forward positions were healthy; and • Strategies relating to the growth of the Trust were highlighted. |
| | It was Resolved that the contents of the report should be noted. |
| 21/22.40 | <u>PREVENT UPDATE AND TRAINING (AGENDA ITEM 5)</u> |
| | <p>As part of the ongoing training and development of Governors a Prevent Update and Training session was delivered by the Director of Personal Development which included the 7 Minute Briefing on the Prevent Duty (Extremism & Radicalisation), highlighting:</p> <ul style="list-style-type: none"> • CONTEST (UK Counter-terrorism Strategy) • The Prevent Duty, including guidance from the OfS • Making a referral • Channel • Myth busting • Terrorism risk <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • A robust Prevent Action Plan was in place and this was formally reviewed each term by the Prevent Steering Group; • Promoting Fundamental British Values to students was embedded throughout the curriculum; • Students were aware that issues could be reported via the confidential comments process; • Benchmarking data with other Colleges was not available; and • Members considered processes to be robust as evidenced in the updates to each meeting of the C&Q Committee and Corporation. |
| | It was Resolved that the contents of the report should be noted. |
| 21/22.41 | <u>COVID UPDATE (AGENDA ITEM 6)</u> |
| | <p>The Deputy Principal Curriculum, Quality and Standards shared the latest position with Members and confirmed that:</p> <ul style="list-style-type: none"> • There was a significant increase in reported cases following the Christmas break; • Risk assessments continued to be sufficient, and the control measures were reviewed regularly and updated in line with Government guidance; and • Regular communications to students and their parents continued to be sent with updates and reminders regarding testing and masks. <p>Following questions at the C&Q Committee it had been confirmed that:</p> <ul style="list-style-type: none"> • 32 classes had been cancelled and remote learning had been implemented where possible; • The cases were spread across all age ranges; • The College Test Centre had been reopened; and • Learners had responding well to the wearing of face masks. |
| | It was Resolved that the contents of the report should be noted. |
| 21/22.42 | <u>CURRICULUM (AGENDA ITEM 7)</u> |
| | <p>a) Curriculum and Quality Committee Draft Minutes 12th January 2022</p> <p>Members received the minutes and noted that, following a concern raised by a Student Governor, security staff were now deployed from 8.00 am at the Millennium Centre. There were no other matters arising from these minutes that were not already on the agenda.</p> |
| | It was Resolved that the contents of the report should be noted. |
| | <p>b) Safeguarding Update</p> <p>The Director of Personal Development introduced the report and confirmed that</p> <ul style="list-style-type: none"> • Referrals – The number and category of referrals, including criminal convictions, was 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; |

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| | <ul style="list-style-type: none"> • Apprentice and Employer Training – The training plan was highlighted within the report; • Mental health support – The Director of Personal Development would complete the MH and Wellbeing Senior Lead training in February 2022; • Prevent – A copy of the College Prevent Action Plan 2021/22 was appended to the report. 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; • LADO - No referrals have been made to the LADO.; • Subcontracting - A face to face meeting had been held with one subcontractor on 11th January 2022.; and • Christmas Break – 20 Students had been identified who would benefit from financial and food support over the Christmas Break. A schedule of wellbeing information was shared over the Christmas break. <p>Members were aware that the Wellbeing of staff was reported to the Resources Committee and asked that an update be reported to the next meeting of the Corporation. In addition, Members considered that the Prevent action plan was very comprehensive and progress easy to track.</p> |
| | <p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) An update on the update staff Wellbeing should be reported to the next meeting of the Corporation.</p> |
| | <p>c) Quality Improvement Plan</p> <p>The Deputy Principal Curriculum, Quality and Standards confirmed that the report summarised progress made against the following 9 identified headline areas for improvement:</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. • Behaviour and Attitudes. <p>Members noted that the following issues had been discussed at the C&Q Committee:</p> <ul style="list-style-type: none"> • The College SAR had been submitted to Ofsted; • A number of behaviour issues, mainly outside the classroom, had been identified and managed prior to the Xmas break; • In relation to the risks identified in apprenticeship provision, a three-day external review/health check had been commissioned and would take place from 7th to 9th February 2022; • In respect of Maths and English, 291 grade 4+ had been achieved (118 Maths and 173 English) with 101 marks being reviewed; • Key risks relating to A Level provision had been identified and were being managed; and • Good progress had been made implementing catch up sessions, partly funded by the 16-19 tuition fund. <p>In addition, Members asked that their thanks be expressed to all staff involved in the successful Institute of Technology bid.</p> |
| | <p>It was Resolved that the contents of the report should be noted.</p> |
| | <p><i>Mark Granby withdrew from the meeting at 6.00 p.m.</i></p> |
| 21/22.43 | FINANCE/AUDIT (AGENDA ITEM 8) |
| | <p>a) Resources Committee Draft Minutes 11th January 2022</p> <p>Members received the minutes and the Deputy Principal highlighted the background in respect of the Committees recommendation to dispose of the Pimhole Farm Portacabins. There were no other matters arising from these minutes that were not already on the agenda.</p> |

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| | <p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) In respect of the disposal of this asset, it was agreed to transfer ownership of both Portacabins to the current occupier of the site.</p> |
| | <p>b) Management Accounts</p> <p>The Deputy Principal Finance and Corporate Services confirmed that there had been issues with the functionality of the old Symmetry finance system in the first week following an upgrade of the server. Accordingly, the November 2021 figures provided were provisional. The December 2021 Management Accounts were now on the Governor Portal and confirmed that the College had an underlying operating surplus of £0.51m (excluding pension adjustments). This was partly due to timing of spend and receipts, offset by good efficiency in staff costs. Apprenticeship income was down. The operating deficit (after notional pension adjustments) was expected to be £880k. Governors had also identified a £250k development fund.</p> <p>Following a question, it was confirmed that the Net Operating Cash generated was circa £2.5m.</p> <p>In addition, at the December Corporation meeting Members had discussed the level of Management Accounts information made available to Governors and information to be submitted to the Resources Committee and Corporation. This would be reviewed at the next meeting of the Resources Committee, with recommendations to the next Corporation meeting.</p> |
| | <p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The level of Management Accounts information made available to Governors and information to be submitted to the Resources Committee and Corporation should be reviewed at the next meeting of the Resources Committee, with recommendations to the next Corporation meeting.</p> |
| 21/22.44 | <u>PROPERTY STRATEGY UPDATE (AGENDA ITEM 9)</u> |
| | <p>The Deputy Principal Finance and Corporate Services provided an update in the following areas:</p> <p>Health Innovation STEM Centre - HH Smith mobilised on-site w/c 18th October and good progress had been made on site with piling works for the foundations to support the steel structure of the new building. No delays had been reported on the 45-week programme.</p> <p>Institute of Technology Bid - In principle the Greater Manchester Institute of Technology bid led by University of Salford had been approved. Bury College was a partner within this bid and will deliver Digital and Health. Funding was to be confirmed with the original bid being £1.3m.</p> <p>Construction Agreements and application of the College Seal - The College Seal was applied on 15th December 2021, by the Vice Chair of the Corporation and Principal to the documentation highlighted within Part 1 of the Appendix from Mills and Reeve.</p> <p>Following questions, the completion of the STEM Centre was expected after the October half term, with contingency plans available to minimise any risks to students.</p> |
| | <p>It was Resolved that the contents of the report should be noted.</p> |
| 21/22.45 | <u>PERFORMANCE (AGENDA ITEM 10)</u> |
| | <p>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.</p> <p>At the Resources Committee it had been noted that:</p> <ul style="list-style-type: none"> • The College had delivered 91% of the 2020/21 GMCA AEB allocation and had submitted a successful business case to claim the full allocation; • Although 16-19 funding was planned to increase by circa 8% the College had to deliver an extra 40 hours of learning to each student and this would necessitate additional staff resources and costs; and • Apprenticeship provision had reduced, and the College had reduced resources to ensure that the area continued to make an appropriate financial contribution. |

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| | It was Resolved that the contents of the report should be noted. |
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| 21/22.46 | <u>COLLEGE CODE OF GOOD GOVERNANCE – COMPLIANCE CHECKLIST (AGENDA ITEM 12)</u> |
| | 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. |
| | A copy of the compliance checklist in respect of “Must” actions within the code was submitted for consideration, with actions identified in sections 1.3, 2.3, 9.3 and 9.4. |
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| | It was Resolved that: a) The contents of the report should be noted. b) The actions highlighted in sections 1.3, 2.3, 9.3 and 9.4. were agreed to be implemented. |
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| 21/22.47 | <u>MEETING EVALUATION FORM (AGENDA ITEM 13)</u> |
| | The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meeting held on 14 th December 2021, which was noted. |
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| | It was Resolved that the contents of the report should be noted. |
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| | The Deputy Principals and the Director of Personal Development withdrew from the meeting at 6.25 p.m. |
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| 21/22.48 | <u>ANY OTHER URGENT BUSINESS (AGENDA ITEM 14)</u> |
| | The Principal confirmed that following the resignation of the Deputy Principal Finance and Corporate Services he had taken the resignation as an opportunity to review the Leadership structure going forward and had met with Members of the Remuneration Committee on 21st January 2022. |
| | The Principal outlined the rationale for moving to the new proposed leadership structure which would include the same number of Senior Post Holders (3), including a Deputy Principal and Vice Principal. Following questions, it was confirmed that HR and MIS would be managed separately from the VP post. |
| | Members also discussed the bids made by recruitment agencies and on balance in relation to timescale and cost agreed to appoint Protocol. |
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| | It was Resolved that: <ul style="list-style-type: none"> • The contents of the report should be noted; • The proposed Leadership Team structure is approved, with the 3 posts being designated as Senior Post Holders; and • Arrangements be made to appoint the VP post, with assistance from Protocol. |
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| | <i>The Principal and Clerk withdrew from the meeting at 6.41 p.m.</i> |
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| 21/22.49 | <u>REPORT FROM THE REMUNERATION COMMITTEE (AGENDA ITEM 15)</u> |
| | The Chair of the Remuneration Committee confirmed that the Remuneration Committee had met on 11 th January 2022 and a copy of the minutes were presented to Members. Members were asked to consider the recommendations as outlined within the minutes. |
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| | It was Resolved that: a) The contents of the report should be noted; and b) The recommendations arising from the meeting of the Remuneration Committee held on 11th January 2022, are agreed. |
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| | <i>The Principal and Clerk re-joined the meeting at 6.50 p.m.</i> |
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| 21/22.50 | <u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 16)</u> |
| | <ul style="list-style-type: none"> • 5.00pm Tuesday, 22nd March 2022 |

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| | <ul style="list-style-type: none"> • 5.00pm Tuesday, 26th April 2022 • 5.00pm Tuesday, 28th June 2022 |
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There being no further discussion the meeting closed at 6.51 p.m.

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

| Summary of Actions – Corporation Meeting on 25 th January 2022 | | | |
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| Item | Action | Person Responsible | Timescale |
| 21/22.42 b - Safeguarding Update | An update on the update staff Wellbeing should be reported to the next meeting of the Corporation | DP Finance and Corporate Services | Corporation 22 nd March 2022 |
| 21/22.43 a- Resources Committee Minutes | Disposal of Pimhole Farm Portacabins - It was agreed to transfer ownership of both Portacabins to the current occupier of the site | DP Finance and Corporate Services | TBC |
| b- Management Accounts | The level of Management Accounts information made available to Governors and information to be submitted to the Resources Committee and Corporation should be reviewed at the next meeting of the Resources Committee, with recommendations to the next Corporation meeting. | DP Finance and Corporate Services | Resources 9 th March 2022 Corporation 22 nd March 2022 |
| 21/22.48 Leadership Team Structure | Arrangements be made to appoint the VP post, with assistance from Protocol. | Chair/Principal | TBC |