



BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD ON
Tuesday, 31st January 2023

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

PRESENT:

Peter Nicol - Chair	Independent Member
Liaqat Ali	Independent Member
Syed Ali	Staff Member (Academic Staff Support)
Callum Beckwith	Student Member
Angela Davies	Independent Member
Charlie Deane	Principal
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Jane Macdonald	Independent Member
Stephanie Nixon	Independent Member
Robin Puri	Student Member
Naomi Sharples	Independent Member
Chris Trees – Vice Chair	Independent Member

IN ATTENDANCE:

Michael Fordham	Assistant Principal Academic and Technical Education – Item 5
Laura Kirkpatrick	Deputy Head of Apprenticeships - Item 5
Tracy Kitchingman	Vice Principal Finance and Corporate Resources
Lisa Matthews	Assistant Principal Adult Provision & Higher Education – Item 5
Chris Stoker	Head of A Level Study Programmes – Item 5
Natasha Sultan	Head of Apprenticeships – Item 5
Becky Tootell	Deputy Principal Curriculum and Quality
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

22/23.39	<u>APOLOGIES (AGENDA ITEM 1)</u>	
		Apologies for absence had been received from Peter Bury. The Vice Chair, on behalf of Members, congratulated Peter Nicol on being awarded a Medallist of the Order of the British Empire in the 2023 New Year Honours list. Peter commented he was delighted to receive this honour, which reflected the standing of the College within the community. He expressed his gratitude to current and past Board members for their support over many years.
22/23.40	<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.
22/23.41	<u>MINUTES (AGENDA ITEM 3)</u>	
		The Minutes of the Corporation Board Meeting on 13 th December 2022 were approved to be signed as a true record.

22/23.42	MATTERS ARISING (AGENDA ITEM 4)
	The Clerk introduced the report which provided an update on matters arising from the Corporation meeting held on 13 th December 2022.
	It was Resolved that the contents of the report should be noted.
22/23.43	GOVERNOR DEVELOPMENT SESSION – APPRENTICESHIP AND A LEVEL PERFORMANCE (AGENDA ITEM 5)
	<p>The Deputy Principal confirmed that, as part of the review of the QIP, the C&Q Committee had agreed that the Governor Development Session should provided additional assurance in respect of improvements that had been made in both Apprenticeship and A Level provision.</p> <p>A Level Provision</p> <p>Chris Stoker, Head of A Level Study Programmes made a presentation which highlighted the following:</p> <ul style="list-style-type: none"> • The issues raised by Ofsted in September 2018 were: <ul style="list-style-type: none"> • The proportion of students who progress from AS- to A-level qualifications had improved significantly, however too many students still did not make the progress of which they were capable; • Teachers did not consistently use the results of assessment at the start of, or throughout the course to design learning to meet the specific needs of all students. Consequently, a small minority of students, did not make the progress of which they are capable; • Performance from 2016/17 to date, including the impact of Covid was detailed within the report; • The provision was currently self-assessed as Good; • Current actions included: <ul style="list-style-type: none"> • Recruitment & Retention <ul style="list-style-type: none"> • Improved Information Advice & Guidance; • Positive Futures; • Ensure robust initial assessment and support was in place (Commitment); • Additional Learning Support with emphasis on mental health support (Resilience); • More diverse enrichment / Work experience (Confidence, Collaboration); • Academic Progress <ul style="list-style-type: none"> • Develop exam skills - Additional mock exams & exam resilience sessions; • Increase targeted support through Academic Progress Managers; • Ensure all students have support strategies in place; • Establish good habits of attendance through early intervention and at-risk meetings; • Positive case studies were highlighted within the report. <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • Progress to date: <ul style="list-style-type: none"> • Retention – Year 1, +4%; Year 2, +13%; • Information Advice & Guidance – starts 349 (322 target) +8%; • Enrichment – 29 options; • Additional Learning Support - 192 referrals/disclosures which represented a third of the cohort. Many related to mental health issues arising from exam pressures; • Mental health and exam stress sessions – 3; • Support sessions; • Review weeks - Work Related Learning; and • Health check - Teaching, Learning and Assessment – was now considered strong; • Risks that were being mitigated: <ul style="list-style-type: none"> • Mental Health/Wellbeing A Level referral were the highest across college; • Value Added and ongoing impact of Covid regionally and nationally; • Year 2 Attendance -1.5% • Safeguards were in place to identify if IA had been used in the production of course work. <p>Apprenticeship Provision</p> <p>Natasha Sultan and Laura Kirkpatrick made a presentation which highlighted the following:</p> <ul style="list-style-type: none"> • Ofsted in September 2018 judged apprenticeship provision as Requires Improvement, with issues around outcomes, development of underpinning knowledge, formative assessment and feedback, target setting, literacy and destination data;

	<ul style="list-style-type: none"> • Actions taken included: <ul style="list-style-type: none"> • Streamlined provision including the teach out of Brick, Joinery, Plumbing, Lab Tech, Catering, Engineering leading to fewer programmes delivered well; • Restructure implemented including, Learning and Skills Coaches reduced from 64 to 16, Managers and Leaders reduced from 11 to 2, Learning Improvement Leaders reduced from 4 to 1 and the establishment of One College One Team; • Apprenticeship Quality Assurance brought centrally and in-line with College Quality Strategy. The implementation of Health Checks, the introduction of Learning Improvement Leaders and College wide CPD; • External scrutiny by a consultant with extensive experience of Apprenticeship provision commented as follows: <ul style="list-style-type: none"> • ‘High standards of delivery in all areas of the vocational curriculum’ • ‘Ensure target setting encompasses Positive Futures’ • ‘Learners understanding of the wider curriculum continues to be strong’ • ‘Excellent pieces of work are presented by apprentices’ • Recruitment - Increased rigour and improved Information, advice and guidance assessment activity; • Induction was a full day in College with early intervention and support; • On Programme included a day release delivery model, graded feedback and holistic target setting, improved progress reviews and embedding Positive Futures; • Progression including improved careers information and guidance and data capture. • The SAR grade remained as Requires Improvement with actions and priorities for 2022/23 being: <ul style="list-style-type: none"> • Recruitment; • Behaviour Management; • Employer Engagement; • Positive Futures and • Literacy and numeracy. <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> • In respect of the impact of actions the best-case achievement rate was 77%. The realistic achievement rate was 60/65%, with the national target being 67% by 2025; • Fewer learners were behind target especially in childcare. • There had been increased employer engagement, including the alignment of College and employer training, and compliance. • There was good learner and employer feedback from surveys; and • Some of the employment areas had been severely affected by Covid with over 50% of withdrawals due to leaving employment, redundancy or a change in career. <p>Members thanked Chris, Natasha and Laura for their enthusiastic and informative presentations.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
<p>22/23.44</p>	<p><u>CURRICULUM (AGENDA ITEM 6)</u></p>
	<p>a) Draft Curriculum and Quality Minutes 18th January 2023 Members received the draft minutes and noted that the actions agreed by the Committee. In addition, the Committee had:</p> <ul style="list-style-type: none"> • Received a presentation from Debbie O'Brien, Head Foundation Studies, demonstrating how the foundation studies curriculum had been modelled to meet skills needs; and • Approved the HE SAR. <p>The Chair of C&Q commented that the presentation from Debbie O'Brien had been both enthusiastic and informative.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>b) Safeguarding and Prevent Update The Director of Personal Development introduced the report and highlighted the following:</p> <ul style="list-style-type: none"> • Safeguarding referrals – totalled 753 (254 Pastoral and Welfare and 499 Safeguarding); • Mental Health and wellbeing incidents totalled 425;

	<ul style="list-style-type: none"> The College was planning a rollout for the 'Enough' and 'Is This Ok' campaigns to drive forward our zero-tolerance approach to sexual harassment; AND The outcome of a visit to Mesivta and Shalsheles on 23rd November 2022 was detailed within the report; and a further visit to Mesivta and Shalsheles was planned for 16th February 2023; <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> There had been 5 referrals to the LADO; There had been 35 referrals relating to domestic abuse including 15 reported via encompass; and The Prevent Action Plan was on track.
	It was Resolved that the contents of the report should be noted.
	<p>c) Quality Improvement Plan</p> <p>The Deputy Principal introduced the report and confirmed that, following a review by the C&Q Committee on 23rd November 2022, the SAR had been approved by the Corporation On 13th December 2023. The QIP focussed on progress against 5 key areas, specifically:</p> <ul style="list-style-type: none"> Apprenticeship Achievement; Teams/Individuals requiring improvement; Level 1 Outcomes; Attendance and Punctuality; and Meeting the Skills Needs. <p>Following questions, the following points were highlighted:</p> <ul style="list-style-type: none"> The C&Q Committee had noted that the current handbook for inspection referred to the impact of Covid on attendance. Ofsted would look for evidence of high expectations and the consistent, fair implementation of policies and the support given to learners and the impact on improvements in attendance and behaviour.; In addition, the Governor Development Session had provided additional assurance in respect of improvements that had been made in both apprenticeship and A Level provision; A new engineering management team was now in place and there would be a specific paper highlighting progress at the next C&Q meeting; Attendance was below target and research was being undertaken to compare current attendance at College with that at school; The College needs analysis identified skills gaps and this was supplemented by curriculum team specific employer surveys; and The College had a good working relationship with Bury LA and the Leader of the Council held the portfolios for Education, Skills, Work, Apprenticeships and Digital for GMCA.
	It was Resolved that the contents of the report should be noted.
22/23.45	FINANCE (AGENDA ITEM 7)
	<p>a) Resources Committee 17th January 2023</p> <p>Members received the draft minutes and noted that the actions agreed by the Committee were on the agenda. In addition, the Committee had:</p> <ul style="list-style-type: none"> Reviewed the latest position in respect of the staff pay strategy. The Principal confirmed that a meeting was being arranged with ACAS; Benchmarked the College position against the AoC College Workforce Survey; and Reviewed the latest position in respect of the Reclassification of the College to the Public Sector. With one potential key change being the move of the year end to from July to March.
	It was Resolved that the contents of the report should be noted.
	<p>b) Management Accounts – November 2022</p> <p>The Vice Principal introduced the report and financial dashboard and confirmed that the operating surplus to 30th November 2022 was £1,129k (excluding pension adjustments), which was £11k favourable to budget. Income was £233k favourable to budget for the period, pay expenditure was £69k favourable to budget and non-pay expenditure £291k adverse to budget.</p>

	<p>The forecast year end position has been revised to accommodate the effect of potential risks and savings as identified in the major variances and the potential impact of the latest pay award offer (in excess of the 1% provided for in the original budget) currently in negotiation with the Unions. The forecast also reflected a more accurate analysis of non-pay expenditure between reporting categories, an ongoing process as part of the improved coding and more detailed hierarchy implemented in Spring 2022 via the new finance system.</p> <p>Construction continued on the new build Health and Digital Centre, with the £4m balance of the project costs falling in this year. The budgeted July 2023 cash at bank had been reviewed and updated to reflect changes in the revised forecast, timing of capital spend and receipts and new grants notified in year; the current forecast indicates a reduced July 2023 position. The Financial Performance and Profitability tables in the commentary had been updated to include the forecast outturn position.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Forecast ESFA financial health grade has been downgraded from 'Outstanding' to 'Good', because of the negative impact of increased fuel and potential pay award costs on EBITDA. The College was still forecast to achieve a 'Good' rating because of its forecast strong current ratio and ratio of borrowing to adjusted income; and • Members considered it essential to retain the Good health grade.
	It was Resolved that the contents of the report should be noted.
22/23.46	<u>PROPERTY STRATEGY UPDATE (AGENDA ITEM 8)</u>
	<p>The Vice Principal provided an update in the following areas:</p> <ul style="list-style-type: none"> • Health and Digital Centre - Practical completion achieved on 27th January 2023 with classes started from 30th January 2023. The Vice Chair and Principal applied the College Seal and signed the Section 278 agreement (with Bury LA) on 20th December 2022; • T Levels Education and Childcare - Project now complete. DfE visit took place on 19th October 2022 when additional evidence of spend was requested and submitted; • T Levels Health and Digital - Temporary mock ward in the University Centre was now in use by University of Salford Nursing students until the planned transfer to the Health and Digital Centre once completed; • T Levels Engineering – The scope change was approved but with 50% match funding requested. A decision had been taken to decline this offer and look to bid again in the WAVE 6 round of funding; • Transformation Fund – Progressing to RIBA Stage 4 and the updated milestone dates from the original bid had now been approved by DfE; • Greater Manchester Institute of Technology – Confirmed that the Capital Funding Agreement was signed by all parties on 22nd December 2022; • Post 16 Capacity Fund - Bid submitted 11th November 2022 with the outcome expected Spring 2023; • Strategic Development Fund – A bid had been submitted; • Additional Capital Allocation - ESFA funding to be used on measures that will improve the energy efficiency of the College's estate. All grant funded activities must be completed by 31st March 2025; • FE Reclassification Capital Allocation - ESFA funding to be spent on capital projects, prioritising condition improvement of the College's estate. Grant agreement letters will be sent in March 2023. Funding must be spent between 1st April and 31st March 2025; and • T-Level Wave 5 – Catering and Hair and Beauty Curriculum – Bids were approved by the Resources Committee on 17th January 2023, for both curriculum areas, with the deadline for applications on 3rd February 2023, with results due Summer 2023. Projects to be completed by September 2024. <p>Members reiterated that bids should only progress if they were viable and did not threaten the financial sustainability and viability of the College.</p>
	It was Resolved that the contents of the report should be noted.
22/23.47	<u>PERFORMANCE (AGENDA ITEM 9)</u>
	<p>The Vice Principal introduced the report and highlighted the position in the following areas: 2021/22 Actuals and outturn; 2022/23 Allocations; 2022/23 Full Time enrolment update and 2022/23 funding update.</p> <p>Following questions, it was confirmed that variances highlighted within the report had been accommodated within the revised financial forecast.</p>

		It was Resolved that the contents of the report should be noted.
22/23.48		<u>BURY COLLEGE MULTI- ACADEMY TRUST UPDATE (AGENDA ITEM 10)</u>
		Mark Granby, Chair of the BCET highlighted the following: <ul style="list-style-type: none"> Both schools had recently undertaken independent assessments by a school quality and effectiveness adviser. This indicated that Elton was a good school with outstanding features and that Radcliffe, in line with the Ofsted judgement, was a good school; Attendance at both schools was above the national average; The DfE Regional Director's Advisory Board next met on 7th February 2023 to consider the application for another school to convert into BCET; and The Trust's AGM took place on 19th January 2023 and the members received the audited financial statements and were briefed on the Trust's strategic objectives. There was a view expressed that, given the growth strategy, the Trust should consider increasing its number of Members from 5 to 7; and The Trust Chair, Mark Granby, was designated as a National Leader of Governance by the DfE in December 2022.
		It was Resolved that the contents of the report should be noted.
22/23.49		<u>MEETING EVALUATION FORM (AGENDA ITEM 11)</u>
		The Clerk presented the Post Meeting Evaluation summary from the Corporation meeting held on 13 th December 2022, which were noted.
		It was Resolved that the contents of the report should be noted.
		The Principal, Staff Governors and members of staff withdrew from the meeting at 6.35 p.m.
22/23.50		<u>REPORT FROM THE REMUNERATION COMMITTEE MEETING HELD ON 17TH JANUARY 2023 (CONFIDENTIAL) (AGENDA ITEM 12)</u>
		The Chair of the Remuneration Committee confirmed that the Remuneration Committee had met on 17 th January 2023 and a copy of the minutes were presented to Members. Members were asked to consider the recommendations as outlined within the minutes.
		It was Resolved that: <ol style="list-style-type: none"> The contents of the report should be noted; and The recommendations arising from the meeting of the Remuneration Committee held on 17th January 2023, are agreed.
22/23.51		<u>FUTURE CORPORATION MEETINGS (AGENDA ITEM 13)</u>
		5.00pm Tuesday 21 st March 2023 5.00pm Tuesday, 25th April 2023 5.00pm Tuesday, 4th July 2023

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 31st January 2023			
Item	Action	Person Responsible	Timescale
22/23.50 Report from the Remuneration Committee Meeting held on 17 th January 2023	The recommendations arising from the meeting of the Remuneration Committee held on 17 th January 2023, are agreed.	Chair of Remuneration Committee/Clerk	TBC