



**BURY COLLEGE
FURTHER EDUCATION CORPORATION
MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY, 7th JULY 2020**

Corporation Meeting Commenced: 5.00 p.m.
Corporation Meeting Closed: 6.10 p.m.

PRESENT:

Liaqat Ali	Independent Member
Peter Bury	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jeannie Frodsham	Staff Member (Academic Staff)
Jade Glazer	Student Member (role share)
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Philip Johnson	Independent Member
Paul Smith	Independent Member
Chris Trees	Independent Member – Vice Chair

IN ATTENDANCE:

Andrew Harrison	Deputy Principal Finance and Corporate Services
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation

19/20.60	<u>APOLOGIES (AGENDA ITEM 1)</u>
	Apologies for absence had been received from Peter Nicol, Jamie Brown, Jafar Iqbal, Helen Hubert and Matthew Melia. Chris Trees agreed to chair the meeting.
19/20.61	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	As Trustees and Members of the BCET Board the Chair, the Vice Chair, the Principal/CEO, Mark Granby 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.
19/20.62	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the Corporation Board Meeting on 5 th May 2020 were approved to be signed as a true record.
19/20.63	<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 5 th May 2020.
19/20.64	<u>GOVERNANCE (AGENDA ITEM 5)</u>
	a) Appointment of Chair of the Corporation from 1st September 2020 to 31st August 2022.
	The Clerk confirmed that the Standing Orders specified that at the last meeting before the end of the term of office of the Chair or Vice-Chair, or at the first meeting following the expiry of the term of office of either position, or following the resignation of the holder of either office, the Members shall appoint a replacement from amongst their number.
	Peter Nicol was proposed and seconded for the position of Chair, which was unanimously agreed.
	It was Resolved that:

	<p>a) The contents of the report should be noted; and b) Peter Nicol is unanimously appointed as Chair of the Corporation from 1st September 2020 to 31st August 2022.</p>
	b) Membership of the Corporation
	The Clerk introduced the report and highlighted the recommendations made by Members of the Search Committee.
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; b) Jamie Brown’s term of office, as a Student Governor is extended for a further year to 31st August 2021; and c) Emily Cowburn is appointed as an Independent Member and a Member of the Curriculum and Quality Committee for an initial term of office from 1st September 2020 to 31st August 2021.</p>
	c) Calendar of Corporation and Committee Meetings and Schedule of Business for 2020/21.
	The Clerk presented the schedule of meetings and business items for the Corporation and Committees for 2020/21 and highlighted the changes from the previous year.
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The schedule of meetings and business items for the Corporation and Committees for 2020/21 is approved.</p>
19/20.65	SAFEGUARDING/PREVENT POLICY AND UPDATE (AGENDA ITEM 6)
	<p>The Deputy Principal Curriculum Quality and Standards confirmed that:</p> <p>a) Update The following arrangements, which had been reviewed by the C&Q Committee on 17th March 2020, were in place to ensure the safeguarding of learners:</p> <p>Weekly Contact - Students with an Education Health and Care Plan (EHCP), those who are classed as ‘vulnerable’ (including care leavers, children looked after, children in need, child protection plans, social care interventions) and those who have previously received support from the Safeguarding team, continued to be contacted weekly by the safeguarding, support and pastoral team. This was to identify risks and further wellbeing and support needs. A central overview of this was held by the Director of PD whose regular team meetings identify risks and actions.</p> <p>Further to this, those students who had been uncontactable (by their tutor/teacher) in the last week, were contacted by the Safeguarding team. Where contact was not achieved, a home visit was arranged for the following week. Robust risk assessments were in place for this activity. These visits had proven to be effective in re-establishing contact.</p> <p>Ongoing multiagency work - The Safeguarding and Prevent Manager continued to attend multi-agency meetings to ensure continuation of support for students and to promote academic progress to support progression opportunities.</p> <p>Safeguarding referrals - Staff continued to make Safeguarding referrals via the already established reporting process. Since the College closure on 22nd March, 46 Safeguarding referrals had been received. This related to 41 distinct students.</p> <p>Online Safety - Government guidance has been sent to all parents to enable them to support their children with regards to online safety and associated risks. Parents are also aware of how to contact the College if they have concerns. All students have been provided with online tutorial resources to support them to stay safe during this period. These resources were delivered online and provided by the Education Training Foundation.</p> <p>Counselling and Wellbeing - The Counselling and Wellbeing team continued to support students via telephone appointments. The Mental Health Co-ordinator was currently working with 72 students and the Counselling Team were working with 48. The current themes which the team were supporting students with include: low mood, anxiety and lack of sleep and routine. Students and parents had also been signposted to</p>

	<p>mental health and wellbeing resources.</p> <p>Following questions, it was suggested that the volume and nature of safeguarding issues raised during the lockdown period should be compared to the issues raised during the same period the previous year, in order to identify the impact on safeguarding during the lockdown period and any lessons to be learnt.</p> <p>b) Safeguarding/Prevent Policy Following the Internal Audit Report on Staff and Student Support Arrangements – Mental Health and Wellbeing, it had been agreed that the Safeguarding/Prevent Policy would be reviewed. A revised and updated Safeguarding and Prevent Policy was scrutinised and reviewed, in detail, by Members of the C&Q Committee and following a number of minor amendments, was recommended for approval.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the reports should be noted; b) The Principal to convey Governors thanks and appreciation to staff, for the efforts they are all making to ensure that the College continued to deliver on its mission, regardless of the circumstances; c) The Safeguarding/Prevent Policy is approved; and d) The C&Q Committee should review the volume and nature of safeguarding issues raised during the lockdown period, compared to the issues raise during the same period the previous year, in order to identify the impact on safeguarding during the lockdown period and any lessons to be learnt.</p>
19/20.66	<u>COVID-19 (AGENDA ITEM 7)</u>
	<p>The Deputy Principal Curriculum, Quality and Standards confirmed that the College had implemented an extended reopening to Year 12 students from 15th June 2020, as requested by the DfE, with detailed risk assessments and consultation with staff. The Resources Committee had reviewed the impact of the extended reopening arrangements on HR and Finance on 16th June 2020 and the C&Q Committee had reviewed the impact on Teaching and Learning and Safeguarding on 17th June 2020.</p> <p>The key controls that were in place to minimise the risk of infection and ensure safe opening were detailed in the following documentation, which had been appended to the report:</p> <ul style="list-style-type: none"> • Increasing Attendance in FE Colleges - Checklist • Student induction • Staff induction • Teaching risk assessment • Printing risk assessment • Ambassador induction • Ambassador risk assessment <p>The Principal confirmed that over the last three weeks more than 70 Campus Ambassadors have patrolled the corridors ensuring the College remained safe. 524 students had attended College and teachers had delivered 6350 student hours of learning. The safeguarding and pastoral team had made over 7000 phone calls to the most vulnerable students and more than 50 home visits to ensure our students were safe, all of which ended with a positive outcome.</p> <p>More than 1.5million pages had been viewed on canvas, 250 students with an EHCP had engaged remotely with online or home learning and 15 students with EHCP had attended college. 68 vulnerable students would continue to receive weekly support and contact over the summer break to ensure their continued safety.</p> <p>Staff and Student Governors confirmed that it had been a fantastic effort all round. In addition, Members considered the daily briefings to be very helpful and ensured that they were kept informed. Work had commenced to manage the full return to College in August 2020 and progress would continue to be shared with Governors.</p> <p>Members considered the College response to a situation, that was beyond everyone's experience, to be of high quality. They recorded thanks to all staff and the leadership team for their excellent work in preparing for extended opening.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>

19/20.67	<p>PROPERTY STRATEGY UPDATE AND T-LEVELS CAPITAL FUND BID (AGENDA ITEM 8)</p>
	<p>The Deputy Principal Finance & Corporate Services introduced the report as follows:</p> <p>a) New Health Innovation STEM Centre Building. The expected completion date was December 2021/January 2022. A Project Manager had been appointed and would now assist with the appointment of the Architect, Quantity Surveyor and ultimately the main Contractor. Clear timescales would be agreed to achieve the completion date and arrangements for planning/demolition were on track.</p> <p>b) Bid for enhanced Catering and Social Space Facilities – Enterprise Centre The bid had been approved and it was expected that works would be implemented by September 2020.</p> <p>c) T Level Capital Fund - Bid To support the ongoing national rollout of T Levels, the government has made capital funding available to support providers with the introduction of T Level routes. Details of the bid were outlined within the report. The bid would enhance the College property strategy and would include the following:</p> <ul style="list-style-type: none"> • The introduction of a digital building on the current Print Unit site – containing feature content – e.g. a “Fab-Lab”. The building to be constructed with a view to expansion in the future should other funds become available (e.g. Creative and Design T Levels are to be introduced from September 2023); • Refurbishment of part of the Endeavour Centre to accommodate T-Level delivery; • Refurbishment of areas of the Woodbury Centre to accommodate Childcare and Education delivery. Allowances would be made when planning the refurbishments for the potential to create a new entrance and reception in the Woodbury Centre, however those modifications would not form part of this capital bid; and • Investment in additional Health and Life Science capacity. It was intended that this would add value to the planned Health Innovation Centre or alternatively, to expand the refurbishment of Woodbury Centre to accommodate additional Health and Science refurbishment. <p>The bid had been approved by the Resources Committee on 16th June 2020. Members acknowledged the success of staff and the leadership team in securing funding to develop and improve the College estate.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The decision to approve the T-Level Capital Fund Bid, made by the Resources Committee on 16th June 2020, is ratified.</p>
19/20.68	<p>PERFORMANCE (AGENDA ITEM 9)</p>
	<p>The Deputy Principal Finance & Corporate Services introduced the report and highlighted the position for 2019/20 in the following areas:</p> <ul style="list-style-type: none"> • Allocations: 16-19 Study Programmes, AEB, Apprenticeship funding; • Full Time enrolment update; and • Funding Update: Loans, Apprenticeships, AEB, HE and SSW. <p>In addition, in relation to 2020/21, there had been an increase in allocation (excluding Student Financial Support Funding) of £783k. The main challenge related to the impact of Covid-19 was on apprenticeship provision.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
19/20.69	<p>FINANCE/HR (AGENDA ITEM 10)</p>
	<p>a) Management Accounts to 31st May 2020</p> <p>The Deputy Principal Finance & Corporate Services presented the College Management Accounts to 31st May 2020 and confirmed that the College had made a good start to the year, before the current Covid-19 situation. The operating surplus to 30th May 2020 was just over £1.4m (excluding pension adjustments) which was £0.9m ahead of budget, which provided a significant buffer for the impact of the current circumstances. A 2% pay award from January 2020 had continued to be accrued and had now been paid in the May payroll, following a positive outcome from union consultation.</p>

	<p>The forecast outturn remains adjusted for the estimated impact of the Covid-19 situation but the annual operating surplus (excl. pension adjustments) of £1.17m remains ahead of budget. The major adjustment being a reduction of £200k of apprenticeship income given the immediate impact of the crisis on apprenticeship employers.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>b) Budget 2020/21</p>
	<p>The Deputy Principal Finance & Corporate Services confirmed that the College had completed the new Integrated Financial Model for Colleges (IFMC) which included the forecast outturn for the current year (2019/20) and forecasts for the following two years (2020/21 and 2021/22). The special meeting of the Resources Committee on 27th February 2020 had approved the submission of the IFMC which was submitted to meet the 28th February deadline.</p> <p>The Governing Body was unable to meet in March 2020, because of the Covid-19 situation, however, Governors agreed, via written resolutions to ratify the decision to approve the IFMC and subject to any alternative guidance from ESFA, the IFMC submission included the approved budget plan for 2020/21.</p> <p>The 2020/21 budget was set to build on the substantial progress in its financial performance in 2019/20 and maintain its 'Outstanding' Financial Health. A substantial increase in 16-18 ESFA Funding rates had enabled the College to maintain a good underlying position whilst increasing pay for staff and affording the £6m new building.</p> <p>There has been no subsequent alternative ESFA guidance or an updated IFMC template. Whilst the Covid-19 situation has had a significant impact on forecast apprenticeship income, the overall 2019/20 forecast outturn was likely to be achieved. Similarly, the 2020/21 budget remained achievable and was still relevant. The ESFA had requested Colleges to submit a revised cashflow, to be signed off by the Principal.</p> <p>The Principal confirmed that actions to mitigate risks to changes to in-year funding would continue to be reported to the Resources Committee and Corporation.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) Following a recommendation from the Resources Committee on 27th February 2020, the Budget for 2020/21 had been agreed by Governors, via written resolution.</p>
	<p>c) Fees Policy 2020/21</p>
	<p>The Deputy Principal Finance & Corporate Services confirmed that the Policy had been reviewed by the Resources Committee on 16th June 2020. There were a small number of changes, as highlighted within the report, to the Fees Policy proposed to reflect improved practice and to improve communication.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Fees Policy 2020/21, as recommended by the Resources Committee, is approved.</p>
	<p>d) Sub-Contracting Policy 2020/21</p>
	<p>The Deputy Principal Finance & Corporate Services confirmed that the Sub-Contracting Policy was thoroughly reviewed in 2019/20 in line with ESFA guidance. The guidance had not changed and therefore the 2020/21 Policy, which was reviewed by the Resources Committee on 16th June 2020, had only been updated for dates.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) The Sub-Contracting Policy 2020/21, as recommended by the Resources Committee, is approved.</p>
	<p>e) Public Interest Disclosure Policy - Whistleblowing</p>
	<p>The Deputy Principal Finance & Corporate Services confirmed that the policy had been reviewed and updated in line with a recommendation from the Internal Auditors. The Policy had been reviewed by the Resources Committee on 16th June 2020.</p>

	There had not been any changes to the relevant legislation and therefore the changes in the main related to changes in job titles. The amendment in section 10 related to the change of title of the external company that employees could contact for advice.
	It was Resolved that: a) The contents of the report should be noted; and b) The Public Interest Disclosure Policy – Whistleblowing, as recommended by the Resources Committee, is approved.
19/20.70	AUDIT (AGENDA ITEM 11)
	a) Anti-Fraud and Irregularity Policy
	The Deputy Principal Finance and Corporate Services confirmed that Internal Audit issued a report in February 2020 on the Framework for Senior Staff Pay and Anti-Fraud Arrangements. RSM had noted that the Anti-Fraud and Irregularity Policy and the Response Plan were incorporated into the same document and recommended that it would be good practice to have the Response Plan as a separate document. Accordingly, a revised Policy was reviewed by the Audit Committee on 18 th June 2020.
	It was Resolved that: a) The contents of the report should be noted; and b) The revised Anti-Fraud and Irregularity Policy, as recommended by the Audit Committee, is approved.
	b) Draft Internal Audit Needs and Audit Plan 2020/21
	The Deputy Principal Finance and Corporate Services confirmed that the Audit Committee had reviewed the Audit Plan on 18 th June 2020 and in particular had considered the following: <ul style="list-style-type: none"> • The Committee was satisfied that sufficient assurances were being received within the annual plan to monitor the organisation’s risk profile effectively; • The strategy for internal audit covered the organisation’s key risks as they were recognised by the audit committee; and • The areas selected for coverage in 2020/21 were appropriate.
	It was Resolved that: a) The contents of the report should be noted; and b) The Internal Audit Plan 2020/21, as recommended by the Audit Committee, is approved.
	c) External Audit Plan 2019/20
	The Deputy Principal Finance and Corporate Services confirmed that the Audit Committee had reviewed the Audit Plan on 18 th June 2020 and in particular had considered the following: <ul style="list-style-type: none"> • Grant Thornton’s risk-based approach and the significant risks as defined by ISAs; • Other Risk identified – including Revenue, Employee Remuneration, Trade Creditors and accruals, Impairment of campus/other assets and Bank Loan Covenants; • Other areas of particular focus in the audit included Pension Scheme valuations; • Grant Thornton’s approach to Materiality and Regularity Assurance; and • Logistics and the audit team including audit fees and independence to carry out the audit.
	It was Resolved that: a) The contents of the report should be noted; and b) The External Audit Plan 2019/20, as recommended by the Audit Committee, is approved.
19/20.71	BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 12)
	Mark Granby introduced the report which provided an update on the Trust’s activities, including information that was due to be presented to the Corporation meeting on 31 st March 2020, which was cancelled due to Covid-19.

	In particular, Members noted the positive Ofsted monitoring inspection in January, at Radcliffe Primary, the additional support to secure improvements provided by DfE, actions implemented to strengthen the governance and financial reporting for the Trust Board and both schools were actively planning for opening in September 2020.
	It was Resolved that the contents of the report should be noted.
19/20.72	COMMITTEE MINUTES (AGENDA ITEM 13)
	a) Resources Committee – 27 th February 2020, 10 th March 2020 and 16 th June 2020. b) Audit Committee – 10 th March 2020 and 18 th June 2020 c) Search Committee – 10 th March 2020 d) Curriculum and Quality Committee – 11 th March 2020 and 17 th June 2020
	It was Resolved that the contents of the report should be noted.
19/20.73	MEETING EVALUATION FORM (AGENDA ITEM 14)
	To be completed by Members.
	Members of staff and staff and student Governors, withdrew from the meeting at 6.00 p.m.
19/20.74	REPORTS FROM THE REMUNERATION COMMITTEE – CONFIDENTIAL ITEM (AGENDA ITEM 15)
	The Chair introduced the reports and confirmed that following the decision to increase the pay offer to staff by the Special meeting of the Resources Committee held on 27 th February 2020, a further meeting of the Remuneration Committee had been held on 10 th June 2020, to take the opportunity to review the recommendation in respect of Senior Post Holders.
	It was Resolved that: a) The contents of the report should be noted; and b) The recommendations made by the Remuneration Committee on 10th June 2020, are approved.
19/20.75	FUTURE CORPORATION MEETINGS (AGENDA ITEM 16)
	• Tuesday, 22nd September 2020 @ 5.00 p.m

There being no further discussion the meeting closed at 6.10 p.m.

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

Summary of Actions – Corporation Meeting on 7 th July 2020			
Item	Action	Person Responsible	Timescale
19/20.64 Governance	<ul style="list-style-type: none"> Peter Nicol is unanimously appointed as Chair of the Corporation from 1st September 2020 to 31st August 2022. Jamie Brown's term of office, as a Student Governor is extended for a further year to 31st August 2021; and Emily Cowburn is appointed as an Independent Member and a Member of the Curriculum and Quality Committee for an initial term of office from 1st September 2020 to 31st August 2021. 	Clerk	July 2020
19/20.65 Safeguarding/ Prevent	The C&Q Committee should review the volume and nature of safeguarding issues raised during the lockdown period, compared to the issues raised during the same period the previous year, in order to identify the impact on safeguarding during the lockdown period and any lessons to be learnt.	The Deputy Principal Curriculum Quality and Standards	C&Q 25 th November 2020