

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 12 OCTOBER 2016

Membership:	1.		Lynne George	External Member	Chair
	2.	*	Melanie Bataillard-Samuel	External Member	
	3.	i	George Batho	External Member	
	4.	*	David Birks	External Member	
	5.	*	Anthony Bravo	Principal	
	6.	*	Charles Cardiff	External Member	
	7.	*	Terry Clarke	Staff Member	
	8.		Steve Cook	External Member	
	9.	*	Steve Fussey	External Member	
	10.		Lewis Hoskins	Student Member	
	11.	*	Mike Howe	External Member	Vice Chair
	12.	*	Neale Killick	External Member	
	13.	*	Gary Livingstone	External Member	
	14.	*	Gareth Moores	External Member	
	15.	*	Martin Slatford	External Member	
	16.	*	Mike Wilkinson	External Member	
	17.	*	Pamela Woolgrove	External Member	
	18.		Vacancy (MM)	Staff Member	
	19.		Vacancy (RM)	External Member	
	20.		Vacancy (PWi)	External Member	
Quorum:		8 required	13 present at start	Meeting quorate	
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)		
	*	Jackie Grubb	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPFR)		
Present at meeting:	*				
From Minute 858.2	i				

SAFEGUARDING

[An update briefing by the Director of Student Experience (DSE) (Alexis Smith)]

The DSE updated Members on changes to guidance in respect of safeguarding activities, details of which had been circulated with the agenda for the meeting. She confirmed that all staff received refresher training on a three yearly cycle.

The DSE reiterated the role of the Corporation and Members in respect of safeguarding matters.

The Clerk was requested to forward the link to on-line training to newly-appointed members in order that they could undertake the appropriate training.

PART 1 – NON-CONFIDENTIAL MATTERS

(4.47pm)		ACTION
851.	<p>CHAIR OF THE MEETING</p> <p>In the absence of the Chair the Vice Chair took the Chair for the meeting.</p>	
852.	<p>APOLOGIES FOR ABSENCE</p> <p>George Batho (late arrival), Lynne George.</p>	
853.	<p>DECLARATION OF INTERESTS</p> <p>There were no declarations of interest.</p>	
854.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Melanie Maloney (Staff Member), Phil Wilding (External Member)</p> <p>The resignations of Melanie Maloney and Phil Wilding were noted. The Chair recorded his thanks to both for their work and time they had given to the College and the Corporation during their terms of office.</p>	
855.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business notified.</p>	
856.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 6 July 2016 were confirmed as a correct record, and were signed by the Chair.</p>	
857.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that had not been considered elsewhere at the meeting.</p>	

ITEMS FOR APPROVAL

858. (4.49pm)	<p>FINANCIAL POSITION AND BUDGET 2016/17</p> <p>1. Financial Outturn 2015/16</p> <p>A written report was received for information and noted. The DPFR advised that the overall end of year outturn was in line with the last forecast. However, changes in the national accounting standards (FRS102) had resulted in increased non-cash charges to the accounts of £180k, and these had deflated the reported surplus as:</p> <table data-bbox="391 1668 1045 1758"> <tr> <td>Forecast surplus (May 2016)</td> <td>£235k</td> </tr> <tr> <td>Actual surplus before FRS102 adjustments</td> <td>£219k</td> </tr> <tr> <td>Actual surplus after FRS1902 adjustments</td> <td>£39k</td> </tr> </table> <p>The DPFR advised further that the accounts were currently being audited and that the final accounts would be presented to the Corporation via the Audit and F&R Cttes at their next meetings.</p> <p>2. Enrolment Review 2016/17</p> <p>A written report was received for information and noted. The DPFR advised that enrolment had not gone as well as expected, with overall numbers down.</p>	Forecast surplus (May 2016)	£235k	Actual surplus before FRS102 adjustments	£219k	Actual surplus after FRS1902 adjustments	£39k	
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**858.
(cont)**

In particular, the DPFR advised that there had been a significant reduction in FT 16-18 (-170 learners), FT Adult SFA (-124 learners), FT HEFCE higher level (down from 45 to 18) and PT HEFCE (down from 52 to 27). He stressed, though, that enrolments were ongoing and a number of areas would increase over the remainder of the academic year.

The DPFR highlighted a need for additional funding for apprenticeship provision. He advised that adult apprenticeship enrolments had increased significantly (up by 109 to 259) but that the College was not automatically funded for growth. He stressed that there would be an opportunity to bid for additional funds, but applications for bids were not likely to be determined until the new year. He advised that the growth bid of £600k would need to be approved by the SFA so as to ensure that there was sufficient funding for the level of apprenticeships being delivered.

In addition, the DPFR also highlighted a sharp drop in the number of school leavers joining the College in 2016 following a decrease in the local demographics. He advised that the overall cohort size in the Basingstoke area had declined by 16.5%, and enrolled numbers within that cohort had declined by 21.8%.

In concluding his update on enrolments the DPFR outlined a number of actions being undertaken (listed in the report) and advised that:

- The demographic drop had been a significant factor,
- Market share had declined, the College had not succeeded in increasing its market share, and that this would be a focus for attention for 2017,
- Out-of-Basingstoke new learners fell by more than within Basingstoke,
- The school leaver numbers drop again in 2017 before increasing from 2019. The College would plan for the worst (assuming a further drop in 2017/18), but put in place new strategies to reverse this trend.

(George Batho joined the meeting)

3. Revised Budget 2016/17

A written report was received and considered. The DPFR advised that the original budget had been based on (then) predicted learner numbers that had not materialised. He advised further that it had been necessary to produce a revised budget for 2016/17 based on the lower learner numbers. He had, though, included £600k for apprenticeship growth.

In response to a question from a Member the DPFR advised that including the growth bid was a risk and should it not be approved the budget would need to be reviewed again. In addition, he advised further on the uncertainty of achieving the full adult funding grant. He also reported that expenditure would be limited to essential items only, and that work on the Work-based University Centre would be deferred until the outcome of the bid to the LEP and level of grant funding was known in early 2017.

In reviewing the key financial measure related to the creation of a surplus budget, the DPFR advised that a reported operating surplus of £100k generated cash of c£1.7m. He stressed that his current prediction with a lower surplus (£100k) would achieve c£3.4m in the bank as at 31 July 2017. He stressed further that he was confident that the College would continue to be cash-positive during the current downturn in demographics and reduced enrolments.

The DPFR proposed a revised budget for 2016/17 of:

	Original Budget 2016/17	Revised Forecast 2016/17
Income	£16,637k	£16,748k
Pay	£10,031k	£10,473k
Non-pay	£6,342k	£6,175k
Operating surplus	£264k	£100k

<p>858. (Cont)</p>	<p>The Corporation considered the proposed revised budget.</p> <p style="text-align: center;">It was RESOLVED to:</p> <ol style="list-style-type: none"> 1. Adopt a revised budget (as set out above) for 2016/17 based on an operating surplus of £100k, and to report performance against the revised budget for the remainder of the financial year, 2. Reduce expenditure for essential only items until the financial position had stabilised and a three-year forecast was prepared and approved, 3. Work on the Work-based University Centre be delayed until LEP funding was secured and the College contribution known. Approval to proceed would be subject to a formal proposal at a future meeting of the Corporation. <p style="text-align: center;">(Proposed by Charles Cardiff, Seconded by Gary Livingstone)</p>	
<p>859. (5.49pm)</p>	<p>ELECTION OF VICE CHAIR OF THE CORPORATION</p> <p><i>(The Clerk took the Chair for the following item)</i></p> <p>The Clerk advised that the term of office for Vice Chair ended on 14 October 2016. He called for nominations. One nomination was received.</p> <p style="text-align: center;">It was RESOLVED that Mike Howe be elected Vice Chair of the Corporation for a two-year term of office commencing 15 October 2016.</p> <p style="text-align: center;">(Proposed by Anthony Bravo, Seconded by Pamela Woolgrove)</p> <p><i>(Mike Howe resumed the Chair)</i></p>	

ITEMS FOR INFORMATION

<p>860. (5.50pm)</p>	<p>QUALITY MATTERS</p> <p>1. Cross-College Achievement Rates</p> <p>A written report was received for information. The DPCPI advised that the overall achievement rate for 2015/16 was currently 82.7% (2.3% above 2014/15, and above the target of 2%). She advised further that the final achievement rate would not be known until the ILR return had been made on 20 October 2016. However, she anticipated that the final achievement rate would be slightly higher.</p> <p>The DPCPI took Members through her report and highlighted the areas that had shown an increase in achievement compared to 2014/15.</p> <p>However, the DPCPI advised that overall achievement in apprenticeships had shown a reduction of 0.4%, and Timely Achievement a reduction of 1.7%.</p> <p>The Corporation was pleased to note the improvement against the previous year.</p> <p>2. English and Maths Results 2015/16</p> <p>A written report was received for information and noted. The DPCPI advised that there had been an overall improvement in performance of English and maths. IGCSE/GCSE had shown an improvement in A*-C pass rate for both English (+6.4%) and maths (+13.5%) against a national trend that had shown a reduction in the A*-C pass rate for post 16 learners. She advised further that functional skills had also shown good improvements with English improving by +13.5% and maths +18.4%. She took Members through the report and identified the changes in more detail.</p> <p>The Corporation was pleased to see the improvements in English and maths.</p>	
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861.	STRATEGIC PLAN 2012-16: KPIs A written report was received for information and noted. The DPFR took Members through his report and highlighted progress against targets.	
862.	GOVERNANCE MATTERS 1. Governor Champions and Links An updated schedule of Governor Champions and Links was received and noted. The DPCPI confirmed that College Managers would initiate initial contact in order to organise each Member's visit. 2. Governors' Self-assessment Questionnaire The DPFR advised that it was proposed to re-introduce a questionnaire to capture the key requirements of the Corporation, and to enable Members to assess their collective performance against those requirements. Members were requested to complete and return their questionnaires to the Clerk.	
863.	PRINCIPAL'S REPORT The Principal advised that he had no other matters to report that had not been circulated under separate cover.	
864.	ANY OTHER BUSINESS 1. Bordon Future Skills Centre (FSC) The DPCPI advised that the development of the Bordon FSC was progressing well. Construction had commenced, and a number of meetings held with the developer and local authorities. The opening date was September 2017. She confirmed that the curriculum plan was nearing completion and would be presented to the Quality Ctte for its consideration. The DPCPI advised that the initial target was to enrol 50 learners in Sep 2017. The DPFR reminded Members that the financial plan for the Bordon FSC was to operate a deficit in the first year before moving into surplus from year 2.	
865.	FORTHCOMING EVENTS A schedule of forthcoming events for the period to the end of the Autumn Term was received and noted.	
866.	DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless otherwise stated]</i> Wednesday 2 November 2016 @ 3.00pm (Development Day) Wednesday 14 December 2016 An updated Meeting Schedule for 2016/17 was received and noted.	
(6.26pm)	Part 1 meeting closed	

Confirmed as a Correct record:		14 Dec 2016
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