

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 14 DECEMBER 2016

Membership:	1.	*	Lynne George	External Member	Chair
	2.		George Batho	External Member	
	3.	*	David Birks	External Member	
	4.	*	Anthony Bravo	Principal	
	5.	*	Charles Cardiff	External Member	
	6.	*	Terry Clarke	Staff Member	
	7.		Steve Fussey	External Member	
	8.	i	Harley Gwendolyn	Student Member	
	9.		Mike Howe	External Member	Vice Chair
	10.	*	Neale Killick	External Member	
	11.		Gary Livingstone	External Member	
	12.	*	Gareth Moores	External Member	
	13.	*	Martin Slatford	External Member	
	14.	*	Mike Wilkinson	External Member	
	15.	*	Pamela Woolgrove	External Member	
	16.		Vacancy (MBS)	External Member	
	17.		Vacancy (SC)	External Member	
	18.		Vacancy (MM)	Staff Member	
	19.		Vacancy (RM)	External Member	
	20.		Vacancy (PWi)	External Member	
Quorum:		8 required	10 present at start	Meeting quorate	
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)		
	*	Jackie Grubb	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPR)		
Present at meeting:	*				
From Minute 871.3	i				

CORPORATION SELF-ASSESSMENT 2015/16

The Clerk circulated a summary of the Self-assessment questionnaire complete by the Members. He also presented a draft quality improvement plan (QIP) highlighting several matters raised by some Members who had responded as 'not sure'.

The DPCPI highlighted the need to develop the QIP with measurable actions and to identify key outcomes for further development.

Members outlined their thoughts on those items highlighted in the QIP. The Clerk and the DPCPI would review them and update the QIP.

PART 1 – NON-CONFIDENTIAL MATTERS

(5.00pm)		ACTION
867.	<p>WELCOME THE MEETING</p> <p>The Chair welcomed Harley Gwendolyn, Student Member, to the meeting.</p>	
868.	<p>DEPUTY PRINCIPAL CURRICULUM, PERFORMANCE & INNOVATION</p> <p>The Chair advised that Jackie Grubb would be leaving BCoT in February 2017 to take-up the role of Principal of the HS2 Rail Link College. The Chair thanked Jackie for all that she had done for the College and the Corporation, and wished her well in her new role.</p>	
869.	<p>APOLOGIES FOR ABSENCE</p> <p>George Batho, Steve Fussey, Mike Howe, Gary Livingstone.</p>	
870.	<p>DECLARATION OF INTERESTS</p> <p>There were no declarations of interest.</p>	
871.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Melanie Bataillard-Samuel (External Member), Steve Cook (External Member), Lewis Hoskins (Student Member)</p> <p>The resignations of Melanie Bataillard-Samuel, Steve Cook and Lewis Hoskins were noted.</p> <p>2. Re-appointment of External Members</p> <p>The re-appointment of Lynne George and Pamela Woolgrove for new terms of office were considered. The Clerk advised that the Search Cttee had reviewed both Members and recommended they be appointed for further terms of office.</p> <p>It was RESOLVED that:</p> <p>1. Lynne George be appointed as an External Member for a new term of office commencing 1 January 2017.</p> <p>2. Pamela Woolgrove be appointed as an External Member for a new term of office expiring on 1 August 2017 (Proposed by Anthony Bravo, Seconded by Neale Killick)</p> <p>3. Appointment of Student Member</p> <p>It was RESOLVED that Harley Gwendolyn be appointed as the Student Member for a term of office expiring 31 July 2017 (Proposed by Anthony Bravo, Seconded by Pamela Woolgrove)</p>	
872.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business notified.</p>	
873.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 12 October 2016 were confirmed as a correct record, and were signed by the Chair.</p>	

874.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>1. Work Based University Centre (Minute 858.3)</p> <p>The DPFR advised that the College was still waiting to hear from the LEP if its bid for match funding had been successful. He advised further that the level of funding available to the LEP had been reduced considerably and that the College had written to the LEP to say the project could be reduced in scope if funding was limited.</p> <p>2. Future Skills Centre, Bordon (Minute 864.1)</p> <p>The DPCPI advised that the curriculum plan had been shared with the Corporation at its recent Development Day and with the Quality Ctte at its last meeting. She confirmed that the Centre was due to open in September 2017 and that a robust marketing campaign had begun to attract learners.</p> <p>The DPFR advised that heads of terms had been agreed with HCC and that the College had subsequently requested that a break clause be included to allow for a break of contract by either party after 3 years. This would reduce the risk to the College if the Centre was not as successful as originally envisaged.</p>	
<p>875. (5.11pm)</p> <p>875.1</p> <p>875.2</p> <p>875.3</p> <p>875.4</p>	<p>COMMITTEES OF THE CORPORATION</p> <p>AUDIT COMMITTEE</p> <p>The unconfirmed Minutes of the meeting held on 30 November 2016 were received and noted. The Vice Chair of the Committee advised that there were no Matters Arising from the Minutes not covered elsewhere on the Agenda.</p> <p>FINANCE & RESOURCES COMMITTEE</p> <p>The Minutes of the meeting held on 23 November 2016 were received and noted.</p> <p>1. Financial Statements (Minute 623)</p> <p>The Corporation considered a recommendation from the F&R Ctte and proposed that it should be amended.</p> <p style="text-align: center;">It was RESOLVED that the resolution of the Minute should be changed to read "... the financial statements..... show a surplus for the year of £44k be agreed." (Proposed by Charles Cardiff, Seconded by David Birks)</p> <p>QUALITY COMMITTEE</p> <p>The Minutes of the meeting held on 10 November 2016 were received and noted.</p> <p>1. Employer Advisory Boards (EAB) (Minute 474)</p> <p>The Chair requested that details of the employers attending the EAB meetings be circulated to the Members of the Corporation.</p> <p>The DPCPI advised that Engineering, Hospitality and Art had held very positive EAB meetings and that good suggestions had been received from the employers who attended. Construction and Automotive were being progressed. However, she stressed that whilst the College had good employer links in those areas there was a difficulty in getting employers to attend the College for EAB meetings. She was reviewing options, such as College representatives visiting employers at their work places.</p> <p>SEARCH COMMITTEE</p> <p>The unconfirmed Minutes of the meeting held on 9 November 2016 were received and noted. The Chair of the Committee advised that there were no Matters Arising from the Minutes not covered elsewhere on the Agenda.</p>	<p>DPCPI</p>

ITEMS FOR APPROVAL

<p>876. (5.20pm)</p>	<p>SELF ASSESSMENT REPORT (SAR) 2015/16</p> <p>A written report was received and considered. The DPCPI advised that the SAR continued to show a good improvement in a wide range of areas within the College, and was cross-referenced with the Common Inspection Framework. She highlighted an improvement in achievement rates for 16-18 year olds up to 81%, up 3.3% on 2014/15 and 2.6% above the national averages; apprenticeships had also shown strong performance and were 9.8% above the national averages, with timely achievement at 73.1% (up 1.2%) and 15.4% above the national averages; attainment gaps had also narrowed; leadership and management had been graded 'outstanding'; 100% of lesson observations in 2015/16 had been graded 'good' or better'.</p> <p>The Principal stressed that national averages were likely to decline in 2015/16 owing to the nationally lower performance in English and maths.</p> <p>The DPCPI advised that the summary of grades awarded were:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Grade 2015/16</th> </tr> </thead> <tbody> <tr> <td>Overall effectiveness of provision</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Outcomes for learners</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Quality of teaching, learning and assessment</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Personal Development, Behaviour and Welfare</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Effectiveness of leadership and management</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>In response to a question from the Chair, the DPCPI advised that individual departmental grades were:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Grade 2015/16</th> </tr> </thead> <tbody> <tr> <td>Computing, Health Care and Early Years, Hospitality, Sport and Public Services, Work-based</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Apprenticeships, Automotive, Construction, Art and Design, Hair and Beauty, Music and Media, Tourism</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Business, English and Maths, Engineering, Science</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p>The DPCPI specifically highlighted the grades for Automotive and Construction. She advised that both departments had been Grade 4s in 2014/15 and had made great progress in achieving Grade 2s during the year.</p> <p style="text-align: center;">It was RESOLVED that Self Assessment Report 2015/16 be agreed. (Proposed by Charles Cardiff, Seconded by Gareth Moores)</p>		Grade 2015/16	Overall effectiveness of provision	2	Outcomes for learners	2	Quality of teaching, learning and assessment	2	Personal Development, Behaviour and Welfare	1	Effectiveness of leadership and management	1		Grade 2015/16	Computing, Health Care and Early Years, Hospitality, Sport and Public Services, Work-based	1	Apprenticeships, Automotive, Construction, Art and Design, Hair and Beauty, Music and Media, Tourism	2	Business, English and Maths, Engineering, Science	3	
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<p>877. (5.36pm)</p>	<p>FINANCIAL STATEMENTS 2015/16</p> <p>Written reports were received and considered. The DPFR took Members through the reports, and confirmed that they had been considered in detail by the Audit Ctte and the F&R Ctte as appropriate.</p> <p>The DPFR advised that the financial reports had been produced in a standard format, and that the Internal Auditor and the Financial Statements Auditor had both issued 'clean' and unqualified audit reports. He highlighted the significant increase in the LGPS liability following an actuarial review undertaken in 2015/16.</p> <p>The DPFR advised further that the operating surplus of £44k was lower than forecast following FRS 102 and pension adjustments made to the final accounts.</p>																					

877. (cont)	<p>The Corporation considered the Financial Statements reports 2015/16.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Internal Auditor's Annual Report 2015/16 be received and adopted, 2. The Audit Ctte's Annual Report 2015/16 be received and accepted, 3. The Financial Statements Auditor's Management Letter 2015/16 be received and accepted, 4. The Financial Statements Auditor's Letters of Representation be agreed and signed on behalf of the Corporation by the Chair. 5. The BCoT Financial Statements 2015/16 be received and accepted, and signed by the Chair and the Principal on behalf of the Corporation. <p>(Proposed by Lynne George, Seconded by Pamela Woolgrove)</p> <p>The Corporation recorded its thanks to the DPFR and the Finance Manager (Sarah Wright) for their hard work in preparing the financial statements.</p>	
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ITEMS FOR INFORMATION

878. (5.48pm)	<p>STRATEGIC PLAN KPIs</p> <p>A written report was received for information and noted. The DPFR took Members through his report and highlighted progress against targets. He stressed that the College's standing in the national position for 2015/16 was not likely to be known until March 2017.</p> <p>The DPFR stressed the continuing reduction in adult training income and a large decline (down 29%) in applications for full time learners in 2016/17 when compared to the same period in 2015. Retention and achievement were in line with 2015/16. With regards to lesson observations, he advised that of the 64 graded observations undertaken to date in 2016/17, 91% had been graded 'good' or better.</p>	
879.	<p>PRINCIPAL'S REPORT</p> <p>The Principal advised that he had no other matters to report that had not been circulated under separate cover.</p> <p>The Principal was pleased to advise that the College had been nominated for the TES (Times Educational Supplement) Award for Outstanding in Digital Technology to Enhance Teaching and Learning.</p> <p>The Principal also advised that the College would be celebrating its 70th anniversary in Summer 2017.</p>	
880.	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business discussed.</p>	
881.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless otherwise stated]</i></p> <p>Wednesday 5 April 2017 Wednesday 17 May 2017 @ 3.00pm (Development Day) Wednesday 5 July 2017</p>	
(6.22pm)	Part 1 meeting closed	

Confirmed as a Correct record:		29 March 2017
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