

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## MINUTES OF A MEETING HELD ON WEDNESDAY 29 MARCH 2017

<b>Membership:</b>	1.	*	Lynne George	External Member	Chair
	2.	a	George Batho	External Member	
	3.	*	David Birks	External Member	
	4.	*	Anthony Bravo	Principal	
	5.	*	Charles Cardiff	External Member	
	6.	e	Terry Clarke	Staff Member	
	7.	*	Steve Fussey	External Member	
	8.	e	Harley Gwendolyn	Student Member	
	9.	*	Mike Howe	External Member	Vice Chair
	10.	a	Neale Killick	External Member	
	11.	*	Gary Livingstone	External Member	
	12.	*	Gareth Moores	External Member	
	13.	i	Tim Sayer	External Member	
	14.	*	Martin Slatford	External Member	
	15.	a	Mike Wilkinson	External Member	
	16.	*	Pamela Woolgrove	External Member	
	17.		Vacancy (MBS)	External Member	
	18.		Vacancy (MM)	Staff Member	
	19.		Vacancy (RM)	External Member	
	20.		Vacancy (PWi)	External Member	
<b>Quorum:</b>		8 required	10 present at start	Meeting quorate	
<b>In Attendance:</b>	*	Simon Burrell	Clerk to the Corporation (Clerk)		
	*	Lorraine Heath	Deputy Principal (DPB)		
	*	Mark Hillman	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPFR)		
	*	Andrew Thomson	Project Manager JWG (AT)		
<b>Present at meeting:</b>	*				
<b>Excused:</b>	e				
<b>Apologies received:</b>	a				
<b>From Minute 885:</b>	i				

### FUTURE SKILLS CENTRE, BORDON (FSC)

The DPB updated the Corporation on progress of the FSC. She confirmed that the building was scheduled to be completed on 22 May 2017 with students joining in September 2017. A Centre Manager had been appointed and would commence his duties on 19 April 2017.

The DPB advised that priority would be around full time students and apprenticeships. A marketing campaign was underway concentrating on the Bordon area. Site visits by current Year 11 pupils were also being organised.

There were, currently, 49 applications from potential students. The DPB expected to begin with two groups of 16 when the FSC opened in September 2017.

The DPB advised that the curriculum offer would be demand-led and based around:

- Construction and the Built Environment
- Carpentry
- Maintenance

It was also planned to develop a range of short courses covering a wide range of construction-related areas.

The DPB outlined the priorities for the FSC as:

- Confirm curriculum offer for a Sept start by the end of May 2017
- Conversion of applications to enrolments
- Secure apprenticeship vacancies
- To establish short course provision

In response to a question from a Member the DPB highlighted that there had not been a lot of engagement in the Bordon area with local builders looking to recruit apprentices. A series of breakfast meeting sessions was being developed to encourage sub-contractors to discuss their needs and options etc.

## PART 1 – NON-CONFIDENTIAL MINUTES

		ACTION
882.	<p><b>WELCOME THE MEETING</b></p> <p>The Chair welcomed Tim Sayer, Mark Hillman and Andrew Thomson to the meeting.</p>	
883.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>George Batho, Neale Killick, Mike Wilkinson.</p>	
884.	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no declarations of interest.</p>	
885.	<p><b>MEMBERSHIP OF THE CORPORATION</b></p> <p><b>1. Tim Sayer (External Member)</b></p> <p>A copy of Tim's CV was received. The Chair of the Search Ctte advised that the Ctte had met and interviewed Tim and proposed that he be appointed as a Member of the Corporation.</p> <p><b>It was RESOLVED that Tim Sayer be appointed as an External Member for a term of office expiring 31 March 2021.</b> (Proposed by Pamela Woolgrove, Seconded by Lynne George)</p>	
886.	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>There were no items of Any Other Business notified.</p>	
887.	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 14 December 2016 were confirmed as a correct record, and were signed by the Chair.</p>	
888.	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There were no Matters Arising discussed not covered elsewhere at the meeting.</p>	

<p><b>889.</b></p> <p><b>889.1</b></p> <p><b>889.2</b></p> <p><b>889.3</b></p>	<p><b>COMMITTEES OF THE CORPORATION</b></p> <p><b>AUDIT COMMITTEE</b></p> <p>The unconfirmed Minutes of the meeting held on 21 March 2017 were received and noted.</p> <p><b>FINANCE &amp; RESOURCES COMMITTEE</b></p> <p>The draft Minutes of the meeting held on 22 March 2017 were received and noted.</p> <p><b>1. Bank Mandates</b> (Minute 643)</p> <p>The Chair of the Ctte highlighted proposed changes to the bank mandates following recent staffing changes.</p> <p><b>It was RESOLVED that:</b></p> <p><b>1. Sarah Wright and Sarah Meeson be removed from the bank mandates, 2. Mark Bonnett (Finance Manager), Lorraine Heath (Deputy Principal) and Mark Hillman (Deputy Principal) be added to the bank mandates, 3. Anthony Bravo (Principal) and David Moir (Deputy Principal) be maintained as authorised signatories, 4. All such authorisations to include any specific accounts, deposit bonds or other sub-accounts as may be operated by the banks and/or groups, 5. The Barclays Bank plc Appointment of Bankers (Mandate Form) be signed by two Members of the Corporation.</b> (Proposed by Anthony Bravo, Seconded by Steve Fussey)</p> <p><b>2. Terrorism Insurance Cover</b> (Minute 644)</p> <p>The Chair of the Ctte advised that the College had been reviewing the need to include terrorism cover as a part of its overall insurance portfolio. He advised further that the cost of the cover had increased considerably over the past few years, and that an increasing number of colleges across the country had opted not to renew cover. The cost of cover for 2016/17 was £7,614. Details of the policy cover had been circulated for the Corporation's information.</p> <p>Members raised their concerns if appropriate cover was not included in the overall insurance portfolio, and felt generally that for 'peace of mind' terrorism cover should continue, but with a further review in March 2018.</p> <p><b>It was RESOLVED that terrorism insurance cover be continued, and a further review be undertaken in March 2018.</b> (Proposed by Mike Howe, Seconded by Martin Slatford)</p> <p><b>QUALITY COMMITTEE</b></p> <p>The unconfirmed Minutes of the meeting held on 8 March 2017 were received and noted.</p> <p><b>1. Data</b> (Minute 481)</p> <p>The Chair of the Ctte advised that there had been a theme discussed at the meeting around data and how it was used to inform decision-making, how data was collected and analysed, whether it was across groups of students and curriculum areas etc. The Ctte had requested a review of the use of data, and an update was scheduled for the next meeting of the Ctte.</p>	
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	<p><b>2. Employer Advisory Boards (EAB) (Minute 492)</b></p> <p>The DPCPI confirmed that EAB meetings were happening across most departments in the College. He stressed the importance of getting employers' feedback and understanding their needs, and that it was an important vehicle with employer engagement. He confirmed that those Members attached to departments were welcome to attend their relevant departmental EAB meetings, and that he would remind Heads of Dept to circulate dates of meetings to their respective Members.</p> <p><b>3. University of Winchester (UoW) Marketing Project (Minute 494) (Minute 474)</b></p> <p>David Birks outlined progress on two marketing projects that had been undertaken by students from the UoW. He advised that some 60 students (Fashion and Marketing students), working in teams, had been involved in the projects. Final results from the projects were expected in early May 2017 with the best 2 teams would be presenting their findings to the College SMT in due course.</p>	
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### ITEMS FOR INFORMATION

<b>890.</b>	<p><b>STRATEGIC PLAN KPIs</b></p> <p>A written report was received for information and noted. The DPFR took Members through his report and highlighted progress against targets.</p> <p>The DPFR advised that apprenticeship targets were on-par with the same period for 2016. The DPB advised that enrolments were on-going throughout the year, and that there was a significant amount of work scheduled for April 2017. She also highlighted a new contract with Age Concern for training of their apprentices.</p> <p>The DPCPI advised that there were proposed changes to English and maths data, utilising progress measures published by the DfE.</p> <p>With regards to attendance, the DPFR advised that overall attendance across most areas of the College was below the same period in 2015/16. He advised further that a review of attendance had not identified any single or significant reason why attendance had reduced.</p> <p>The DPCPI advised that outcomes from the first two lesson observations undertaken in 2016/17 showed 88% of teachers had achieved Grade 1 or Grade 2 (good or better). Those staff that had achieved Grade 3 or 4 had had support put in place to monitor their teaching and learning, and when re-observed, had achieved at least a Grade 2 or had left the College's employment.</p> <p>Retention for 19+ currently showed an improvement over the previous year, but 16-18 retention was currently slightly lower than in 2015/16.</p> <p>Applications numbers had improved over the past week, and were now 16% below the figures for March 2015.</p>	
<b>891.</b>	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal advised on two matters related to the Jane Austen 200<sup>th</sup> anniversary celebrations being held in the locality. They included a sculptor by a former student due to be displayed in the town, and a Jane Austen themed dinner being held in the Training Restaurant.</p> <p>The Principal also advised that the College would be celebrating its 70<sup>th</sup> anniversary and that a special event was scheduled for 24 June 2017.</p>	

892.	<b>ANY OTHER BUSINESS</b>  There were no items of Any Other Business discussed.	
893.	<b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless otherwise stated]</i>  Wednesday 10 May 2017 @ 3.00pm (Development Day) Wednesday 5 July 2017  The Meeting Schedule 2017/18 was received and noted.	