

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 5 JULY 2017

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.		Harley Gwendolyn	Student Member	
	9.	*	Mike Howe	External Member	Vice Chair
	10.	*	Neale Killick	External Member	
	11.	i	Gary Livingstone	External Member	
	12.		Gareth Moores	External Member	
	13.		Tim Sayer	External Member	
	14.		Martin Slatford	External Member	
	15.	*	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	
Quorum:					
		8 required	11 present	Meeting quorate	
In Attendance:					
	*	Simon Burrell	Clerk to the Corporation (Clerk)		
	*	Lorraine Heath	Deputy Principal (DPB)		
	*	Mark Hillman	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPFR)		
Present at meeting:					
	*				
From Minute 901:					
	i				

STRATEGIC PLAN 2016-2020 Progress against first year targets

The DPFR updated the Corporation on progress against the first-year targets in the Strategic Plan. He advised that of the key measures contained in the Strategic Plan most were graded 'green', a few were 'amber' and only 2 (adult skills and estate utilisation) were deemed 'red'. In addition, he advised that results for 2016/17 were predicted to improve over the previous year.

The DPFR advised also that whilst staff wellbeing was shown as 'amber' this was primarily because of the high staff turnover the College had experienced in the year.

With regards to the Employer Advisor Boards (EAB) that had been established in the past year, the DPFR advised that not all departments had achieved the target of termly meetings. However, he stressed that there

were also a number of other mechanisms used by the College and the departments in engaging with employers, other than through EAB meetings.

The DPFR advised further that the target set for apprenticeships was ambitious but had been set before the impact of the employer levy had been known. He outlined a proposal to change the target to an income-based measure. The Corporation agreed to the proposed change. He highlighted the College's improvements between 2014/15 and 2015/16 in overall achievement and timely achievement for apprenticeships nationally, improving to the top 16% and top 12% respectively.

In addition, the DPFR advised that Level 3 adult achievement had shown an increase in the same period from being in the top 66% to being in the top 33%. 16-18 achievement had also improved from the top 52% to being in the top 38%.

The Principal was pleased to advise that the College was now in the top 13% for overall Level 3 provision.

The DPFR continued to advise that 97% of leavers in 2015/16 had positive destinations.

At the end of his presentation the DPFR took questions and clarified a number of points that had been raised.

In concluding his presentation, the DPFR advised that there was a good balance of targets, and that the majority were good or better.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.07pm)		ACTION
894.	<p>APOLOGIES FOR ABSENCE</p> <p>Gary Livingstone (late arrival), Gareth Moores, Tim Sayer, Martin Slatford (late arrival)</p>	
895.	<p>DECLARATION OF INTERESTS</p> <p>Anthony Bravo, Terry Clarke, Lorraine Heath, Mark Hillman, and David Moir declared an interest in Agenda Item 16.1.3 Pay Award.</p>	
896.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Gary Livingstone (External Member)</p> <p>It was noted that Gary had decided not to serve for a further term and would be leaving the Corporation at the end of his current term of office (31 July 2017).</p> <p>At the conclusion of the Confidential part of the meeting the Chair thanked Gary for his hard work and dedication to the College and to the Corporation, and made a presentation to him.</p> <p>2. Student Member</p> <p>The Clerk advised that he had been notified that Daisy Hutchings had been elected as Joint President and as the Student Member nominee of the Student Union for 2017/18.</p> <p>It was RESOLVED that Daisy Hutchings be appointed as the Student Member for a one year term of office commencing 1 August 2017</p>	

ITEMS FOR APPROVAL

901.
(5.15pm)

FINANCE MATTERS

1. Budget 2017/18

A written report was received and considered. The DPFR highlighted the impact of the large reduction in income owing to the continuing decline in student numbers, and the difficulty in not being able to present a surplus budget.

The key features of the draft budget for 2017/18 were:

- Total income was £15.7, just over £1m less than budgeted in 2016/17
- Cash generated before capital expenditure was £1.489m
- Cash increase after capital expenditure was £469k
- The whole college overall outturn was a deficit of -£115k
- The true operating deficit for the core college was -£1.1m
- Capital budget was £1.02m
- Provision for a pay award had been included

The DPFR stressed that although he was proposing a deficit budget the cash position was still strong, with a cash increase after the capital spend of £469k. He also stated that the key challenge for the college was to address the core operating deficit of £1,098k in 2017/18. To illustrate the continuing decline in income, he advised that without making further cost savings the overall College position would be a deficit of -£758k in 2018/19 extending to -c£1.000k in 2019/20. However, if the proposed merger took place, and cost savings across all departments were achieved, he estimated the deficit reducing to -£225k in 2018/19 and a surplus of £34k in 2019/20.

The DPFR summarised the proposed budget for 2017/18 as:

£'000	Core College	Subcontracted provision	Lagged income	Whole College
Income	13,757	1,160	804	15,721
Expenditure	14,855	981	-	15,836
Surplus/(deficit)	(1,098)	179	804	(115)
Non-cash items	1,604			1,604
Cash generated	506	179	804	1,489
Capital expenditure				1,020
Increase/(decrease) in cash				469

With regards to capital expenditure, the DPFR highlighted proposals (shown in the report) for capital expenditure in a range of areas, totalling £1.02m.

The Chair stressed that there were a number of challenges continuing to face the College in the future.

It was RESOLVED that the budget based on gross income of £15,721k, gross expenditure of £15,836k, with a deficit of -£115k and a capital budget of £1,020k be agreed. (Proposed by Lynne George, Seconded by Mike Howe)

(Gary Livingstone joined the meeting)

2. Financial Forecast 2018/19 – 2019/20

A written report was received and considered. The DPFR advised that it was presented in the format required by the ESFA.

The DPFR advised that all but one of the KPIs were either good or outstanding over the forecast period. The forecasts to 2019/20 assumed cost savings and financial

improvements across the whole range of college costs (as noted in the budget report). He advised further that the financial health of the College remained 'outstanding'.

It was RESOLVED to RECOMMEND to the CORPORATION that the financial forecast 2018/19 and 2019/20 and the KPI's be agreed.

(Proposed by Mike Howe, Seconded by David Birks)

ITEMS FOR INFORMATION

<p>902. (5.36pm)</p>	<p>PRINCIPAL'S REPORT</p> <p>1. National Performance Data</p> <p>The Principal re-iterated the latest performance indicators for the College. He stressed that the College was ranked in the top 12% of colleges nationally for timely achievement of apprenticeships, third highest in the country for higher level apprenticeships, and in the top 13% of colleges for achievement at Level 3 for 16-18 year olds, ranking the College alongside the top colleges in the area for this measure.</p> <p>2. University Centre at BCoT</p> <p>The Principal advised that he had received a joint letter from Southampton Solent University (SSU) and the University of Winchester (UoW) not supporting BCoT's bid for a university centre. He expressed his surprise that neither university had advised him in advance of their intention. However, there had been subsequent dialogue with SSU and they (SSU) now supported the proposal. He was seeking further talks with UoW to ascertain why they had not supported the proposal and what further information they needed to clarify the matter. He also advised that the College was in talks with other universities regarding HE provision at BCoT.</p> <p>3. Fire Risk Assessment</p> <p>Following the recent fire at a tower block in London the Principal advised that a review of fire safety had been undertaken. With regards to the cladding on South Site he advised that he was waiting for the architects to confirm whether it met fire resistance standards.</p> <p>The Principal advised further that the maximum height of any building at BCoT was four stories, and that those buildings covered by cladding were no more than three stories and had at least two protected core exits. He stressed that in the event of any evacuation no one was expected to remain in any of the buildings, and that there were protected areas for those in need of assistance. Practice fire drills were held regularly, and the buildings were evacuated quickly. He assured the Corporation that in the event of a fire the buildings would be evacuated safely. In response to a question the Principal confirmed that a review of fire procedures had been undertaken and they were all up to date.</p>	
<p>903.</p>	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business discussed.</p>	
<p>904.</p>	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless otherwise stated]</i></p> <p>Wed 11 October 2017 (To be held at the Future Skills Centre, Bordon) Wed 1 November 2017 (3.00pm, Development Day) Wed 13 December 2017</p> <p>The Meeting Schedule 2017/18 was received and noted.</p>	
<p>(5.42pm)</p>	<p>Part 1 Non-confidential meeting closed</p>	