

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

MINUTES OF A MEETING OF THE CORPORATION HELD ON WEDNESDAY 11 OCTOBER 2017

Membership:	1.	*	Lynne George	External Member	Chair
	2.	i	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.	*	Mike Howe	External Member	Vice Chair
	9.	*	Daisy Hutchings	Student Member	
	10.	*	Neale Killick	External Member	
	11.	*	Gareth Moores	External Member	
	12.		Tim Sayer	External Member	
	13.	*	Martin Slatford	External Member	
	14.		Mike Wilkinson	External Member	
	15.	*	Pamela Woolgrove	External Member	
	16.		Vacancy (MBS)	External Member	
	17.		Vacancy (GL)	External Member	
	18.		Vacancy (RM)	External Member	
	19.		Vacancy (PWi)	External Member	
	20.		Vacancy (MM)	Staff Member	
Quorum:		8 required	10 present at start	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 913:	i				

SAFEGUARDING

The Director of Student Experience (Alexis Smith) (DSE) gave an annual update to the Corporation on safeguarding. [A copy of the presentation has been circulated to all Members by email]

The DSE advised that there were 4 safeguarding officers in the College, all of whom had received up to date training. She also advised that all staff had been given update training at the staff meetings held at the commencement of the Autumn Term. Training had included vulnerable students, female genital mutilation, grooming, run/hide/tell, and the Citizen Aid programme.

With regards to the Corporation's responsibilities, the DSE advised that governing bodies should ensure that appropriate policies and procedures were in place, and:

The safeguarding policy was reviewed annually

- All other policies reviewed regularly
- Governors had to register to say that they had read and understood the Keeping Children Safe in Education Part 1 regulations
- There was an LSCB annual audit

In addition, action was taken in a timely manner to safeguard and promote children's welfare, with:

- Clear processes in place
- All staff complete online training and had safeguarding induction so they were aware of processes

Corporations should also ensure that young people were taught about safeguarding, including online, through teaching and learning opportunities, by:

- Inductions in blended learning sessions
- Through tutorials
- British values were embedded in schemes of work
- Marketing campaigns

The DSE outlined actions that had been put in place to enhance safeguarding, including:

- Reviewing the recording system and the purchase of a bespoke system
- Entering into partnership with Educational Psychologist
- A partnership with CAMHS
- Training the trainer in First Aid Mental Health
- Drug awareness training across the student body

The DSE highlighted the need for all Members of the Corporation to undertake annual update online training. The Clerk would circulate the link for the online training and ensure all Members completed it.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.00pm)		ACTION
905.	<p>WELCOME</p> <p>The Chair welcomed Daisy Hutchings (Student Member) to the meeting.</p>	
906.	<p>APOLOGIES FOR ABSENCE</p> <p>George Batho (late arrival), David Birks, Charles Cardiff.</p>	
907.	<p>DECLARATION OF INTERESTS</p> <p>There were no Declarations of Interest made.</p>	
908.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business notified.</p>	
909.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 5 July 2017 were confirmed as a correct record, and were signed by the Chair.</p>	
910.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	

ITEMS FOR APPROVAL

	<i>[The Clerk took the Chair for the following item]</i>	
911. (5.13pm)	<p>ELECTION OF CHAIR OF THE CORPORATION</p> <p>The Clerk advised that the term of office for the Chair of the Corporation expired on 26 November 2017. Nominations for Chair were sought. One nomination was received.</p> <p style="text-align: center;">It was RESOLVED that Lynne George be elected Chair of the Corporation for a two-year term of office commencing 26 November 2017. (Proposed by Anthony Bravo, Seconded by Pamela Woolgrove)</p> <p><i>[Lynne George (Chair) resumed the Chair]</i></p>	
912. (5.04pm)	<p>SELF ASSESSMENT GOVERNANCE</p> <p>A written report was received and considered. The DPCPI advised that the governance element of the Leadership and Management section of the SAR required the Corporation Members to consider three key statements. He outlined some suggested comments related to the statements.</p> <p>Statement 1: Know the provider and understand its strengths and weaknesses</p> <p>The Corporation agreed that the wording in the statement was an accurate reflection of their views.</p> <p>Statement 2: Support and strengthen the provider's leadership and contribute to shaping its strategic direction</p> <p>The Corporation agreed with the wording suggested but requested that a reference</p>	

<p>912. (cont)</p>	<p>be included to the annual review of the Strategic Plan, and that the examples of refurbishments be updated to include the heating and cooling scheme.</p> <p>Statement 3: Provide challenge and hold senior leaders and managers to account for improving the quality of learning and the effectiveness of performance management systems</p> <p>The DPCPI advised that the Corporation (and Quality Ctte) was good at reviewing the various performance indicators, but he felt that there were further opportunities available for the Corporation to hold him to greater account with regards to student progress, especially related to value-added from enrolment to completion of their programmes, and the impact of lesson observation outcomes to improvements in the classroom.</p> <p>The DPCPI stressed also that there was a considerable amount of data measured but that it was not always linked to what students achieved during their time at the College. The Chair of the Quality Ctte advised that the Quality Ctte had discussed the need for linking data together to achieve a better use of the information available to help improve the impact on the student experience in the classroom.</p> <p>It was agreed that the general wording be approved but that the DPCPI would meet with the Chair of the Quality Ctte and Gareth Moores, to review and propose some additional wording, and to report back to the Quality Ctte at its meeting in November 2017.</p>	<p>DPCPI</p>
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ITEMS FOR INFORMATION

<p>913. (5.17pm)</p>	<p>ENROLMENT REPORT 2017/18</p> <p>A written report was received for information. The DPFR advised that the headline enrolment position was:</p> <ul style="list-style-type: none"> • 16-18 full time: better than forecast but well down on the previous year • 19+: better than forecast, an increase of 80 learners than in the previous year • Apprentices: slightly down on the previous year • Adult part time: similar to the previous year • HE: lower than the previous year • FSC Bordon: slightly below target <p>The DPFR took the Corporation through the report and advised that the predictions on learner numbers made during the previous year had proved to be accurate.</p> <p>With regards to the % of school leavers enrolling at BCoT from within Basingstoke & Deane, the DPFR advised that the market share on FT courses had increased slightly to 26%, and that the proportion of school leavers at BCoT (full and apprentices) from the Borough had also increased slightly to 62.6%. He advised further that there were four schools in the Borough where enrolments were below 30% of the year 11 cohort, and that a greater focus would be given to attracting more students from them.</p> <p><i>(George Batho joined the meeting)</i></p> <p>The DPFR advised also that, by level of provision, 55% had enrolled on Level 3 programmes, 33% on Level 2 and 12% on Level 1. By department, 4 had shown an increase and 9 a decrease, with overall enrolments 112 below the same period in 2016/17.</p> <p>The DPB advised that following the national reforms in May 2017 there had been a decline in apprenticeships in the College, that was mirrored nationally.</p>	
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<p>913. (cont)</p>	<p>With regards to HE enrolments, the DPFR advised that there was no longer any full time HE provision left at the College but that part time enrolments had been encouraging.</p> <p>The Future Skills Centre, Bordon had enrolled 27 out of its target of 32.</p> <p>Overall, the DPFR advised that enrolments had been better than anticipated.</p>	
<p>914. (5.38pm)</p>	<p>FINANCIAL PERFORMANCE INDICATORS (FPIs)</p> <p>A written report was received. The DPFR advised that the proposed FPIs had been prepared in a consistent format with a traffic light system applied to each measure (red = critical, amber = good, green = outstanding). He advised further that the FPIs would be reported monthly in the management accounts.</p> <p>The DPFR stressed that the FPIs were primarily focussed on cash and key solvency ratios. By managing and reporting on those key measures he advised that the Corporation could be assured that the solvency of the College was secure.</p> <p>The Corporation confirmed its approval for the revised financial key performance indicators and the format of their presentation.</p>	
<p>915. (5.40pm)</p>	<p>EXPECTED ACHIEVEMENT OUTTURN 2016/17</p> <p>The DPCPI advised that the achievement data for 2016/17 was nearing completion. He advised further that overall achievement was 85.7% (+2.4%points on 2015/16), Level 2 at 82% (+6%points on 2015/16), Level 3 at 89% (+4.1%points on 2015/16).</p> <p>GCSE English A*-C achievement was 39.4% against a national rate of 29%. However, GCSE maths had been disappointing with A*-C at 10% (-13%points on 2015/16) and A*-G down by 5.5%points. He stressed that the underperformance in maths would have a significant impact on college data.</p> <p>In response to a question from a Member he advised that there were two underperforming departments: media and business studies.</p> <p>The DPB advised that apprenticeship achievement was down slightly but was still significantly above national rates.</p>	
<p>916. (5.45pm)</p>	<p>PRINCIPAL'S REPORT</p> <p>The Principal advised that during 2016/17 learners had completed their assessments faster than in previous years, and that the overall achievement rate of 85.7% reflect this. He was, though, concerned about the achievement in maths and advised that actions were in place to address this matter.</p> <p>Lesson observations had been completed with 86% of lecturers achieving 'good' or 'outstanding'. The revised staff survey had produced some positive outcomes.</p> <p>All staff vacancies had been filled, and there were no safeguarding issues.</p> <p>The Principal stressed that the current priority was on retention, with students being retained at the 42-day census point.</p> <p>The Principal highlighted also the possibility of an Institute of Technology being established in Basingstoke that would focus on Level 5 and above. The College work-based university centre when operating, would focus on Level 3 up to Level 5 in co-operation with the Institute.</p>	

917.	<p>FORTHCOMING EVENTS</p> <p>The Principal highlighted the 70th Anniversary Dinner of BCoT on Thursday 12 October 2017, and the formal opening of the Future Skills Centre, Bordon on Friday 13 October 2017.</p> <p>It was noted that the Development Day scheduled for Wednesday 1 November 2017 would be postponed.</p>	
918.	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business discussed.</p>	
919.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless otherwise stated]</i></p> <p>Wed 13 December 2017 Wed 28 March 2018 Wed 9 May 2018 Development Day commencing at 3.00pm Wed 4 July 2018</p> <p>The Meeting Schedule 2017/18 was received and noted.</p>	
(5.54pm)	Part 1 Non-confidential meeting closed	