

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

MINUTES OF A MEETING OF THE CORPORATION HELD ON WEDNESDAY 13 DECEMBER 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.		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	12 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:	*				

PART 1 – NON-CONFIDENTIAL MINUTES

(5.02pm)		ACTION
920.	APOLOGIES FOR ABSENCE Mike Howe, Daisy Hutchings.	
921.	DECLARATION OF INTERESTS There were no Declarations of Interest made.	
922.	NOTIFICATION OF ANY OTHER BUSINESS There were no items of Any Other Business notified.	

923.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 11 October 2017 were confirmed as a correct record, and were signed by the Chair.</p>	
924.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed.</p>	

COMMITTEES OF THE CORPORATION

<p>925. (5.04pm)</p> <p>925.1</p> <p>925.2</p> <p>925.3</p>	<p>COMMITTEES OF THE CORPORATION</p> <p>Audit Committee</p> <p>The unconfirmed Minutes of the meeting held on 30 November 2017 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p> <p>Finance & Resources Committee</p> <p>The unconfirmed Minutes of the meeting held on 22 November 2017 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p> <p>Quality Committee</p> <p>The unconfirmed Minutes of the meeting held on 8 November 2017 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	
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ITEMS FOR APPROVAL

<p>926. (5.06pm)</p>	<p>SELF-ASSESSMENT REPORT (SAR) 2016/17 AND QUILITY IMPROVEMENT PLAN (QIP) 2017/18</p> <p>A written report was received and considered. The DPCPI advised that the SAR had been scrutinised in detail by middle managers, senior leaders and governors, and through the Quality Committee (8 Nov 2017, Minute 517), to test the robustness of judgements made and the accuracy of evaluation.</p> <p>The DPCPI took the Corporation through the key strengths of the College during 2016/17 (pages 29-30 of the report) and highlighted some weaknesses (page 30 of the report) that were being addressed through the QIP. He also confirmed that the QIP was a standing item on the Quality Ctte’s agenda, and that progress against the QIP would be monitored by the Ctte at every meeting.</p> <p style="text-align: center;">It was RESOLVED that the Self-Assessment Report 2016/17 and the Quality Improvement Plan 2017/18 be agreed. (Proposed by Steve Fussey, Seconded by Charles Cardiff)</p>	
<p>927. (5.10pm)</p>	<p>FINANCIAL STATEMENTS 2016/17</p> <p>Written reports were received and considered. The DPFR took the Corporation through the reports, and confirmed that they had been considered in detail by the Audit Ctte and the F&R Ctte as appropriate. He 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.</p>	

<p>927. (cont)</p>	<p>In reviewing the Financial Statements, the DPFR highlighted the decrease in income from £17.2m (2015/16) to £16.5m, a decrease in costs from £17.2m (2015/16) to £16.1m, and an increase in the operating surplus to £406k from £44k (2015/16). He also advised that the local government pension provision had changed from an actuarial loss in 2015/16 of £2,543k to an actuarial gain of £2,674k.</p> <p>The Clerk advised that the Audit Committee's Annual Report 2016/17 summarised the work of the Audit Ctte during the year, included assurances from the Internal and the Financial Statements auditors, as well as from the ESFA following a funding assurance review.</p> <p>The Corporation considered the Financial Statements reports 2016/17.</p> <p style="text-align: center;">It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Internal Auditor's Annual Report 2016/17 be received and adopted, 2. The Audit Ctte's Annual Report 2016/17 be received and accepted, 3. The Financial Statements Auditor's Completion Report 2016/17 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 2016/17 be received and accepted, and signed by the Chair and the Principal on behalf of the Corporation. 6. The Regularity self-assessment questionnaire be agreed. <p>(Proposed by Pamela Woolgrove, Seconded by Martin Slatford)</p> <p>The Corporation recorded its thanks to the DPFR and the Finance Manager (Mark Bonnett) for their hard work in preparing the financial statements.</p>	
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ITEMS FOR INFORMATION

<p>928. (5.24pm)</p>	<p>SECTOR COMMUNICATIONS</p> <p>Copies of letters issued recently by the FE Commissioner and the ESFA were received and considered. The DPFR took the Corporation through the letters and highlighted a commonality between both that was based on financial matters and the need for greater financial control.</p> <p>In reviewing the letters, the DPFR advised the Corporation that there were no matters highlighted in them that were of concern to BCoT as all matters were covered adequately by a range of actions that were already in routine College operation.</p>	
<p>929.</p>	<p>PRINCIPAL'S REPORT</p> <p>1. 42 Day Census: Retention</p> <p>The Principal gave an update on the current position and advised that there had been an improvement on the previous year.</p> <p>2. National League tables</p> <p>The recently published league tables showed BCoT as the 8th best college in the country for successful progression for 16-18 year olds to employment. However, the Marketing Dept had reviewed the data in greater detail and advised that the College had the 3rd highest 'score' in the country. Three other league tables covering employers, students and adults showed the College in the top third of general FE colleges in the country.</p>	

<p>929. (cont)</p>	<p>3. Horizon 2050</p> <p>The Principal advised that the current proposals for the Manydown development included building 40,000 new homes. He advised further that the College had been asked to oversee the consultation process for the development proposals.</p> <p>4. University of Reading (UoR)</p> <p>There had been a successful meeting with UoR regarding their potential involvement in the work based university centre at BCoT. Their interest was around education, counselling and food technology programmes, at Level 5 and Level 6.</p> <p>5. Institute of Technology</p> <p>The deadline for the expression of interests had passed, and the College was involved in three different potential bids.</p> <p>6. Work Based University Centre</p> <p>Funding had been earmarked but progress halted as the LEP had commissioned further research in to the needs of western Basingstoke (assumed to be the Manydown development proposals by B&DBC). In addition, the potential development of an Institute of Technology could change college priorities.</p> <p>7. AOC Conference: November 2017</p> <p>A briefing paper had been circulated with the Agenda for information.</p> <p>8. TES Awards</p> <p>The College had been shortlisted under the category of Use of Technology in the Classroom (blended learning).</p> <p>9. Staff Survey 2017</p> <p>A copy of the staff survey and the responses were attached, received and noted. The Principal advised that a Staff Survey Working Group had been established to progress a range of matters highlighted in the survey.</p>																
<p>930.</p>	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business discussed.</p>																
<p>931.</p>	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless otherwise stated]</i></p> <table border="0"> <tr> <td>Wed</td> <td>28</td> <td>March</td> <td>2018</td> <td></td> </tr> <tr> <td>Wed</td> <td>9</td> <td>May</td> <td>2018</td> <td>Development Day (commencing at 3.00pm)</td> </tr> <tr> <td>Wed</td> <td>4</td> <td>July</td> <td>2018</td> <td></td> </tr> </table> <p>The Meeting Schedule 2017/18 was received and noted.</p>	Wed	28	March	2018		Wed	9	May	2018	Development Day (commencing at 3.00pm)	Wed	4	July	2018		
Wed	28	March	2018														
Wed	9	May	2018	Development Day (commencing at 3.00pm)													
Wed	4	July	2018														
<p>(5.50pm)</p>	<p>Part 1 meeting closed</p>																