

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## MINUTES OF A MEETING OF THE CORPORATION HELD ON WEDNESDAY 28 MARCH 2018

<b>Membership:</b>	1.	*	Lynne George	External Member	Chair
	2.	ii	George Batho	External Member	
	3.	*	Anthony Bravo	Principal	
	4.	*	Charles Cardiff	External Member	
	5.	*	Terry Clarke	Staff Member	
	6.	*	Steve Fussey	External Member	
	7.		Julie Hall	External Member	
	8.	*	Mike Howe	External Member	Vice Chair
	9.		Daisy Hutchings	Student Member	
	10.	*	Neale Killick	External Member	
	11.	i	Keith Jackman	External Member	
	12.	i	Dave Murray	External Member	
	13.		Tim Sayer	External Member	
	14.		Martin Slatford	External Member	
	15.	*	Mike Wilkinson	External Member	
	16.		Pamela Woolgrove	External Member	
	17.		Vacancy (DB)	External Member	
	18.		Vacancy (GL)	External Member	
	19.		Vacancy (GM)	External Member	
	20.		Vacancy (MM)	Staff Member	
<b>Quorum:</b>					
		8 required	8 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)		
	*	Will Sturley	Student Observer		
<b>Present at meeting:</b>					
<b>From Minute 936</b>	i				
<b>From Minute 940</b>	ii				

## DIGITAL LEARNING DEVELOPMENTS

Scott Hayden, Digital Innovation Specialist/Lecturer in Creative Media Production gave the Corporation a presentation on the development of the digital learning facility at BCoT since its inception in 2015 to the achievement of the TES award for Use of Technology in the Classroom (blended learning) in 2018.

Scott outlined how blended learning had been incorporated into all full-time programmes with every student having one hour per week. Two dedicated blended learning zones had been established, one on North Site and one on South Site. He highlighted how well students and staff had embraced the introduction of blended learning within the curriculum.

## PART 1 – NON-CONFIDENTIAL MINUTES

(5.05pm)		ACTION
932.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>George Batho (late arrival), Daisy Hutchings, Tim Sayer, Martin Slatford, Pamela Woolgrove.</p>	
933.	<p><b>WELCOME</b></p> <p>The Chair welcomed Keith Jackman, Dave Murray and Will Sturley to the meeting.</p>	
934.	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no Declarations of Interest made.</p>	
935.	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>There were no items of Any Other Business notified.</p>	
936.	<p><b>MEMBERSHIP MATTERS</b></p> <p><b>1. Resignation of Members</b></p> <p>The Chair advised that David Birks and Gareth Moores had tendered their resignations as Members of the Corporation.</p> <p><b>2. Re-appointment of Members</b></p> <p>It was noted that Pamela Woolgrove’s term of office had expired on 31 Dec 2016, and that the Corporation had agreed to an extension until the proposed merger with Alton College had been resolved.</p> <p>The terms of office for Steve Fussey and Martin Slatford were due to expire on 31 March 2018.</p> <p>The Search Ctte had considered all three and recommended that each be appointed for a further term of office.</p> <p><b>3. New Members to the Corporation</b></p> <p>It was noted that the Search Ctte had met three prospective new Members:</p> <ol style="list-style-type: none"> <li>1. Julie Hall, Deputy Vice Chancellor, Solent University</li> <li>2. Keith Jackman, Dealer Principal Mercedes-Benz</li> <li>3. Dave Murray, Head of Engineering, AWE</li> </ol> <p>The Search Ctte recommended that they be appointed as External Members, appointed to specific committees, each on a four-year term of office.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li>1. <b>The resignations of David Birks and Gareth Moores be noted.</b></li> <li>2. <b>Pamela Woolgrove be re-appointed for a four-year term of office commencing 1 January 2017,</b></li> <li>3. <b>Steve Fussey, Gareth Moores and Martin Slatford be re-appointed for a further term of office commencing 1 April 2018,</b></li> <li>4. <b>Julie Hall, Keith Jackman and Dave Murray be appointed as External Members for a four-year term of office, and be appointed as Members of the Quality Ctte, F&amp;R Ctte and Audit Ctte respectively. (Proposed by Mike Howe, Seconded by Lynne George)</b></li> </ol>	

937.	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 13 December 2017 were confirmed as a correct record and were signed by the Chair.</p>	
938.	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There were no Matters Arising discussed.</p>	

**COMMITTEES OF THE CORPORATION**

939. (5.10pm)	<p><b>COMMITTEES OF THE CORPORATION</b></p>	
939.1	<p><b>Audit Committee</b></p> <p>The draft Minutes of the meeting held on 7 March 2018 were received and noted.</p> <p><b>1. Appointment of Internal Auditors</b> (Minute CA06)</p> <p>The Chair of the Ctte advised that the Ctte had sought tenders for the supply of the internal audit function, received presentations, and was recommending that TIAA be appointed as the Internal Auditor with effect from 1 August 2018.</p> <p style="text-align: center;"><b>It was RESOLVED that TIAA be appointed as Internal Auditor with effect from 1 August 2018.</b> (Proposed by Charles Cardiff, Seconded by Lynne George)</p>	
939.2	<p><b>Finance &amp; Resources Committee</b></p> <p>The draft Minutes of the meeting held on 13 March 2018 were received and noted.</p> <p><b>1. Treloar School and College</b> (Minute 687.2)</p> <p>A written report was received and considered. The Chair of the Ctte advised that as the meeting had been inquorate the need to consider and agree to a recommendation regarding the approval of a contract with Treloar School and College had been referred to the Corporation.</p> <p style="text-align: center;"><b>It was RESOLVED that, subject to satisfactory due diligence, a contract with Treloar School and College of up to £50,000 be agreed.</b> (Proposed by Mike Howe, Seconded by Anthony Bravo)</p>	
939.3	<p><b>Quality Committee</b></p> <p>The unconfirmed Minutes of the meeting held on 28 February 2018 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	
939.4	<p><b>Search Committee</b></p> <p>The unconfirmed Minutes of the meeting held on 13 March 2018 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	

## ITEMS FOR INFORMATION

(5.16pm)		<b>ACTION</b>
<b>940.</b>	<p><b>PROPOSED CURRICULUM</b></p> <p>The DPCPI gave the Corporation a presentation on his proposals to make changes to, and to 'tweek', the curriculum provision of the College.</p> <p>He advised that from an Employers' Perspective workers often lacked verbal, cognitive reasoning, social and complex problem-solving skills; whilst positive about young people's teamwork and attitudes to work they remained concerned on skills of analysis and behaviours such as resilience and self-regulation; and that the three top skills employers sought were: communication, teamwork and confidence.</p> <p>The HM Chief Inspector had advised that the substance of what students were learning mattered just as much, if not more than, how good a grade they achieved in an exam; and that the focus should now be on skills leading to employment opportunities.</p> <p>The DPCPI highlighted that DfE performance measures for 2015 showed 19% of students went into HE, 23% into FE, 48% to employment, but that positive destinations of disadvantaged students were at -10%. He stressed that Ofsted would now have a stronger focus on pupil-premium student improvements.</p> <p><i>(George Batho joined the meeting)</i></p> <p>The DPCPI outlined the various methods used within the College on how students met their study programme conditions. In addition, he outlined changes he proposed making to Level 3 and Level 2 programmes that would help in meeting the destination requirements of the students, based on the three key areas of Employment, Education and Apprenticeship.</p> <p>In order to achieve the proposed changes, the DPCPI advised that there were a number of actions being put in place for September 2018 that included:</p> <ul style="list-style-type: none"> <li>• Ensuring Employers' skills needs were included in delivery,</li> <li>• Maths and English teaching was appropriate to the specific work area,</li> <li>• Students' confidence was continually raised,</li> <li>• The end of inappropriate use of communications such as LOL, OMG etc</li> </ul> <p>The Principal advised that there had been a seed-change over the past 2-3 years, moving away from the 'soft-skills' into the development of those skills that would make students ready for the work environment – the previous focus being on passing exams. He highlighted also the importance of those students going on to HE on undertaking voluntary activities that would allow them to 'sell' themselves and their abilities when being considered for entry to a university.</p> <p>In response to a question from a Member regarding the input from employers, the DPCPI advised that this was achieved through a range of activities such as the employer advisory boards, employer liaison meetings etc.</p> <p>In response to another question related to measuring assessment of a student, the DPCPI advised that this was based on the average GCSE 'score' on enrolment, reviewed against national data that would give a likelihood of the potential achievement. In addition, the introduction of 'smaller' qualifications (fewer number of credits studied) and 'larger' qualifications (a full number of credits) would allow greater monitoring of a student's progress on a more appropriate level of course, and help those on 'smaller' qualifications progress to achieve a full qualification.</p> <p>The presentation was received and noted.</p>	

<p><b>941.</b></p>	<p><b>STRATEGIC PLAN 2016-20: KPIs</b></p> <p>A written report was received for information and noted. The DPFR took Members through an updated report that included national average data. He highlighted achievement data from 2016/17 for BCoT against the national averages that showed:</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">16-18</td> <td>At the national average</td> </tr> <tr> <td>19+</td> <td>Above the national average</td> </tr> <tr> <td>All ages</td> <td>Slightly above national average</td> </tr> </table> <p>When reviewing students' progress (value added) against the national averages, the DPFR advised that of the nine qualification types BCoT was above average against two, and below average against the remaining 7. The Principal stressed that the table included all schools and colleges, and that in most cases where BCoT was shown as below average the 'score' was only in the band immediately below that of being graded 'average'. The DPFR stressed that, overall, the College had improved at a better rate than the national picture but that further improvements were required to be 'above average'.</p> <p>The DPFR advised further that compared to 2016/17 cumulative monthly attendance was slightly lower in 2017/18 but retention was fractionally higher. The Principal advised that improvements to monitoring and tracking had helped to improve retention.</p> <p>52 initial lesson observations had been undertaken to date with 18 judged to be 'outstanding' and 21 as 'good'. However, whilst observations were no longer graded, indicative grades were noted for reporting purposes.</p> <p>The downturn in apprenticeship starts were still a cause for concern. However, it was noted that this was a national problem affecting all colleges. Data for 2016/17 showed overall achievement for apprenticeships at 75.7% and the timely achievement at 69.3%, both well above the national average. Adult achievement was on target at 88.9%.</p> <p>Short-term staff sickness was inline with previous years, but long-term sickness had increased slightly.</p> <p>Student applications for 2018/19 were currently well ahead of the same time for 2017/18 applications. The need to convert applications to enrolments was stressed.</p>	16-18	At the national average	19+	Above the national average	All ages	Slightly above national average	
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<p><b>942.</b></p>	<p><b>GOVERNANCE SUMMIT: 14 MARCH 2018</b></p> <p>The Vice Chair advised that he had attended the Governance Summit and that the key message was that there was no more funding available other than for growth in apprenticeships.</p>							
<p><b>943.</b></p>	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal advised that the College had won the TES award 'Outstanding use of technology for improving teaching, learning and assessment', and had also been confirmed as the only General FE provider in the Edtech 50 listing.</p> <p>The Principal updated the Corporation on opportunities for potential collaboration with other colleges. He also advised that the College had declined to be included in the second stage of discussions with the FE Commissioner and the ESFA regarding Alton College.</p> <p>'Raw' data based on the 11 colleges in the region showed BCoT improving from 7<sup>th</sup> to 5<sup>th</sup>.</p> <p>Liz Truss, Chief Secretary to the Treasury was due to visit the College.</p> <p>The Chief Executive of the Association of Colleges would be attending the Corporation Development Day and would make a presentation to Members.</p>							

944.	<p><b>ANY OTHER BUSINESS</b></p> <p>There were no items of Any Other Business discussed.</p>	
945.	<p><b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 16 May 2018 Development Day (commencing at 3.00pm)  Wed 4 July 2018</p> <p>The Meeting Schedule 2018/19 was received and noted.</p>	
(6.07pm)	Part 1 meeting closed	