

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## MINUTES OF A MEETING OF THE CORPORATION HELD ON WEDNESDAY 12 DECEMBER 2018

<b>Membership:</b>	1.	*	Mike Howe	External Member	Chair
	2.		George Batho	External Member	
	3.	*	Anthony Bravo	Principal	
	4.	*	Charles Cardiff	External Member	
	5.		Terry Clarke	Staff Member	
	6.	*	Greg Devereux-Cooke	Staff Member	
	7.		Brooke Dobing	Student Member	
	8.	*	Steve Fussey	External Member	Vice Chair
	9.	*	Lynne George	External Member	
	10.	*	Julie Hall	External Member	
	11.	*	Anne Millar	External Member	
	12.	*	Chris Moore	External Member	
	13.	*	Dave Murray	External Member	
	14.	*	Martin Slatford	External Member	
	15.	*	Mike Wilkinson	External Member	
	16.	*	Pamela Woolgrove	External Member	
	17.		Vacancy (NK)	External Member	
	18.		Vacancy (GL)	External Member	
	19.		Vacancy (GM)	External Member	
	20.		Vacancy (TS)	External Member	
<b>Quorum:</b>					
		8 required	13 present	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)		
<b>Present at meeting:</b>					
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### FUTURE SKILLS CENTRE (FSC), BORDON

The Centre Manager (Steve Gilder) gave the Corporation a presentation and update on developments at the FSC. He advised that student numbers were increasing, and activities being undertaken by the students were widening. He made a special mention of the work done by the apprentices for the local community.

Regarding key performance indicators for 2017/18, he advised that the success rate had been 97.4% and attendance at 92%.

Steve advised further that future activity would focus on adding brickwork to the options available. Applications were increasing slightly as 'word' spread around the locality on the work of the FSC.

The Corporation was very pleased to note to developments being made at the FSC, and made a special thankyou to Steve for his very positive attitude and dedication to the FSC.

## PART 1 – NON-CONFIDENTIAL MINUTES

(5.12pm)		ACTION
978.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>George Batho, Terry Clarke, Brooke Dobing.</p>	
979.	<p><b>DECLARATION OF INTERESTS</b></p> <p>Anthony Bravo, Steve Fussey, Anne Millar and Chris Moore declared an interest in Agenda Item 18: WBTC Update</p>	
980.	<p><b>MEMBERSHIP MATTERS</b></p> <p><b>1. Re-appointment of Member</b></p> <p>It was noted that Charles Cardiff's term of office expired on 31 Dec 2018, The Search Ctte had considered Charles' re-appointment and had recommended that he be re-appointed for a further term of office.</p> <p style="text-align: center;"><b>It was RESOLVED that Charles Cardiff be re-appointed for a four-year term of office commencing 1 January 2019</b> (Proposed by Mike Howe, Seconded by Lynne George)</p> <p><b>2. Appointment of New Members</b></p> <p>The Chair advised that a prospective new Member who had been recommended for appointment by the Search Ctte had subsequently withdrawn his offer to join the Corporation.</p>	
981.	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>The Clerk advised that no items of Any Other Business had been notified.</p>	
982.	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 10 October 2018 were confirmed as a correct record and were signed by the Chair.</p>	
983.	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p><b>1. Contractor Appointment and Capital Budget Increases (Minute 965)</b></p> <p>A written report was received and considered. The DPFR advised that three contractors had quoted for the work to refurbish A Block and all three had been at a value higher than anticipated. Comfort Building Services had provided the most comprehensive service and competitive price. The value of the contract to be approved was £189k + VAT.</p> <p>The DPFR outlined the reasons for the increases as:</p> <p style="padding-left: 40px;">HE Centre (A Block) – prices had been higher than expected and had used-up the contingency. In addition, it was proposed to add to the specification to include some feature doors and study rooms that had not been allowed for in the original budget. It was noted that the original budget had been agreed at £375k and the additional costs were estimated at £50k (incl VAT).</p> <p style="padding-left: 40px;">The Learning Centre – furniture and building costs were much higher than expected (original budget agreed at £125k paid for under a grant from the LEP and the additional costs were estimated at £40k incl VAT).</p>	

<p><b>983. (cont)</b></p>	<p>The DPFR stressed that the additional expenditure was related to equipment and facilities that directly benefited the students and would provide high quality resources that would be attractive to future students.</p> <p>The DPFR advised further that capital budgets had been kept low in the previous year and that in the current year the college had worked through its actions to reduce costs in line with income. The financial position had now improved with the 2017/18 final result £600k better than forecast and the 2018/19 current forecast likely to be a surplus of £300k, rather than the -£690k deficit budgeted. He advised that these results meant that the college's cash position was likely to be at least £1.5m higher by 31.7.2019 than previously expected and that the proposed increase in capital could be funded from this cash improvement.</p> <p><b>It was RESOLVED that an increase of £90k (inclusive of VAT) to the college's capital budget in 2018/19 for the HE Centre (A Block) refurbishment (£50k) and Learning Centre (£40k) enhancement projects, and that Comfort Building Services be appointed as the contractor for the refurbishment of A Block be agreed.</b> (Proposed by Lynne George, Seconded by Anne Millar)</p>	
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### COMMITTEES OF THE CORPORATION

<p><b>984.</b> (5.27pm)</p>	<p><b>COMMITTEES OF THE CORPORATION</b></p>	
<p><b>984.1</b></p>	<p><b>Audit Committee</b></p> <p>The unconfirmed Minutes of the meeting held on 28 November 2018 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	
<p><b>984.2</b></p>	<p><b>Curriculum &amp; Quality Committee</b></p> <p>The unconfirmed Minutes of the meeting held on 14 November 2018 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	
<p><b>984.3</b></p>	<p><b>Finance &amp; Resources Committee</b></p> <p>The unconfirmed Minutes of the meeting held on 22 November 2018 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	
<p><b>984.4</b></p>	<p><b>Search Committee</b></p> <p>The unconfirmed Minutes of the meeting held on 28 November 2018 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	

### ITEMS FOR APPROVAL

		<b>ACTION</b>
<p><b>985.</b> (5.31pm)</p>	<p><b>FINANCIAL STATEMENTS 2017/18</b></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 Cttee and the F&amp;R Cttee 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 unqualified audit reports.</p>	

<p><b>985.</b> <b>(cont)</b></p>	<p>In reviewing the Financial Statements 2017/18 the DPFR highlighted the seven key performance indicators and advised that they were all assessed as 'strong'. He also highlighted the main risk factors affecting the College along with the actions taken to minimise them. However, he stressed that not all the factors were within the college's control, and that other factors besides those listed could also adversely affect the college.</p> <p>The DPFR also advised that the original approved budget for 2017/18 had been for a deficit of -£114k, and that the last forecast in May 2018 had continued to predict a deficit position. However, the end of year accounts had shown a surplus of £674k. He advised further that the forecasting process had not been as accurate as it should have been and that a combination of (mainly positive) actions had resulted in the significant change to surplus position. He stressed that a detailed report had been provided to the F&amp;R Cttee outlining the reasons for the change.</p> <p>It was noted that the balance sheet was strong.</p> <p>The Corporation considered the Financial Statements reports 2017/18.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. The Internal Auditor's Annual Report 2017/18 be received and adopted,</b></li> <li><b>2. The Audit Cttee's Annual Report 2017/18 be received and accepted,</b></li> <li><b>3. The Financial Statements Auditor's Completion Report 2017/18 be received and accepted,</b></li> <li><b>4. The Financial Statements Auditor's Letters of Representation be agreed and signed on behalf of the Corporation by the Chair.</b></li> <li><b>5. The BCoT Financial Statements 2017/18 be received and accepted and signed by the Chair and the Principal on behalf of the Corporation.</b></li> <li><b>6. The Regularity self-assessment questionnaire be agreed.</b></li> </ol> <p>(Proposed by Charles Cardiff, Seconded by Mike Wilkinson)</p>	
<p><b>986.</b> <b>(5.50pm)</b></p>	<p><b>SELF ASSESSMENT REPORT 2017/18 (SAR) AND QUALITY IMPROVEMENT PLAN 2018/19 (QIP)</b></p> <p>A written report was received and considered. The DPCPI took the Corporation through the SAR. He highlighted the key findings (shown on page 1 of the SAR) identified during the preparation of it. He also outlined a range of actions that the college needed to achieve to continue to improve further, as:</p> <ul style="list-style-type: none"> <li>■ Improve pass rates of students studying functional skills qualifications</li> <li>■ Arrest the decline in apprenticeship achievement</li> <li>■ Address achievement gaps that exist between different groups of learners</li> <li>■ Improve assessment methods so that teaching was planned effectively to build on prior knowledge, skills and behaviours and extend students' learning</li> <li>■ Improve the impact that feedback had on students to enable them to make progress</li> <li>■ Strengthen mental health provision in the light of increasing student need</li> <li>■ Further improve performance management to strengthen teaching and develop management impact.</li> </ul> <p>The DPCPI gave the Corporation a presentation on data related to key quality matters. He highlighted that there were improvements in some areas as well as areas where there had been slight declines. A copy of his presentation would be circulated after the meeting.</p> <p>In reviewing the grades for the SAR the DPCPI advised that the overall effectiveness assessment was deemed 'good', and that all other elements leading to that assessment were all also graded 'good'.</p>	<p><b>DPCPI/ Clerk</b></p>

<p><b>986. (cont)</b></p>	<p>With regards to the QIP, the Chair of the Curriculum &amp; Quality Ctte advised that it outlined the actions planned for 2018/19, and that it had been reviewed in detail at the last Curriculum &amp; Quality Ctte meeting.</p> <p style="text-align: center;"><b>It was RESOLVED that the SAR 2017/18 based on an overall assessment of 'good', and the QIP 2018/19 be agreed.</b> (Proposed by Steve Fussey, Seconded by Pamela Woolgrove)</p>	
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### **ITEMS FOR INFORMATION**

(6.18pm)		
<p><b>987.</b></p>	<p><b>STRATEGIC PLAN 2016-20: KPIs</b></p> <p>A written report was received for information and noted. The DPFR advised that the DPCPI had updated the Corporation on many of the KPIs during his report on the SAR.</p> <p>In response to a question from a Member the DPB advised that apprenticeship achievement had been reducing during the past three years primarily owing to a large cohort of apprentices leaving to go in to unrelated employment. She stressed that many apprenticeship programmes were based over long time scales and that many students sought employment opportunities and did not, therefore, complete their programmes. The Principal stressed that whilst early leavers from such programmes was deemed negative by some the fact that many entered employment and could return to learning in the future should also be seen as a positive step.</p>	
<p><b>988.</b></p>	<p><b>WBTC UPDATE</b></p> <p>The Principal (as Chair of WBTC) reported that WBTC had received a very high satisfaction score in the National Employer Survey, which completed an impressive set of performance scores. Achievement rates were 81%, learner satisfaction was 94% and employer satisfaction at 94%.</p> <p>With regards to finances, the end of year forecast was showing a slight worsening of the deficit to c£200k, but this was primarily as a result of problems previously highlighted related to a specific sub-contractor.</p> <p>London provision was expected to reach breakeven during 2019.</p>	
<p><b>989.</b></p>	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal was pleased to advise that the college had achieved, jointly, the 5<sup>th</sup> highest score in the national league tables published recently in FE Week.</p> <p>The Principal highlighted changes that Ofsted would be using under the new inspection framework. Specifically, he stressed that employer engagement would be a key feature, along with greater emphasis on progression of learners and value-added.</p> <p>Following a meeting with the LEP a number of other possible options for grant funding applications had been identified, especially around green engineering and technology.</p> <p>With regards to funding matters there had been a large increase in apprenticeship starts and an improvement in adult provision, both of which would have a positive impact on the budget for 2018/19, turning the original deficit budget to a surplus outcome for the year.</p>	

990.	<p><b>ANY OTHER BUSINESS</b></p> <p><b>1. Office for Students</b></p> <p>The DPCPI was pleased to advise that the college's registration with the Office for Students had been successful, and that the college could continue to offer HE programmes.</p>	
991.	<p><b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 13 February 2019 Development Day at 3.00pm  Wed 3 April 2019  Wed 15 May 2019 Development Day at 3.00pm  Wed 3 July 2019</p>	
(6.53pm)	Part 1 Meeting closed	