

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

MINUTES OF A MEETING OF THE CORPORATION HELD ON WEDNESDAY 3 APRIL 2019

Membership:	1.	*	Mike Howe	External Member	Chair
	2.	i	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	
Quorum:		8 required	11 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 1003:	i				

PRE-MEETING DEVELOPMENT BRIEFING

A presentation by the Director of Student Experience (Alexis Smith) (DSE)

1. CAREERS STRATEGY

The DSE advised that the Careers Strategy had been published in December 2017 and gave guidance to FE colleges and sixth form colleges on careers advice and guidance. She stressed that all colleges were required to comply with the requirements of the guidance or risk losing funding. She confirmed that BCoT was compliant with the Strategy.

The DSE outlined the aim of the overall Strategy and what was required of each college in operating it. She advised that there were eight benchmarks, and highlighted the level of achievement at BCoT of each one.

With regards to Ofsted's role vis-à-vis the Careers Strategy, the DSE advised that Inspectors would consider how leaders and teachers developed or adopted a purposeful curriculum that provided progression and stretch, and where relevant, work experience or industry placements and non-qualification activities. Inspectors would also review how high-quality impartial careers guidance enabled learners to make progress and move on to a higher level of qualification, employment, further training or independent living when they were ready to do so.

2. Safeguarding Update

The DSE advised that the new recording system had been in place since September 2018 and was embedded across the college, and:

- Allowed the College to record information from other agencies (Police, previous school, social services).
- Staff training was recorded electronically
- Resources could now be shared centrally
- Currently there were 169 students being monitored
- 755 concerns had been logged since Sept 2018
- New safeguarding primarily for apprentices
- Restructuring and expanding the College's offer for counselling
- I-talk coming in regularly
- Wellbeing day in May – resilience, yoga, healthy eating and mindfulness

Benefits of the new system included:

- Chronological
- Easy to see where there are referrals to Social Services and the outcomes
- Easy to monitor students
- As we get more data into it we can see if we are targeting the problem areas, e.g. self-harm, cyber bullying etc.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.03pm)		ACTION
992.	<p>APOLOGIES FOR ABSENCE</p> <p>George Batho (late arrival), Charles Cardiff, Julie Hall, Mike Wilkinson</p>	
993.	<p>DECLARATION OF INTERESTS</p> <p>Steve Fussey declared an interest in Agenda Item 6: Membership of the Corporation</p> <p>Anthony Bravo, Steve Fussey, Anne Millar and Chris Moore declared an interest in Agenda Item 18: WBTC Update</p>	
994.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>The Clerk advised that no items of Any Other Business had been notified.</p>	
995.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Appointment of New Members</p> <p>The Chair advised that the Search Ctte had met recently with three prospective new Members and had recommended that two be appointed to the Corporation.</p> <p>The CVs for Beryl Huntingdon and Colin Willoughby were received and considered.</p> <p style="text-align: center;">It was Resolved that Beryl Huntingdon and Colin Willoughby be appointed as External Members of the Corporation. (Proposed by Pamela Woolgrove, Seconded by Chris Moore)</p>	
996.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 12 December 2018 were confirmed as a correct record and were signed by the Chair.</p>	
997.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that were not considered elsewhere at the meeting.</p>	

COMMITTEES OF THE CORPORATION

998. (5.10pm)	<p>COMMITTEES OF THE CORPORATION</p>	
998.1	<p>Audit Committee</p> <p>The unconfirmed Minutes of the meeting held on 13 March 2019 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	
998.2	<p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the meeting held on 6 March 2019 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	

998.3	<p>Finance & Resources Committee</p> <p>The unconfirmed Minutes of the meeting held on 18 March 2019 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	
998.4	<p>Search Committee</p> <p>The unconfirmed Minutes of the meeting held on 13 March 2019 were received and noted. There were no Matters Arising discussed that had not been covered elsewhere at the meeting.</p>	

ITEMS FOR APPROVAL

		ACTION
999. (5.14pm)	<p>OUTCOMES FROM DEVELOPMENT DAY: 13 FEBRUARY 2019</p> <p>The Principal advised that there had been no major ‘surprises’ arising from the recent Development Day. He informed the Corporation that ESFA and Ofsted were moving towards more employer-led provision and that the College undertook a wide range of employer engagement activities to ensure that local needs were met. However, he stressed that there was sometimes a challenge as to what employers sought as this could be different to what students felt they needed, and also to the requirements of national validating agencies/examination bodies.</p> <p>The Principal also advised that preparation of the new Strategic Plan would begin later in the year and that the points raised at the Development Day would be taken on board and considered as appropriate.</p>	

ITEMS FOR INFORMATION

1000. (5.16pm)	<p>FE COLLEGES’ INSOLVENCY REGULATIONS</p> <p>Copies of the AoC’s Notes on the Insolvency Regulations and the DfE’s Further Education Bodies: Insolvency Guidance were received and noted. The Chair advised that the insolvency regulations brought colleges in to line with company and charity regulations, and that colleges would no longer receive any financial support from Government sources in the event of a college becoming insolvent.</p> <p>The Chair stressed that, provided all Members acted properly and in line with all the various rules and regulations, there would be no personal liability on individual Members. However, if a Member deliberately acted outside of the powers vested in the Corporation, they could then be held personally liable. He advised further that the KPIs developed for the College were ‘geared’ around financial solvency and especially cash forecasting as highlighted in the insolvency regulations.</p> <p>In response to a question from a Member it was confirmed that the College held Governor and Officers liability insurance.</p>	
1001. (5.20pm)	<p>WBTC UPDATE</p> <p>The Principal advised that since the previous update WBTC’s operation in London had been closed and all the staff concerned had accepted redundancy. With regards to ‘local’ provision he advised that WBTC was doing well and was ahead on recruitment. He stressed that if the London provision had been excluded WBTC would have achieved a surplus position in the current financial year. However, he advised that it was forecast to achieve a surplus in 2019/20.</p>	

<p>1002. (5.22pm)</p>	<p>PRINCIPAL'S REPORT</p> <p>1. 'County Lines'</p> <p>The Principal advised that the criminal activity termed 'county lines' was very prolific in Hampshire and that the Director of Student Experience (Alexis Smith) had organised additional relevant training for staff regarding prevent. He also advised that suicidal intent and mental health was a growing problem amongst young people.</p> <p>2. Funding Bids</p> <p>A bid had been made to the LEP in respect of developing a digital futures centre, and a potential bid was being considered in relation to an electric vehicle centre.</p> <p>3. Edtech Conference</p> <p>The Principal advised that a very successful Edtech Conference had been held at the College on 27 March 2019 that showcased the College's practice.</p>	
<p>1003. (5.29pm)</p>	<p>STRATEGIC PLAN 2016-20: KPIs</p> <p>A written report was received and discussed. The DPCPI advised that national data had now been received and that the College's position was disappointing. He confirmed that BCoT's achievement rates for 2017/18 had fallen below that of the national averages for 16-18 and 19+. Apprenticeship provision remained above the national average. The Chair of the Curriculum & Quality Cttee advised that there would be an additional meeting of the Cttee to discuss the detail of the data, to consider what actions were needed to improve the position, and to review whether the QIP was robust enough or needed strengthening. He advised further that all Members of the Corporation would be invited to attend the additional meeting.</p> <p>(George Batho joined the meeting)</p> <p>The Principal advised that the national averages had increased considerably and that this had moved the College to below them. He advised further that there were a number of issues arising from the College's data [as highlighted in C&Q Cttee minutes of 6 March 2019] and that most of these had subsequently been resolved. He also advised that English and maths achievements had shown an improvement but had been suppressed by poor functional skills results.</p> <p>The DPCPI advised that achievement rates for 16-18, whilst 0.3%points above 2016/17, were 1.1%points below the national average, whilst 19+ had declined by 2.2%points against 2016/17 and was 2.4%points below the national average. He identified that 1.7% of the 19+ decline in achievement related to prior-year learners whose leaving aims had been left open into 2017/18 but who did not subsequently achieve.</p> <p>The DPB advised that apprenticeship overall achievement had reduced to 69.5% but was above the national average of 68.7%. It was noted, though, that the gap between overall and timely achievement was small, and that timely apprenticeship achievement was 6.8% above the national average.</p> <p>The Principal stressed that a lot of the data issues related to English and maths provision and achievement. He advised that the College placed a large amount of funding on these areas but that the overall position had not improved. He advised further that there would be a detailed review of provision to identify what changes could be made to it.</p> <p>With regards to English and maths, it was noted that at GCSE students could pass with low grades, but that in Functional Skills the results were either pass or fail.</p>	

<p>1003. (cont)</p>	<p>In reviewing learner progress/attainment it was noted that BCoT data was slightly above national averages at Level 3, but that Level 2 was below. Progress made by students in English was well above the national average and in maths was slightly above the national average. The DPFR advised that disadvantaged students were making less progress than non-disadvantaged students. The Principal stressed the difficulty in identifying disadvantaged students at the College (based on the national criteria) unless such students self-declared that they had met the criteria at any point post Year 6 of their schooling.</p> <p>With regards to apprenticeship overall achievement and timely achievement the Principal advised that the trend continued to decline but was still above national averages.</p> <p>The DPFR took the Corporation through the remaining Strategic Plan KPI's and advised that:</p> <ul style="list-style-type: none"> • There had been a slight improvement in monthly attendance back to the level of two years previous, • In-year retention for 16-18 had seen a sharp drop in January 2019 and was a cause for concern, the reasons why being reviewed in detail, • Lesson observation data showed that, as at the end of February 2019, of 59 observations undertaken, 76.3% were at or better than the expected standard, • In line with the change agreed by the Corporation, the apprenticeship target had been converted to a financial income target instead of a numbers target, and that income for 2018/19 was close to target, • Overall achievement for apprenticeships had fallen from the target 20th percentile (2014/15) to the 54th percentile in 2017/18, and timely achievement from the 16th percentile to the 30th percentile, • Adult education and training achievement rates had fallen from the 33rd percentile to the 66th percentile (target 20th percentile), • 16-18 education & training achievement rates had fallen slightly from the 52nd percentile to the 59th percentile (target 20th percentile), • Short term sick leave had increased, • Applications for full-time courses starting in September 2019 was ahead of the position as at the same time in 2018. <p>With regards to in-year retention on the professional studies highlighted in the report the DPCPI was requested to advise the Corporation on the reasons given for those students that had left the course.</p>	<p>DPCPI</p>
<p>1004. (6.22pm)</p>	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business raised.</p>	
<p>1005.</p>	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 3 July 2019 Wed 9 October 2019 Wed 6 November 2019 (3.00pm Development Day) Wed 11 December 2019</p> <p>The Meeting Schedule 2019/20 was received and noted.</p>	
<p>(6.24pm)</p>	<p>Part 1 Meeting closed</p>	