

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 3 JULY 2019

Membership:	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.		Beryl Huntingdon	External Member	
	12.	*	Anne Millar	External Member	
	13.	*	Chris Moore	External Member	
	14.	*	Dave Murray	External Member	
	15.		Martin Slatford	External Member	
	16.	*	Mike Wilkinson	External Member	
	17.		Colin Willoughby	External Member	
	18.	*	Pamela Woolgrove	External Member	
	19.		Vacancy (GM)	External Member	
	20.		Vacancy (TS)	External Member	
Quorum:			8 required	12 present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)		
	*	Lorraine Heath	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPFR)		
Present at meeting:	*				

PRE-MEETING DEVELOPMENT BRIEFING

A presentation by the Deputy Principal (CPI) (Lorraine Heath)

1. Education Inspection Framework

The DPCPI highlighted changes to the inspection process and showed how the elements from the (current) Common Inspection Framework had been incorporated into the new Education Inspection Framework (EIF), that was effective from September 2019.

The DPCPI advised further that the EIF would be based on four key areas under review, and that in order to be graded 'outstanding' all key judgements made would have to be individually graded 'outstanding'.

In particular quality of education judgements would be based on:

- Intent,
- Implementation,
- Impact

Provision types would be classified under:

- Education programmes for young people
- Adult learning programmes
- Apprenticeships
- Provision for learners with high needs

The DPCPI highlighted the changes to inspection activity, and, based on the findings from those colleges that had been involved in pilot inspections, outlined Ofsted's high priorities. She also stressed that there would no longer be a single 'Ofsted nominee' but that Ofsted would focus on middle managers (Faculty Heads).

The DPCPI listed a range of actions that would be implemented within the College based on the results of the pilot inspections.

2. English and Maths Update

The DPCPI advised that a new Head of English and Maths had now been appointed. She outlined proposals that all 16-18year olds would enrol on GCSE (if they held a previous GCSE grade) or on functional skills (if no prior GCSE grade). Students would be streamed based on diagnostic testing, over 4 tiers and with tailored learning programmes, and fast-track options for the November resits. She stressed that the proposals focused on progress, with improved progress scores, but that it would have a negative impact on High Grades initially.

3. Curriculum and Quality Matters Update

A re-organisation had been completed, a plan had been agreed for English and maths, changes to the Dashboards were being worked-on, changes to parts of the curriculum were being implemented, and a new curriculum strategy was under preparation.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.03pm)		ACTION
1006.	<p>APOLOGIES FOR ABSENCE</p> <p>George Batho, Charles Cardiff, Beryl Huntingdon, Martin Slatford, Colin Willoughby</p>	
1007.	<p>DECLARATION OF INTERESTS</p> <p>The Principal, the Staff Members, the Deputy Principals declared an interest in Agenda Item 13.1: Budget 2019/20 (Pay award)</p> <p>Anthony Bravo, Steve Fussey, Anne Millar and Chris Moore declared an interest in Agenda Item 18: WBTC Update</p>	
1008.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>The Clerk advised that no items of Any Other Business had been notified.</p>	
1009.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 3 April 2019 were confirmed as a correct record and were signed by the Chair.</p>	
1010.	<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

1011.	<p>COMMITTEES OF THE CORPORATION</p>	
1011.1	<p>Audit Committee</p> <p>The unconfirmed Minutes of the meeting held on 12 June 2019 were received and noted.</p> <p>Matters Arising from the Minutes:</p> <p style="padding-left: 40px;">1. Attendance Schedule</p> <p style="padding-left: 40px;">It was noted that the Chair of the Corporation had attended the meeting as an observer.</p> <p style="padding-left: 40px;">2. Internal Audit Plan 2019/20 (Minute 647.4)</p> <p style="padding-left: 40px;">A recommendation regarding the Internal Audit Plan 2019/20 was received and considered.</p> <p style="text-align: center;">It was RESOLVED that the Internal Audit Plan 2019/20 based on 35 days be agreed. (Proposed by Pamela Woolgrove, Seconded by Chris Murray)</p>	
1011.2	<p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the meeting held on 13 June 2019 were received and noted. There were no Matters Arising discussed that were not been covered elsewhere at the meeting.</p>	

1011.3	<p>Finance & Resources Committee</p> <p>The confirmed Minutes of the meeting held on 16 May 2019 and the unconfirmed Minutes of the meeting held on 20 June 2019 were received and noted. There were no Matters Arising discussed that were not been covered elsewhere at the meeting.</p>	
1011.4	<p>Search Committee</p> <p>The unconfirmed Minutes of the meeting held on 12 June 2019 were received and noted.</p> <p>Matters Arising from the Minutes:</p> <p style="padding-left: 40px;">1. Committee Membership 2019/20 (Minute 276)</p> <p style="padding-left: 40px;">The Committee Membership for 2019/20 was received and noted.</p>	

ITEMS FOR APPROVAL

		ACTION
<p>1012. (5.21pm)</p>	<p>FINANCE MATTERS</p> <p>1. Budget 2019/20</p> <p>A written report was received and considered. The DPFR advised that the College budget had been reviewed in detail by the F&R Committee at its May 2019 and June 2019 meetings. The WBTC budget had been reviewed by the WBTC Board members and would be formally ratified at its meeting on 10 July 2019. He advised further that the College budget was a deficit after pension adjustments of -£418k, and that the WBTC budget was a surplus of £2k.</p> <p>The DPFR advised further that the College budget provided for a 1.5% pay award for all staff with effect from 1 August 2019 and for the extension of pay scale 4 by one point. He advised further that WBTC's budget assumed that a 2% pay award would be made. He suggested that the Corporation might wish to consider if it was content for WBTC to make a different award to that of the college and to express that view to the WBTC Board if appropriate. However, he stressed that the Corporation could not set the pay award made by WBTC but that the Corporation did have some powers if WBTC proposed a pay award in excess of 2%. The Vice Chair advised that WBTC management had been asked to submit a rationale to the next WBTC Board meeting (10 July 2019) on why they were proposing a 2% pay award.</p> <p>Chris Moore advised that he was not happy with the suggestion from the F&R Cttee that WBTC should consider the same pay award as BCoT as WBTC was a separate entity. He stressed that the WBTC Board should not be constrained to do what the BCoT Corporation suggested.</p> <p>The Chair noted that it was a decision for each individual Board to decide on pay awards for their staff (within limits) and hoped that the WBTC Board would be given a justification as to why a 2% pay award should be made.</p> <p>The DPFR took Members through the report. He highlighted a range of matters, including:</p> <ul style="list-style-type: none"> • The College's budget for 2019/20 was a deficit, after pension adjustments, of £418,000, • Cash generation before capital expenditure was £1,364,000, • Compared against the F5 forecast outturn for 2018/19 (which was for a surplus of £526,000) the budget for 2019/20 was a substantial deterioration, with the bottom-line worsening by £944,000, 	

**1012.
(cont)**

- Much of the deterioration was due to the loss of 16-18 lagged income (£600k) the impact of a pay award, incremental increases and LGPS rising costs (£240k in total). There were also changes in provision, savings and other cost factors outlined throughout his report,
- The budget assumed £190k of staff costs savings and £50k of non-pay cost savings would be achieved in-year against existing departmental budgets,
- The Future Skills Centre was budgeted to achieve a surplus of £26k in 2019/20,
- Capital expenditure plans were higher than normal. The capital plan totalled £1,360,000 as it provided for the installation of turnstiles at the main access points, reception refurbishment and associated car park works. It also recognises that the IT infrastructure requires a capital injection as it is nine-years since this was last upgraded,
- Cash balances were forecast to be £6,462k on 1 August 2019 and £6,392k by 31 July 2020,
- BCoT would continue to retain its 'Outstanding' financial health rating,
- In 2019/20 the College's funding for 16-18year-olds would reduce by £642,000, due to declining learner numbers in 2018/19 and a movement towards less intensive programmes for those learners,
- Apprenticeship numbers had increased during 2018/19 and this level of activity, if sustained, would lead to slightly higher income in 2019/20,
- Employer contributions to the Teachers' Pension Scheme would increase from 16.4% to 23.6% in September 2019. The Government had confirmed that it would fully-fund the cost of this increase for the period to July 2020.

The DPFR also outlined various assumptions that had been made in developing the budget, and included:

- ESFA income for 16-18year olds calculated using actual student numbers in 2018/19. The allocation for 2019/20 was fixed. The actual student numbers in 2019/20 would be used to determine the funding allocation for 2020/21. Projections were that there would be a decline of 20 students next year with an estimated funding value of -£103k,
- Apprenticeship funding income was forecast overall to increase by £88k. Within this total College income had increased, Aspiral had reduced and some one-off incomes in 2018/19 were not expected to recur. The budget assumed that a similar level of new apprentice starts was achieved next year as in the current year. This assumption did not utilise the full value of the non-levy allocation awarded for 2019/20, so if apprentice starts could be increased again there was the opportunity to increase income.
- BCoT's Adult Education funding had been split into three pots – London, Tees Valley and non-devolved authorities. The London and Tees Valley funding was being administered by the devolved authorities for the first time in 2019/20. ESFA would continue to administer the funding for non-devolved authorities across the UK.
- The allocation for adult education in London was £549k, which had been based on the actual value of delivery in London in 2017/18. During 2018/19 £400k of training in London has been delivered by a subcontractor – Learning Curve. Indications were that the GLA might limit subcontracting in 2020/21 so it was important that the college aimed to deliver more of this contract itself during 2019/20 with the intention of delivering the full amount in 2020/21. The plan was to reduce the value of subcontracting to £200k in 2019/20 and then to £nil in 2020/21. Aspiral was implementing plans to establish a London based unit to lead delivery of this training.
- The college did not qualify for a contract with Tees Valley because its provision in 2017/18 was below the £50,000 threshold applied by the authority. The budget assumed this income was lost, but Aspiral North would seek subcontract arrangements in order to continue to deliver provision.
- ESF projects had ended, there would be no ESF income in 2019/20.

<p>1012. (cont)</p>	<ul style="list-style-type: none"> The new TPS income grant of £200k related to the Government’s confirmed commitment to fund the increased Teachers’ Pension Scheme costs for 2019/20. It was not known whether this grant would continue in 2020/21, but the budget assumed that it would for the purposes of the core budget and subsequent years’ forecasts. <p>With regards to capital project funding, the DPFR advised that the proposed capital expenditure plan (details outlined in the report) was proposed as:</p> <table data-bbox="383 436 758 571"> <tr> <td>IT Infrastructure</td> <td>£560k</td> </tr> <tr> <td>Estates projects</td> <td>£600k</td> </tr> <tr> <td>Other projects</td> <td><u>£200k</u></td> </tr> <tr> <td></td> <td>£1,360k</td> </tr> </table> <p>The Corporation considered the proposed budget 2019/20.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> The College and Group budgets for 2019/20 be agreed: the College budget being a deficit after pension adjustments of -£418k, WBTC a surplus budget of £2k, A pay award of 1.5% be made to all BCoT staff with effect from 1 August 2019, and for the extension of pay scale 4 by one point. Capital plans of £1,360k, including the refurbishment of the reception area and installation of speed-gate type turnstiles at the colleges’ main entrances, be approved. (Proposed by Lynne George, Seconded by Anne Moore) <p>2. Financial Forecast 2020/21</p> <p>A written report was received for information and noted. The DPFR advised that the 2020/21 forecast was based on a deficit of -£627k. It assumed that the Government would continue to fund fully the TPS grant and that the GLA would continue to fund adult education in London. Cash reserves would remain positive and forecast to be in excess of £6.8m by 2021. Financial health would continue to be graded “outstanding”.</p> <p>In response to a question from a Member the DPFR stressed that if the TPS and/or GLA position should change there would need to be a full review as the implications on the (then) budget would have a serious impact on income.</p>	IT Infrastructure	£560k	Estates projects	£600k	Other projects	<u>£200k</u>		£1,360k	
IT Infrastructure	£560k									
Estates projects	£600k									
Other projects	<u>£200k</u>									
	£1,360k									

ITEMS FOR INFORMATION

(6.18pm)		ACTION
<p>1013.</p>	<p>STRATEGIC PLAN KPIs</p> <p>A written report was received for information and noted. The DPFR took members through the KPIs and advised that retention and attendance had both improved on 2017/18.</p> <p>Lesson observation grades showed that 73.4% had achieved ‘Good’ or better at first observations, and 79.7% at final or current observations.</p> <p>Staff sickness (both long term and short term) had increased during 2018/19.</p> <p>Application numbers were ahead of the same period in 2018, despite a smaller cohort of school leavers in the Basingstoke area.</p>	

1014.	<p>LINK MEMBER AREAS</p> <p>A written report was received for information. The DPCPI outlined the proposed Links for 2019/20. She highlighted that the focus of the Links would be to:</p> <ul style="list-style-type: none"> • Review of KPIs: what was going well/not going well • Teaching and learning through learning walks • Curriculum developments/employer engagement and impact on curriculum design <p>It was stressed that Link Managers should ensure that meetings with Link Members took place. In response to a question from a Member the Corporation was advised that Faculty Heads would feed-back through the CMT on Link Member visits.</p> <p>It was agreed that the target was for all Link Managers to have made initial contact with their Link Member by the end of September 2019.</p>	DPCPI/ Link Managers
1015.	<p>PRINCIPAL'S REPORT</p> <p>The Principal updated Members on a wide range of activities that had been undertaken since the previous meeting and outlined various ongoing discussions with external organisations regarding opportunities for the future.</p>	
1016.	<p>WBTC UPDATE</p> <p>The Principal advised that the next WBTC Board meeting was scheduled for Wed 10 July 2019, and that there were no further matters to raise that had not been covered earlier in the meeting.</p>	
1017.	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business raised.</p>	
1018.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 9 October 2019 Wed 6 November 2019 (3.00pm Development Day) (Venue: TBA) Wed 11 December 2019 Wed 1 April 2020 Wed 6 May 2020 (3.00pm Development Day) (Venue: TBA) Wed 1 July 2020</p> <p>The Meeting Schedule 2019/20 was received and noted.</p>	
(6.44pm)	Meeting closed.	