

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 9 OCTOBER 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.	*	Steve Fussey	External Member	Vice Chair
	8.	*	Lynne George	External Member	
	9.		Julie Hall	External Member	
	10.		Beryl Huntingdon	External Member	
	11.	i	Holly Keast	Student Member	
	12.	i	Nicole Martin	External Member	
	13.		Anne Millar	External Member	
	14.	*	Chris Moore	External Member	
	15.	*	Dave Murray	External Member	
	16.	*	Martin Slatford	External Member	
	17.	*	Mike Wilkinson	External Member	
	18.	*	Colin Willoughby	External Member	
	19.	*	Pamela Woolgrove	External Member	
	20.		Vacancy (TS)	External Member	
Quorum:		8 required	12 present at start	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 Alexis Smith, Assistant Principal for Foundation Learning and Student Voice (AP)

The AP updated Members on the various issues that the Corporation was required to ensure that:

1. Appropriate policies and procedures were in place
 - Safeguarding policy was reviewed annually
 - All other policies reviewed regularly
 - Keeping Children Safe in Education (KCSE) Part 1 had been updated
 - Members to register to say they have read and understood (KCSC)
 - LSCB Annual Audit

2. Action was taken in a timely manner to safeguard and promote children's welfare
 - Clear processes were in place
 - All staff complete online training and have safeguarding induction so they were aware of processes
3. Young people were taught about safeguarding, including online, through teaching and learning opportunities
 - Inductions in Blended learning sessions
 - Through tutorials
 - British values embedded in schemes of work
 - Marketing campaign

The AP also advised that, with regards to KCSC governing bodies should note that:

- Upskirting was now an offence
- Multi-agency working changes – LSCBs (Local Safeguarding Children Boards) were replaced Sept 19 by three safeguarding partners
 - The local authority
 - A clinical commissioning group
 - The chief of Police

With regards to CL, the AP advised that the issue was widespread across the Country and key features usually involve urban (inner city) gangs setting up operations through drug activity to more suburban areas. Other forms of exploitation such as CSE, MDS (Modern Day Slavery), Trafficking and Criminal Exploitation happen as a result of CL activity. She stressed that a 'county lines' enterprise almost always involved exploitation of vulnerable persons who required safeguarding.

The AP outlined a range of training activities planned for 2019/20.

The AP also advised that the headlines from the Safeguarding Report were:

- Different approach to counselling referrals
- Self help room
- Closer working with virtual College
- Links with Early help at HCC
- A rise in students who are having suicidal thoughts
- County lines (CL)
- Social Media posts
- Strong pastoral support at College
- Less support from agencies
- More complex student needs partly due to growth in specialist provision
- A new reporting system had been in place for a year working well.
- Prevent and Safeguarding now one training course that all staff, SU and Governors can update annually
- Safeguarding Ap promoted through tutorials

It was RESOLVED that the Safeguarding Report 2018-19 be agreed.

(Proposed by Steve Fussey, Seconded by Pamela Woolgrove)

PART 1 – NON-CONFIDENTIAL MINUTES

(5.05pm)		ACTION
1023.	<p>WELCOME/APOLOGIES</p> <p>The Chair welcomed Holly Keast, Nicole Martin and Colin Willoughby to the meeting.</p> <p>Apologies: George Batho, Charles Cardiff, Julie Hall, Beryl Huntingdon, Anne Millar.</p> <p>The Chair advised that Charles had recently undergone kidney replacement surgery. The Corporation wished Charles a full and speedy recovery and looked forward to his return to Board duties in the new year.</p>	Clerk
1024.	<p>DECLARATION OF INTERESTS</p> <p>Anthony Bravo, Steve Fussey and Chris Moore declared an interest in Agenda Item 10: WBTC Update</p>	
1025.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>It was noted that the Student Union had nominated Holly Keast (SU President) as the Student Member on the Corporation.</p> <p>It was noted that the Search Cttee had met with Nicole Martin and recommended that she be appointed as an External Member of the Corporation.</p> <p style="text-align: center;">It was RESOLVED that:</p> <p style="text-align: center;">1. Holly Keast be appointed as the Student Member for a term of office expiring on 31 July 2020.</p> <p style="text-align: center;">2. Nicole Martin be appointed as an External Member for a four-year term of office. (Proposed by Pamela Woolgrove, Seconded by Terry Clarke)</p>	
1026.	<p>NOTIFICATION OF ANY OTHER BUSINESS</p> <p>The Clerk advised that no items of Any Other Business had been notified.</p>	
1027.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 3 July 2019 were confirmed as a correct record and were signed by the Chair.</p>	
1028.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>1. Link Member Areas (Minute 1014)</p> <p>The DPCPI advised that most of the Faculty Heads had been in contact with their respective Corporation Member(s). She agreed to follow-up those that had yet to make contact.</p>	DPCPI
1029. (5.11pm)	<p>ACHIEVEMENT DATA 2018/19</p> <p>A written report was received for information. The DPCPI advised that the overall position was not as positive as had been expected and that is was anticipated not to show an improvement on 2017/18 data. She stressed that the data in the report was provisional and could be subject to change before being finalised at the end of the following week.</p>	

<p>1029. (cont)</p>	<p>In particular, the DPCPI advised that for 16-18year olds there had been a sharp decline in retention between December 2018 and January 2019, followed by a steady decline until April 2019 when it stabilised. This was due mainly to identifying and correcting data errors. Retention for 19+ learners had remained similar to 2017/18 but had shown a decline at the end of the academic year.</p> <p>GCSE Maths achievement rates had shown an improvement of 2.9% in Grades 9-4, and an improvement of 8.6% in Grades 9-1. The high-grade pass rate (9-4) was 31.8%, an improvement from 30.6% in 2017/18, and significantly above the national rate of 22.3%.</p> <p>GCSE English Grade 9-4 had improved by 8.2% with the first Grade 9 pass being achieved. However, the percentage of learners achieving a high-grade (9-4) had declined from 28.3% in 2017/18 to 25.2% in 2018/19, significantly below the national rate of 31.9%.</p> <p>The achievement rates for functional skills maths and English qualifications had declined considerably from 2017/18. The expected outturn was circa 62% compared to 75% in 2017/18 and that would have a significant negative impact on headline data. She stressed that unlike GCSE examinations that were graded, functional skills were based on a pass or fail outcome.</p> <p>With regards to apprentice achievement data, the DPCPI advised that this had shown a decline as the interventions implemented at the start of the academic year had had little impact in-year but that results were expected to improve in future years. She advised further that there had been a positive impact with an increase in continuing learners.</p> <p>The DPCPI outlined a range of actions (listed in the report) designed to secure improvements across all areas of achievement and to improve the quality of provision and the learning experience for all learners.</p>	
<p>1030. (5.34pm)</p>	<p>ENROLMENT REPORT 2019/20</p> <p>A written report was received for information. The DPFR advised that, to date, there had been a good increase in 16-18 full time learners (+168) but a drop in adult full time (-36) and in apprenticeships (-40).</p> <p>The DPFR advised that the increase in 16-18 had mainly come from three sources i. students outside of Basingstoke, ii. students joining from another college a year after leaving school, and iii. from increased internal progression. However, the initial data showed that the College had lost market share from Basingstoke schools, particularly at Level 3.</p>	
<p>1031. (5.50pm)</p>	<p>FINANCIAL UPDATE</p> <p>A written report was received and considered. The DPFR advised that there had been some changes and developments in funding matters. He advised also that the F&R Cttee had had to convene two additional meetings (Sept and Oct) to review the IT infrastructure procurement tenders.</p> <p>The DPFR advised further that the Government had announced additional funding for the FE sector for 2020/21. The funding would be used to:</p> <ul style="list-style-type: none"> • Increase the 16-18 funding rate by 4.7% • Increase funding for high value subject areas – Engineering, Construction and Health • Funding for level 3 learners without grade 4 English or maths • T levels • Increasing students studying level 3 maths • Recruitment and retention of teachers and leaders 	

<p>1031. (cont)</p>	<p>The DPFR estimated that the increase in the base rate would be worth c£250k for BCoT in 2020/21. In addition, he advised that there should also be a financial benefit from the 2nd, 3rd and 6th bullet points above.</p> <p>The DPFR also advised that the increased enrolments for 16-18 FT students (provided they were all retained for 42 days) should produce an additional £700k of income in 2020/21. However, he stressed that the College's budget for 2019/20 had been set with an expectation that numbers would decrease by 20, so there would be additional teaching and equipment costs in 2019/20 to deliver to the higher than expected numbers. He anticipated the net increase in costs being c£200k. The budget for 2019/20 had been set at a deficit of £418k, and that it was likely the deficit would increase during the current year.</p> <p>In addition, changes to funding by the Greater London Authority (GLA) had been confirmed and the College would not now be able to pursue its original plan to establish a London base. He advised that this would have a negative impact on the budget for 2019/20 of around £45k and by 2021/22 the negative impact would be in the region of £270k.</p> <p>Tenders for the IT infrastructure proposals had been received at £200k above the budget. After reviewing costs etc there would still be an increase in £150k above the approved budget.</p> <p>The bid to the LEP for LaunchSpace (total bid £612k) had received positive feedback and it was anticipated that the project would receive approval and be implemented between April and August 2020. The DPFR advised that the College would have to match-fund £312k toward the project.</p> <p>A bid had also been made to the LEP for the Electric Vehicle Training Centre (EVTC) (total bid £360k) with the college contributing £187k of match funding. He advised that the LEP had been very positive about the bid and anticipated that it would be successful, and the project would proceed during 2019/20.</p> <p>The DPFR advised further that the College's current budget for 2019/20 allowed for £1,360k of capital expenditure, with a cash balance at the end of July 2019 of £6.5m. The additional capital expenditure of £649k (IT infrastructure £150k, LaunchSpace £312k, EVTC £187k) would reduce the forecast cash holding to around £5.8m. This was still above the cash holding as at July 2018 of £5.4m and remained a very strong position for the college. He stressed that the LEP projects were opportunities to achieve excellent value for money, with each £1 contributed by the College broadly achieving £2 of investment.</p> <p>The DPFR also advised that the ESFA had announced that it is replacing the financial return made by colleges in July with a new return that would be made in January each year. The first return of this new type would be in January 2020, and that unlike the old return, the new return required the signature of the Chair of the Corporation. Although the ESFA did not require the Corporation to review and approve the return, it was proposed that the Corporation delegate authority to the F&R Committee to review the financial return prior to submission.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The capital budget for 2019/20 be increased by £649k for the IT infrastructure (£150k), LaunchSpace (£312k) and the Electric Vehicle Training Centre (£187k). 2. Delegated approval be given to the F&R Cttee to review the ESFA financial return prior to submission to the ESFA in January 2020. (Proposed by Lynne George, Seconded by Martin Slatford)
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<p>1032. (6.14pm)</p> <p>1032. (cont)</p>	<p>WBTC UPDATE</p> <p>The Principal advised that Tammera Easterling (Chief Executive Officer) had left WBTC and that WBTC had met its contractual obligations. He advised further that the WBTC Board had expressed some concerns in the process and was undertaking a full review.</p> <p>The Principal also advised that:</p> <ul style="list-style-type: none"> • The ESFA clawback at £3k had not been as high as anticipated (£40k), • The College’s Director of IT was in discussion with WBTC about the potential to upgrade their systems, • Target enrolment had been 300 learners, but actual enrolment was down 30-40 against that. The Principal stressed that WBTC would also need to review its operating costs in order to match the reduced level of income. <p>Overall, the Principal advised that operations at WBTC seemed positive.</p>	
<p>1033. (6.21pm)</p>	<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> <p>In particular, he advised that:</p> <ul style="list-style-type: none"> • Learner numbers were good, • The financial outturn for 2018/19 had come in over budget, • Reception and the canteen on South Site had been refurbished during the summer break, • Discussions had been held with the LEP regarding potential additional activities at the FSC Bordon, • BCoT was now a recognised Apple Training Centre, • Maria Miller, MP, had been in College recently for events and meetings, • There had been a successful outcome with the University of Portsmouth to the operation of two HE programmes at BCoT, • Darryl King, an apprentice with Southern Manufacturing Company Middlesex Group, had won the regional Apprentice of the Year, • Discussions were ongoing with Hampshire County Council regarding the FSC Bordon. <p>The Principal placed on record his thanks to Lorraine Heath (DPCPI) for the work that she had done to progress improvements across the College. He also thanked Martin Slatford (External Member) for his work ‘behind the scenes’ for promoting the College with the LEP and local council regarding training for modular-build housing developments and manufacturing opportunities in the local area.</p>	
<p>1034.</p>	<p>ANY OTHER BUSINESS</p> <p>There were no items of Any Other Business raised.</p>	
<p>1035.</p> <p>(6.37pm)</p>	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 30 October 2019 11.00am Development Day at Apple Inc HQ 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>	
<p>(6.37pm)</p>	<p>Meeting closed.</p>	