

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## MINUTES OF A MEETING OF THE CORPORATION HELD ON WEDNESDAY 10 OCTOBER 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.	i	Brooke Dobing	Student Member	
	8.	*	Steve Fussey	External Member	Vice Chair
	9.	*	Lynne George	External Member	
	10.	*	Julie Hall	External Member	
	11.	i	Anne Millar	External Member	
	12.	i	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	10 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>					
	*				
<b>From Minute 961:</b>					
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### PRE-MEETING BRIEFING SESSION

#### SAFEGUARDING

The Director of Student Experience (Alexis Smith) (DSE) gave the Corporation a presentation and update on safeguarding and prevent matters. She confirmed that appropriate policies and procedures were in place and reviewed annually, and that all staff had completed online training.

The DSE also advised that young people were taught about safeguarding, including online matters, through teaching and learning opportunities, eg. Inductions in blended learning sessions, through tutorials, and that British values were embedded in schemes of work.

She stressed that all Members of the Corporation also had to sign to confirm that they had read Part 1 of Keeping Children Safe in Education (KCSIE).

The DSE outlined the main changes to KCSIE that included peer to peer abuse, use of reasonable force, a single central record and volunteers and regulated activities.

In addition, the DSE advised that more emphasis would be made on the understanding of the issues that faced care leavers, looked after children, children with special educational needs and disabilities and peer on peer abuse.

The DSE highlighted the issue of 'county lines' that was widespread across the country. This usually related to urban (inner city) gangs setting up operations through drug activity in more suburban areas, along with modern day slavery and trafficking and criminal exploitation, and usually involved exploitation of vulnerable persons.

In summarising, the DSE advised that key training for 2018/19 would include:

- DSO training 13 additional staff mainly from Aspiral.
- Mental health first aid training
- Guns and Knife Crime
- County Lines and Child Sexual Exploitation
- Drugs awareness
- Female genital mutilation
- Radicalisation and extremism over 30 staff took a qualification
- Hate Crime
- Domestic Violence
- Child and adolescent mental health networking/workshops

Post-meeting Note: A copy of the presentation has been circulated to all Members by email.

## PART 1 – NON-CONFIDENTIAL MINUTES

(4.58pm)		<b>ACTION</b>
<b>958.</b>	<p><b>WELCOME</b></p> <p>Brooke Dobing, Anne Millar and Chris Moore were welcomed to the meeting.</p>	
<b>959.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>George Batho, Charles Cardiff, Dave Murray.</p>	
<b>960.</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>Anthony Bravo, Steve Fussey, Anne Millar and Chris Moore declared an interest in Agenda Item 10: WBTC Update</p>	
<b>961.</b>	<p><b>MEMBERSHIP MATTERS</b></p> <p><b>1. Resignation of External Member</b></p> <p>The resignation of Tim Sayer was noted.</p> <p><b>2. Appointment of New Members</b></p> <p>The Chair advised that the Search Ctte had met and recommended the appointment of Anne Millar and Chris Moore to the Corporation. It was noted that Anne and Chris had been nominated by West Berkshire Training Consortium trustees.</p> <p><b>3. Student Member to the Corporation</b></p> <p>The Clerk advised that Brooke Dobing had been elected as the Student Union President and had been nominated by the Student Union as the Student Member.</p> <p style="text-align: center;"><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. The resignation of Tim Sayer be noted.</b></li> <li><b>2. Anne Millar and Chris Moore be appointed as External Members each for a Term of Office expiring on 31 July 2022.</b></li> <li><b>3. Brooke Dobing be appointed as the Student Member for a term of office expiring on 31 July 2019.</b></li> </ol> <p style="text-align: center;">(Proposed by Lynne George, Seconded by Pamela Woolgrove)</p>	
<b>962.</b>	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>The Clerk advised that no items of Any Other Business had been notified.</p>	
<b>963.</b>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 4 July 2018 were confirmed as a correct record and were signed by the Chair, subject to the following:</p> <p>Minute 954, paragraph 2, to remove all references to data in the Minutes that are published on the College website.</p>	
<b>964.</b>	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There were no Matters Arising discussed that had not been considered elsewhere at the meeting.</p>	

## ITEMS FOR APPROVAL

		<b>ACTION</b>
<b>965.</b> (5.04pm)	<p><b>REFURBISHMENT OF 'A' BLOCK</b></p> <p>A written report was received and considered. The DPFR advised that funding from the M3 LEP (Local Enterprise partnership) for the proposed HE and Business Centre had not yet been successful. However, some refurbishment work in A Block was required for new HE facilities. He advised further that a scheme had been developed at a cost of £375k, made up of building works at £250k, IT at £75k and a 15% contingency of £50k, of which £62.5k related to VAT that could not be reclaimed. He stressed that the IT costs were being met from a separate fund provided by the LEP for investment in digital technology.</p> <p>In response to a question from a Member regarding the cost of the scheme proposed in the budget for 2018/19, the DPFR advised that that scheme would be carried-out to a good standard, but that it would not be at the level found in universities.</p> <p>In considering HE provision at BCoT, the Chair of the Corporation advised that he and the Principal had met with the Vice Chancellor at Southampton Solent University to discuss links with BCoT, and that other meetings were planned with the University of Portsmouth and the University for the Creative Arts, Farnham to discuss similar arrangements. He also stressed that all those concerned in HE delivery were aware fully of the issues facing colleges but that no one was prepared to put funding in place to support such delivery, hence the need for BCoT to self-fund any refurbishment work.</p> <p style="text-align: center;"><b>It was RESOLVED that a budget of £375k to refurbish and equip A Block be agreed.</b> (Proposed by Martin Slatford, Seconded by Chris Moore)</p>	

## ITEMS FOR INFORMATION

<b>966.</b> (5.17pm)	<p><b>ENROLMENT REPORT 2018/19</b></p> <p>A written report was received for information and noted. The DPFR advised that, to date, 16-18 full time enrolments were down on the previous year and a little below the planned numbers for 2018/19. 16-18 apprenticeships were up on the previous year and were also up on planned numbers for 2018/19.</p> <p>The DPFR advised further that 16-18 numbers were close to expectation but that internal progression had been a little lower than expected. Hairdressing, engineering and construction had done well in increasing their numbers, with construction seeing a big increase in apprenticeship numbers. Media, Beauty, Business, Health and Early Years have all seen numbers decline. Following the changes to Programmes of Study introduced this year, a much larger proportion of year 12 new students had started on Level 3 programmes.</p> <p>Adult full and part-time enrolments were up on last year and up on plan, but the DPFR advised that until the ILR return was made in early December the college was not able to ascertain the £value of those enrolments.</p> <p>Higher Education enrolments in engineering were down on the previous year (55 down to 46), but that the Foundation Degree in Early Years Development had recruited the 12 planned.</p> <p>In response to a question from a Member the DPFR advised that the market share from Basingstoke schools had continued to decline. However, following a review, it appeared that this decline was attributable to a drop in the number of enrolments from The Hurst school.</p>	
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<p><b>967.</b> (5.47pm)</p>	<p><b>EXPECTED ACHIEVEMENT OUTTURN 2017/18</b></p> <p>The DPCPI gave a verbal update. He advised that headline achievement data showed an overall improvement of 1% on 2016/17, with increases in Level 2-4 but a decrease in Level 1, and that curriculum data also showed a similar pattern as per achievement. It was noted that GCSE Maths achievement had shown an increase of 20% for Grades 9-4 and was well above the national position. GCSE English had dropped but was still above the national position.</p> <p>The DPB advised that apprenticeship achievement rates had declined but were still above the national average. She also advised that Aspiral had seen a good increase in learner numbers and an improvement of around 1% in achievement data. However, apprenticeship achievement rates had declined to 70.7%.</p> <p>In summary, the DPCPI advised that, generally, there had been a slight overall increase and that detailed data would be presented to the Curriculum &amp; Quality Cttee at its meeting in November 2018.</p>	<p><b>DPCPI</b></p>
<p><b>968.</b> (5.59pm)</p>	<p><b>WBTC UPDATE</b></p> <p>The Chair of the Corporation confirmed that the formal merger had taken place and that West Berkshire Training Consortium (WBTC) was now part of the BCoT Group. He stressed that governance of WBTC would not change following merger, inasmuch as it retained its own board of directors, it had its own aims and objectives, and raised its own funding. It was the responsibility of the board of directors of WBTC to determine how that funding was best used, and not the role of BCoT to manage the work of WBTC. On that basis, the interest of BCoT board was primarily in the financial security of WBTC and any reputational issues that may arise.</p> <p>Chris Moore, on behalf of WBTC, advised that:</p> <ol style="list-style-type: none"> <li>1. The Charity Commissioner had approved the amended Articles of Association,</li> <li>2. Apprenticeship numbers had not been as high as anticipated mainly due to the implementation of the levy,</li> <li>3. Apprenticeship starts were 123.</li> <li>4. Overall apprenticeships showed a slight increase over the forecast of 200,</li> <li>5. The Great Starts programme (similar to the BCoT functional skills programme) numbers were reasonable at 33 starts,</li> </ol> <p>Chris Moore also update the Corporation on the situation with regards to Interlearn. He advised that the situation was developing, deemed 'fluid' and that there were some risks to WBTC. He stressed that the problems were not down to WBTC management. He confirmed that ESFA had been made aware of the problems and that WBTC's first priority was to try to mitigate any potential losses to the learners. The Vice Chair of the Corporation felt that the problems could not have been foreseen and confirmed that WBTC had taken a lot of professional legal advice. The Chair of the Corporation stressed that there could be some reputational matters that would need to be addressed in due course.</p>	
<p><b>969.</b> (6.17pm)</p>	<p><b>CASTLE FIELD PLAN</b></p> <p>The DPFRR outlined a proposal submitted by the Basingstoke Sports &amp; Social Club to the College with regards to the possibility of the College selling a strip of land at Castle Field to allow for the redevelopment of the clubhouse facilities at May's Bounty. He briefed the Corporation on the College's current use of its part of the site, and of the potential joint use of any refurbished facilities. The Corporation considered the outline proposals and were advised that any formal proposal would be brought to it for consideration in due course. However, the DPFRR sought the Corporation's initial thoughts on the plans.</p> <p><b>It was RESOLVED that, subject to detailed negotiations, the proposals to redevelop the Castle Hill Social Club with the possibility of selling a strip of land owned by the College, be supported in principle.</b> (Proposed by Pamela Woolgrove, Seconded by Lynne George)</p>	

970. (6.34pm)	<b>COMMITTEE MEMBERSHIP 2018/19</b>  The Committee Membership for 2018/19 was received and noted.	
971. (6.35pm)	<b>PRINCIPAL'S REPORT</b>  The Principal highlighted various activities that the College would be involved with in the coming weeks. He outlined three events of national importance that the College would be undertaking at the AoC's annual conference in November.  The Principal also advised on two proposed visits by the local MP (Maria Miller) and the MP for Alton (Damien Hinds). The College had been nominated again in the National Inspire Awards for innovation in excellence award.  The Chair advised that in addition to a meeting with Southampton Solent University he had met with QMC and been invited to visit QMC for a tour.	
972. (6.44pm)	<b>LINK MEMBERS' ROLE</b>  The DPCPI gave the Corporation a short presentation on proposals to update the Link Members role. He highlighted various links and asked that each Member contact him directly with any comments or preferences as to which area(s) they would like to be linked with. The Clerk was requested to circulate the proposed links to all Members.	<b>ALL/ Clerk</b>
973. (6.53pm)	<b>ANY OTHER BUSINESS</b>  There were no items of Any Other Business discussed.	
974.	<b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i>  Wed 12 December 2018 Wed 3 April 2019 Wed 15 May 2019 Development Day at 3.00pm Wed 3 July 2019  It was agreed to postpone the Development Day scheduled for 6 November 2018 to the Spring Term 2019 owing to the unavailability of the proposed external speaker.	

## PART 2 – CONFIDENTIAL MINUTES

(6.55pm)		<b>ACTION</b>
975.	<b>EXCLUSION OF MEMBERS AND/OR NON-MEMBERS</b>  No Members or Non-members were excluded from the Part 2 Confidential meeting.	
976.	<b>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</b>  The Part 2 Confidential Minutes of the Meeting held on 4 July 2018 were confirmed as a correct record and were signed by the Chair.	
977.	<b>MATTERS ARISING FROM THE MINUTES</b>  There were no Confidential Matters Arising discussed that had not been considered elsewhere at the meeting.	
(6.56pm)	Meeting closed	

Confirmed as a Correct record:		12 Dec 2018
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