

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

Owing to the emergency restrictions imposed by HM Government because of the global Covid-19 pandemic this meeting was held by video conferencing

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 14 OCTOBER 2020

Membership:	1.	v	Mike Howe	External Member	Chair
	2.		George Batho	External Member	
	3.	v	Anthony Bravo	Principal	
	4.	v	Charles Cardiff	External Member	
	5.	v	Terry Clarke	Staff Member	
	6.	v	Kevin Croombs	External Member	
	7.	v	Greg Devereux-Cooke	Staff Member	
	8.	v	Steve Fussey	External Member	Vice Chair
	9.		Beryl Huntingdon	External Member	
	10.	v	Nicole Martin	External Member	
	11.	v	Anne Millar	External Member	
	12.	v	Dave Murray	External Member	
	13.	v	Martin Slatford	External Member	
	14.	v	Colin Willoughby	External Member	
	15.		Pamela Woolgrove	External Member	
	16.		Vacancy (HK)	Student Member	
	17.		Vacancy (JH)	External Member	
	18.		Vacancy (MW)	External Member	
	19.		Vacancy (LG)	External Member	
	20.		Vacancy (CM)	External Member	
Quorum:					
			8 required	12 present	Meeting quorate
In Attendance:					
	v	Simon Burrell	Clerk to the Corporation (Clerk)		
	v	Lorraine Heath	Deputy Principal (DPCPI)		
	v	David Moir	Deputy Principal (DPFR)		
Present via video link:					
	v				

PRE-MEETING DEVELOPMENT BRIEFING

SAFEGUARDING UPDATE

A presentation by Alexis Smith, Assistant Principal for Foundation Learning and Student Voice (AP)

The AP advised that during the year 98% of staff felt that the College handled safeguarding matters well, and that 93% of students agreed/strongly agreed that they felt safe at the College.

The AP advised further that the Corporation was required to ensure that:

- Appropriate policies and procedures were in place and reviewed regularly
- Safeguarding policy and the safeguarding report were reviewed annually
- Keeping Children Safe in Education Part 1 was kept updated
- LSCB Annual Audit
- Action was taken in a timely manner to safeguard and promote children's welfare
- Clear processes were in place
- All staff completed online training and had safeguarding induction

At BCoT, the AP advised that:

- 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 campaigns

The AP outlined the main changes made to Keeping Children Safe in Education. She also highlighted safeguarding activities that had been undertaken during the lockdown period (Covid-19 pandemic).

However, the AP advised that, in the Basingstoke area, there had been:

- A rise in gang culture
- A rise in students who were having suicidal thoughts
- County lines activity had continued
- Social Media abuse issues
- Anxiety about returning to College
- Seeing more food related anxiety/issues
- Financial circumstances

The AP stressed the strengths at BCoT as:

- Strong pastoral support at College
- Close links with a large number of other agencies
- Community & Student Engagement Officer
- Mental Health First Aid training and resources

The AP reminded Members that they were required to undertake regular training and details of the two elements concerned would be circulated to them by email following the meeting.

Safeguarding Annual Report 2019/20

The Corporation received and considered the Safeguarding Annual Report 2019/20

It was RESOLVED that the Safeguarding Annual Report 2019-20 be agreed.

(Proposed by Steve Fussey, Seconded by Anthony Bravo)

PART 1 – NON-CONFIDENTIAL MINUTES

(4.58pm)		ACTION
1090.	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>Welcome: The Chair welcomed Kevin Croombs to the meeting.</p> <p>Apologies: George Batho, Beryl Hutchinson, Pamela Woolgrove.</p>	
1091.	<p>DECLARATION OF INTERESTS</p> <p>1. Anthony Bravo, Steve Fussey and Anne Millar declared an interest in Agenda Item 11: WBTC Update.</p> <p>2. Mike Howe declared an interest in that he knew Kevin Croombs from when they worked together at Stannah Lifts.</p>	
1092.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>The DPFR notified one item of Any Other Urgent Business – LEP Project (discussed as part of Minute 1098 below).</p>	
1093.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Chris Moore (External Member)</p> <p>The retirement and resignation of Chris Moore from both the Corporation and from WBTC was noted.</p> <p>2. Kevin Croombs (External Member)</p> <p>The appointment of Kevin Croombs as an External Member was considered. The Chair advised that the Search Ctte had met with Kevin in September 2020 and had recommended him for appointment as an External Member.</p> <p style="text-align: center;">It was RESOLVED that Kevin Croombs be appointed as an External Member of the Corporation. (Proposed by Martin Slatford, Seconded by Anne Millar)</p> <p>3. Student Member</p> <p>It was noted that elections for Student Member were currently ongoing and an appointment would be made at the next meeting of the Corporation.</p>	
1094. (5.02pm)	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 29 July 2020 were confirmed as a correct record and would be signed by the Chair when national restrictions allowed.</p>	
1095.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>	
1096. (5.03pm)	<p>ACHIEVEMENT DATA 2019/20</p> <p>The DPCPI advised that the achievement data for 2019/20 was not due to be finalised nationally until 22 October 2020. A report confirming the College's achievements would be made to the Curriculum & Quality Ctte at its meeting in November 2020.</p> <p>The DPCPI gave a general overview of the position but stressed that the final data could change from what she would advise on. In addition, she stressed further that achievements had been impacted by the Covid-19 pandemic, with the cancellation of</p>	

<p>1096. (cont)</p>	<p>examinations and with results being based on teacher assessments. In addition, nearly 100 learners were still waiting on results from external awarding bodies.</p> <p>The DPCPI advised that she was anticipating a small increase in data at all levels across the College. Specifically, with regards to GCSE Maths and English, she advised that the outcome was very positive, with increases in all grades. Because of the curtailment of assessments and examinations a number of apprentices were continuing into the current year in order to complete their programmes.</p> <p>The DPCPI concluded by advising that because of the pandemic there would be no national benchmarks provided by the DfE for 2019/20.</p>	
<p>1097. 5.11pm)</p>	<p>ENROLMENT REPORT 2020/21</p> <p>A written report was received and noted. The DPFR advised that because of the huge level of uncertainty going into enrolment, the outturn for the College, taking everything into account, had not been as bad as anticipated. There was good news on 16-18 full-time numbers which had increased on 2019/20 by 79 (20 higher than planned).</p> <p>Apprenticeship starts were 50% down on the same period in the last year. Adult enrolments had held-up reasonably well in the circumstances but were likely to be down overall on plan and budget.</p> <p>The DPFR stressed that the overall financial impact would be a deterioration against budget. He advised that as this was an exceptional situation, and because the College had ample reserves, it would be able to manage through this and the foreseeable future. There were also some additional one-time funding grants that would help make a difference to the financial position for 2020/21.</p> <p>The DPFR was pleased to advise that BCoT's share of school leavers from Basingstoke schools (including Testbourne, The Hurst and The Clere) had increased to 29.6% (up from 27.2% in 2019/20) and was now at its highest level for more than five-years. Reviewing only the seven secondary schools in Basingstoke town then the market share had increased to 32% (up from 29.2% in 2019/20), its highest level since 2016/17.</p>	
<p>1098. (5.26pm)</p>	<p>FINANCIAL UPDATE</p> <p>A written report was received and considered. The DPFR advised that the College was facing very challenging times as there was a lot of uncertainty and change owing to the Covid-19 pandemic.</p> <p>1. Financial Year 2019/20</p> <p>The DPFR advised that there were some outstanding processes to be completed and that the final result was expected to be close to the June 2020 forecast (a deficit of -£344k) with the final draft accounts showing a slight improvement to a deficit of -£263k.</p> <p>The DPFR advised further that the FRS 102 valuation at 31 July 2020 had significantly increased the pension liability of the LGPS. The deficit value had increased from £8.34m (at July 2019) to £15.0m at July 2020, an 80% increase. He stressed that this was typical of the increase being seen by colleges across the country.</p> <p>With regards to WBTC, the company was reporting a small surplus (£2k) for the year. The Principal stressed that the level of work and dedication undertaken by the staff at WBTC to achieve that result had been incredible.</p> <p>2. Financial Year 2020/21 and beyond</p> <p>The DPFR stressed that the estimate for 2020/21 was for a deterioration against the budget of between £400k and £700k. This was due in the main to lower than planned apprenticeship and adult income (funding and fees). Following enrolment, income revisions to the budget were anticipated:</p>	

1098.
(cont)

- 16-18 full-time – no change
- Adult funded – range £200k to £300k below budget (estimate)
- Apprenticeship funding - £200k below budget (modelled impact)
- Fee income – up to £200k below budget (estimate)
- 16-18 catch-up funding - £200k new income (allocated)
- 18 and 19 year-old premium funding – to be determined, but unlikely to be significant

The College had also been allocated £571k for building condition improvement works. The plans for how this money would be spent were still being determined.

The DPFR advised that there would be some improvement to the I&E account as some of the additional income would cover costs that had already been budgeted for, maybe in the region of £75k. The rest was likely to be capital spend or new expenditure.

Delivery costs for 16-18 would be slightly higher as the College had enrolled 20 additional students above plan and there were new costs associated with the delivery of catch-up learning. Apprenticeship delivery was being maintained, despite lower enrolment numbers.

There would be some savings in adult course delivery as there were fewer adult courses running.

The DPFR advised that, to date, the College had spent in excess of £50k on Covid-19 risk mitigation measures – mainly hand sanitiser gel, face coverings, Perspex screens and gazebos. Some of these were one-off costs (eg screens), but others are ongoing. Expenditure by the end of the year was anticipated to be as high as £75k-£80k.

In looking forward, the DPFR advised that the financial outlook for the College was based on:

- Provided that cash was maintained, the College position was secure.
- 16-18 income would increase by c£350k in 2021/22 following the excellent recruitment onto 16-18 full-time courses in the current year.
- The first T levels would be delivered in 2022/23.
- There was uncertainty whether the government would continue to fund the cost of the increase in TPS employer contributions beyond April 2021, this was worth £200k a year to the college.
- Apprenticeships would pick back up as the economy recovered, the College needed to maintain its provision to be well-placed to make the best of this upturn when it happened.
- Adult enrolments were less certain, but the Prime Minister's announcement at the end of September 2020 of a new adult skills fund should be encouraging and bring new funding opportunities.
- Higher level provision was difficult, but the new partnership with University of Portsmouth could be the catalyst for growth in HE in Basingstoke.
- There was a large capital fund being made available to colleges to improve their estate. BCoT intended to bid for around £3m to carry out improvements to F Block.
- The ESFA was also intending to change the way it assessed the financial health of colleges. It was possible that the first modelling of this would be in January 2021 or July 2021. The DPFR expected that because of the proposed changes the College's 'outstanding' financial health grading could be reduced.
- The large deficit likely in 2020/21 was a concern and would need to be addressed, but much of it was COVID related, rather than structural.

The DPFR updated the Corporation on progress regarding IT developments. He advised on a change to the Director of IT post.

With regards to capital expenditure, the College would benefit from the building condition improvement grant as some of the summer projects could be set against that allocation.

**1098.
(cont)**

In addition, the DPFR advised that the capital budget included £300k for phase two of the IT infrastructure improvement project. He felt that it was less likely that this would proceed now, but some of the allocated funding would be needed to secure the IT system and ensure the capital investment already committed at phase one was deployed effectively.

Pending a review and action plan from the Interim Head of IT Services, the DPFR felt that it would be realistic to allocate £100k of capital to IT infrastructure, and requested that £100k of the capital budget allocated to IT virtualisation be re-designated as general IT infrastructure improvements in order to enable phase one of the programme to be completed.

The Corporation considered the request. Some disquiet surfaced about the process and whether the College could recoup some of the costs from Daisy as it appeared that the system was not functioning as intended. The matter was going to be brought to the F&R Cttee for update and review of the findings.

It was AGREED that £100k of the capital budget be re-designated to the general IT infrastructure improvement project.

The DPFR advised further that if phase 2 of the programme did not proceed during 2020/21 then the cash position would improve, but that the funds would need to be carried forward to 2021/22.

With regards to WBTC it was noted that they were forecasting a break-even result for the year to 31 July 2021.

(Dave Murray left the meeting)

3. LEP Project – ICT Covid Response (Notified under AOB)

A written report was received and considered. The DPFR advised that in June 2020 a collaborative bid had been submitted to the LEP for funds for investment in ICT to enable delivery of teaching and learning through the Covid-19 pandemic period. To achieve that funding, the College had to provide match-funding. He advised further that this would be achieved through the College's planned expenditure on phase 2 of the infrastructure upgrade which was to implement desktop virtualisation.

The DPFR advised that the College had been informed that day that the bid had been agreed by the LEP and the College had been asked to submit confirmation to the LEP that the Corporation had given approval to provide £160,833 of match-funding in order to release £482k of LEP investment in ICT.

Both the match-funding and LEP contribution were required to be spent between 1 August 2020 and 31 July 2021. As reported in the financial update, it was now considered unlikely that the College would proceed with the virtualisation project during 2020/21 at the present time. Consequently, the College would not be spending that money to provide as match-funding. However, it had made other IT commitments already in 2020/21 and expected to make further expenditure throughout the year.

The DPFR stressed that it was clearly in the College's best interest to commit to providing the £161k of match-funding as it would release a significant additional capital sum (£482k). The match-funding commitment could be made from the existing approved budget.

The LEP funding would be used to:

- Upgrade engineering CAD PCs
- Install IT devices in every classroom
- Upgrade the College remote access system to enable a high-quality remote connection for all staff
- Upgrade the security around the remote connection system

	<ul style="list-style-type: none"> • Provide laptops to permanent establishment teachers, initially those above 0.6 FTE • Provide devices for students to work remotely • Upgrade or replace aged PCs and Chromebooks across the college LEP project <p>The Corporation was requested to agree to the proposal, noting that this did not require any amendment to the college's capital budget allocation:</p> <p>It was AGREED:</p> <ol style="list-style-type: none"> 1. To confirm support for the project, 2. To confirm agreement to commit £160,833 of ICT match-funding during 2020/21, made up of existing spend, anticipated future spend, and any additional projects required to achieve the required amount, 3. To note that this would release £482k of additional funding to the college and that reports will be made to the Finance & Resources Committee regarding this expenditure. 	
<p>1099. (6.20pm)</p>	<p>WBTC UPDATE</p> <p>The Principal advised that following the initial pandemic restrictions, the staff had responded tremendously well to the situation and that WBTC was now forecasting a small surplus (£2k) in the 2019/20 accounts.</p> <p>The Principal advised further that in recognition of the efforts of all the staff the WBTC Board had agreed to give each member of staff an additional non-consolidated £100 pay award.</p>	
<p>1100. (6.23pm)</p>	<p>PRINCIPAL'S REPORT</p> <p>The Principal advised that the College had now had three confirmed Covid-19 cases, and appropriate arrangements for self-isolation etc had been put in place and there had been no further spread of the disease.</p> <p>The staff survey had shown very good results, with improvements in all areas.</p> <p>The second virtual open day had been held with over 500 visitors logged-on, and just over 50 applications received as a direct result of it.</p> <p>The Principal had held a number of meetings with a range of external organisations that had resulted in opportunities for College students.</p> <p>There had been a very positive meeting with B&DBC regarding new development contracts and the need to involve the College in apprenticeship opportunities.</p>	
<p>1102.</p>	<p>CHAIR'S REPORT</p> <p>The Chair advised that a National Chairs Forum had now been established in order to discuss a range of matters across the college sector.</p> <p>The Chair also advised that he and several of other chairs had met with the DfE regarding the proposed FE White Paper and had been able to present a number of key issues relevant to FE.</p>	

1102.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 4 November 2020 (3.00pm Development Day) Wed 9 December 2020 Wed 27 January 2021 (commencing at 5.00pm) Wed 31 March 2021 Wed 5 May 2021 (3.00pm Development Day) Wed 7 July 2021</p> <p>The Meeting Schedule for 2020/21 was received and noted.</p>	
1103.	<p>EXCLUSION OF MEMBERS AND/OR NON-MEMBERS</p> <p>No Members or Non-Members were excluded from the Confidential meeting.</p>	
1104.	<p>CONFIDENTIAL MINUTES OF THE COMMITTEES OF THE CORPORATION</p>	
1105.	<p>Capital Projects Committee</p> <p>The unconfirmed Confidential Minutes of the meeting of the Capital Projects Committee held on 24 September 2020 were received and noted.</p>	
(6.43pm)	Meeting closed	

Confirmed as a correct record:		9 Dec 2020
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