

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

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

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 31 MARCH 2021

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.	*	Kevin Croombs	External Member	
	7.	*	Greg Devereux-Cooke	Staff Member	
	8.	*	Steve Fussey	External Member	Vice Chair
	9.		Beryl Huntingdon	External Member	
	10.	*	Nicole Martin	External Member	
	11.	*	Anne Millar	External Member	
	12.	*	Dave Murray	External Member	
	13.	*	Martin Slatford	External Member	
	14.	*	Colin Willoughby	External Member	
	15.	*	Pamela Woolgrove	External Member	
	16.		Vacancy (JH)	External Member	
	17.		Vacancy (MW)	External Member	
	18.		Vacancy (LG)	External Member	
	19.		Vacancy (CM)	External Member	
	20.		Vacancy (MCA)	Student Member	
Quorum:			8 required	14 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

Careers & Industry Placements

A presentation by Anna Thorpe, Careers & Industry Placement Team Leader (AT)

AT gave the Corporation a presentation on the work of the careers and industry team. She outlined the role her team operated with students and their parents/carers with regards to careers and progression, and the access they (student and parents/carers) had to careers support and guidance from before enrolment to completion of their programme at the College.

In addition, AT highlighted the careers information, advice and guidance services offered by the College through a wide range of activities covering face to face sessions, virtual meetings, telephone support, parents' evenings, group talks, the careers and progression web pages of the BCoT website, visits to workplaces, exhibitions, trips etc.

AT also highlighted the work of the industry placement team and how they worked with students and employers to ensure all students had industrial placements during their programmes of study at the College.

With the introduction of T Levels from Sept 2021 AT advised that her team would be supporting the industrial placement requirement that was a key part of T Level provision.

AT advised further that there was also external careers advice and guidance available from the DfE and national bodies.

In concluding her briefing, AT highlighted the 8 Gatsby Benchmarks of Good Careers Guidance from Careers Strategy, Matrix Accreditation and Quality in Careers Standards. She also highlighted the external support received from the Vice Chair, a local careers and enterprise company, and local employers.

At the end of her presentation the Members sought clarification from Anna on a range of matters arising from her presentation.

The Corporation thanked Anna for her presentation and the work she and her team undertook for the students.

[Post Meeting Note: A copy of the presentation has been added to the agenda papers held on Trust Governor]

PART 1 – NON-CONFIDENTIAL MINUTES

(5.04pm)		ACTION
1120.	<p>APOLOGIES FOR ABSENCE</p> <p>Beryl Huntingdon.</p>	
1121.	<p>DECLARATION OF INTERESTS</p> <p>Anthony Bravo, Steve Fussey and Anne Millar declared an interest in Agenda Item 15: WBTC Update.</p>	
1122.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>The Chair notified two items of Any Other Urgent Business.</p>	
1123.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Molly Catling-Allen (Student Member)</p> <p>The resignation of Molly Catling-Allen from the Corporation was noted.</p> <p>2. Appointment of New Members</p> <p>The CVs of four prospective new Members were received and considered. It was noted that the Search Cttee had met and interviewed each one and recommended them for appointment. The Chair gave a brief overview of each prospective new Member and highlighted the diversity and experience each brought to the Corporation. It was noted that all four were Basingstoke based.</p> <p>It was RESOLVED that Joy Bibby, Priya Brown, Arun Mummalaneni and Barry Smith be appointed as External Members of the Corporation each on a four-year term of office. (Proposed by Pamela Woolgrove, Seconded by Colin Willoughby)</p> <p>3. Curriculum & Quality Cttee: Co-opted Member</p> <p>The Chair of the Curriculum & Quality Cttee and the Deputy Principal (CPI) had met with Sophie Hallam Barnard, Assistant Headteacher at Brighton Hill School, with a view to Sophie being appointed as an External Co-opted Member of the Curriculum & Quality Cttee. Sophie had specific responsibilities at the school for curriculum matters. It was noted that Brighton Hill School was an important feeder school to the College.</p> <p>It was RESOLVED that Sophie Hallam Barnard be appointed as an External Co-opted Member of the Curriculum & Quality Cttee. (Proposed by George Batho, Seconded by Steve Fussey)</p>	
1124.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 9 December 2020 were confirmed as a correct record and would be signed by the Chair when national restrictions allowed.</p>	
1125.	<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>	

1126. (5.20pm)	COMMITTEES OF THE CORPORATION	
1126.1	Audit Committee [Post meeting note: The Audit Ctte meeting schedule for 17 March 2021 had been deferred to 28 April 2021]	
1126.2	Curriculum & Quality Committee The unconfirmed Minutes of the Curriculum & Quality Ctte meeting held on 3 March 2021 were received and noted. There were no Matters Arising considered.	
1126.3	Finance & Resources Committee The unconfirmed Minutes of the Finance & Resources Ctte meeting held on 10 March 2021 were received and noted. 1. Interim Pay Award (Minute 853) The DPFR advised that pay awards for staff on the national minimum wage (NMW) were normally made from 1 April each year, and for all other staff from 1 August each year. He advised further that the Government had increased the level of the minimum wage from 1 April 2021. It was proposed that a 'flat rate' pay award of £400 pro-rata be made to each member of staff on the NMW rates, and to all nursery staff (except the Manager and Deputy Manager) with effect from 1 April 2021. It was RESOLVED that a pay award of £400 pro-rata be made to all staff on NMW rates and to the nursery staff (except the Manager and Deputy Manager) with effect from 1 April 2021. (Proposed by Anne Millar, Seconded by Anthony Bravo) 2. Financial Regulations: Procurement Routes and Limits (Minute 856) A written report was received and considered. The Chair advised that the Ctte had reviewed proposed amendments to the Financial Regulations and procurement routes and limits that had been recommended by the F&R Ctte for approval by the Corporation. It was RESOLVED that the Financial Regulations be amended as set out in the report. (Proposed by Colin Willoughby, Seconded by Kevin Croombs)	
1126.4	Search Committee The unconfirmed Minutes of the Search Ctte meeting held on 17 March 2021 were received and noted. 1. Appraisal of Members (Minute 298) The Chair of the Ctte advised that the Clerk was looking at a possible review process for Members and would report to the Chair of the Corporation on his findings. 2. Education and Training Foundation (ETF) (Minute 300.1) The Chair of the Corporation highlighted an online training facility provided by ETF. He advised that log-in details etc would be provided to all Members of the Corporation when they were available.	

<p>1127. (5.30pm)</p>	<p>STRATEGIC PLAN 2021-25 AND KPIs</p> <p>A written report was received and considered. The DPFR took Members through the Strategic Plan 2021-2025. He advised that he was drafting KPIs to accompany it. The Strategic Plan Working Group was due to meet in late April 2021 to review them prior to a presentation on the final Plan and KPIs at the Development Day on 5 May 2021.</p> <p>With regards to the current KPIs, the DPFR took the Members through the updated Performance Report. Key points highlighted were:</p> <ul style="list-style-type: none"> • Attendance and retention had held up well during the latest lockdown, with 16-18 retention well above last year's level, • Formal lesson observations had ceased during lockdown but had now resumed, • Higher apprenticeship numbers had fallen dramatically over the last two years, • Positive destinations for 2020 completers were lower than in previous years, primarily as a result of the Covid-19 pandemic, • Applications for full-time courses and apprenticeships were 17% lower than in 2020. <p>The Principal advised that because of the Covid-19 pandemic youth unemployment in the Basingstoke area had increased by 23%.</p> <p>Although apprenticeship numbers had reduced because of the Covid-19 pandemic, overall achievement for apprenticeships in 2019/20 had shown a slight reduction compared to 2018/19 but timely achievements had shown an increase over the same period.</p> <p>With regards to retention (excluding apprenticeships), the DPFR advised that for Level 1 and Level 2 retention had increased in 2020/21 against 2019/20 but had shown a slight decrease in Level 3 and 4+. However, overall retention was at 95.5% in 2020/21 compared to 91.7% in 2019/20.</p> <p>Although physical lesson observations had not taken place due to lockdown, 123 online learning walks had been undertaken with feedback to the staff concerned designed to identify improvements and signpost where support could be found. Physical observations had now resumed following the easing of Covid-19 restriction.</p>	
<p>1128. (5.54pm)</p>	<p>QUALITY IMPROVEMENT PLAN (QIP) 2021/22</p> <p>The updated QIP summary was received and noted. The DPCPI gave an overview of the changes since the previous meeting. In particular, she advised that:</p> <p>Attendance: improving but not at the targets set. Practical areas had been low because of the pandemic restrictions. English and maths attendance had seen a marked improvement since students returned to College.</p> <p>Monitoring/Target Setting: Progress reviews for every student completed. Targets set for all students, and an audit was being undertaken of the quality of the targets set.</p> <p>Teaching Learning & Assessment: A more structured induction process had been implemented. Two inset days were dedicated to improving teaching and learning.</p> <p>English and Maths: Student progress and attendance improved since return to College. Retention also improved.</p> <p>Learning Support Staff: Good interaction between learner support staff and students during lockdown.</p> <p>Learner Progression: Course teams focussing on ensuring curriculum gives students best opportunities to progress.</p>	

<p>1128. (cont)</p>	<p>Identification of Poor Performance: Dashboard updates not yet completed but those courses deemed 'at risk' being monitored closely.</p> <p>Learners not Making Expected Progress: Retention of functional skills students looking positive compared to 2019/20.</p>	
<p>1129. (6.13pm)</p>	<p>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</p> <p>The Principal advised that WBTC had not yet returned fully following the easing of some Covid-19 restrictions. He advised further that WBTC was forecasting a surplus outcome for 2020/21.</p>	
<p>1130. (6.15pm)</p>	<p>PRINCIPAL'S REPORT</p> <p>The Principal advised that the College had been in near-normal operation for the previous two weeks, following the lifting of some Covid-19 restrictions. He outlined how the College had been included in a scheme to ensure unused vaccines at approved centres were available for those staff who wanted one. In addition, HCC had advised the College that it would be receiving a grant from them for Covid-19 actions and responses.</p> <p>The Principal also advised that the College had started a round of conversations with feeder schools on the type of support the College could offer them post-Covid-19.</p> <p>With regards to the adult education potential funding clawback, the Principal advised that the ESFA had changed the threshold from 68% to 90% before clawback. The College was currently at 89%.</p>	
<p>1131. (6.23pm)</p>	<p>ANY OTHER BUSINESS</p> <p>1. FE White Paper</p> <p>The Chair highlighted the publication in January 2021 by the Department of Education of the FE White Paper. He advised that it was set around aspirations for the future. He advised further that a discussion on the FE White Paper would form part of the programme for the Development Day on 5 May 2021.</p> <p>2. Black FE Leadership Group</p> <p>The Chair advised that the Black FE Leadership Group had published a toolkit to help colleges with anti-racist/discriminatory matters. He and other college leaders had had a session the Group and advised that it would be useful for the College.</p>	
<p>1132.</p>	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 5 May 2021 (3.00pm Development Day) Wed 7 July 2021</p> <p>The Meeting Schedules for 2020/21 and 2021/22 were received and noted.</p>	
<p>(6.29pm)</p>	<p>Part 1 meeting closed</p>	