

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CORPORATION

### MINUTES OF A MEETING HELD ON WEDNESDAY 8 DECEMBER 2021

|                            |     |                |                                  |                 |            |
|----------------------------|-----|----------------|----------------------------------|-----------------|------------|
| <b>Membership (20):</b>    | 1.  | *              | Mike Howe                        | External Member | Chair      |
|                            | 2.  |                | Joy Bibby                        | External Member |            |
|                            | 3.  | *              | Anthony Bravo                    | Principal       |            |
|                            | 4.  |                | Priya Brown                      | External Member |            |
|                            | 5.  | *              | Charles Cardiff                  | External Member |            |
|                            | 6.  | *              | Terry Clarke                     | Staff Member    |            |
|                            | 7.  | *              | Kevin Croombs                    | External Member |            |
|                            | 8.  | *              | Greg Devereux-Cooke              | Staff Member    |            |
|                            | 9.  | *              | Steve Fussey                     | External Member | Vice Chair |
|                            | 10. | i              | Abigail Graham                   | Student Member  |            |
|                            | 11. | *              | Beryl Huntingdon                 | External Member |            |
|                            | 12. | *              | Nicole Martin                    | External Member |            |
|                            | 13. | *              | Anne Millar                      | External Member |            |
|                            | 14. | ii             | Arun Mummalaneni                 | External Member |            |
|                            | 15. | *              | Dave Murray                      | External Member |            |
|                            | 16. | *              | Martin Slatford                  | External Member |            |
|                            | 17. |                | Barry Smith                      | External Member |            |
|                            | 18. | *              | Colin Willoughby                 | External Member |            |
|                            | 19. | *              | Pamela Woolgrove                 | External Member |            |
|                            | 20. |                | Vacancy (GB)                     | External Member |            |
| <b>Quorum:</b>             |     |                |                                  |                 |            |
|                            |     | 8 required     | 15 present, meeting quorate      |                 |            |
| <b>In Attendance:</b>      |     |                |                                  |                 |            |
|                            | *   | Simon Burrell  | Clerk to the Corporation (Clerk) |                 |            |
|                            | *   | Lorraine Heath | Deputy Principal (DPCPI)         |                 |            |
|                            | *   | David Moir     | Deputy Principal (DPFR)          |                 |            |
| <b>Present at meeting:</b> |     |                |                                  |                 |            |
|                            | *   |                |                                  |                 |            |
| <b>From Minute 1162:</b>   |     |                |                                  |                 |            |
|                            | i   |                |                                  |                 |            |
| <b>From Minute 1172:</b>   |     |                |                                  |                 |            |
|                            | ii  |                |                                  |                 |            |

### PRE-MEETING DEVELOPMENT BRIEFING

#### HIGHER EDUCATION AND ADULT EDUCATION

A presentation by Lois Neale, Head of Adult and HE (LN)

LN gave the Corporation a presentation on her plans for the development of HE and adult programmes over the next 3-4 years.

LN advised that:

- A University Centre would be established, in partnership with the University of Portsmouth,
- A curriculum offer would be created that reflected local and national skills priorities, enhanced employability within Basingstoke and Deane to support economic growth and stability, post Brexit and post pandemic,
- Create progression pathways for College students on level 3 courses within the local area as well as employees of local and national businesses, with a strong emphasis on widening participation groups,
- Establish guaranteed progression routes (for BCoT students) to degree level study at the University of Portsmouth,
- Build a strong Higher Education profile at BCoT, through strategic marketing, based on excellence in learning and outcomes for learners.

LN outlined the background to the planned developments, especially following the Augar Review in 2019. Recommendations from it included:

- Increased funding for economically valuable course
- Equality of funding between adults and 16-18 learners
- Flexible AEB budget over 3 years
- Simplified funding rules to enable colleges to respond flexibly and immediately to needs of local labour market
- Capital investment in line with industrial strategy priorities, creating higher technical and professional education
- Minimised duplication in reasonable travel to learn areas
- Efficient distribution of Level 3, 4 and 5 provision within reasonable travel-to-learn areas, to enable strategic investment and avoid counterproductive competition between providers.

Priority sectors include:

- Digital
- Low Carbon
- Space & Satellite
- Health & Med Tech
- Gaming & Immersive Technologies.

LN advised that the number of residents of Basingstoke and Deane holding at least a Level 4 qualification was 37.5%, which was lower than the average for the Southeast at 42.2%, and significantly lower than Winchester, Southampton and Portsmouth. She stressed that each of those towns had at least one Higher Education Institution, and that access to higher level qualifications locally was a significant factor in raising the qualification profile of the town.

LN showed the Corporation a schedule of proposed programme starts over the next 3-4 years, and how she had developed a marketing strategy to support the proposals. She also outlined her strategy for a part-time adult growth plan through a wide range of measures.

At the conclusion of her presentation Members raised a number of questions and sought clarification on several matters raised by LN.

The Corporation thanked LN for her presentation.

## PART 1 – NON-CONFIDENTIAL MINUTES

| (5.15pm)          |  | ACTION |
|-------------------|--|--------|
| 1161.             | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Joy Bibby, Priya Brown, Barry Smith.</p>  |        |
| 1162.             | <p><b>MEMBERSHIP OF THE CORPORATION</b></p> <p><b>1. Abigail Graham</b> (Student Member)</p> <p>The appointment of Abigail Graham as the Student Member was considered.</p> <p style="text-align: center;"><b>It was RESOLVED that Abigail Graham be appointed as the Student Member of the Corporation for a term of office expiring on 31 July 2022.</b><br/>(Proposed by Pamela Woolgrove, Seconded by Martin Slatford)</p> <p>It was noted that Saul Cotterell had been proposed by the Student Union to act as a Student Observer in the absence of Abigail Graham.</p>   |        |
| 1163.             | <p><b>DECLARATION OF INTERESTS</b></p> <p>Anthony Bravo declared an interest regarding West Berkshire Training Consortium.</p>   |        |
| 1164.             | <p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 13 October 2021 were confirmed as a correct record and were signed by the Chair.</p>   |        |
| 1165.             | <p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>   |        |
|                   | <p><b>COMMITTEES OF THE CORPORATION</b></p>  |        |
| 1166.<br>(5.17pm) | <p><b>Audit Committee</b></p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 24 November 2021 were received and noted.</p> <p>Matters Arising from the Minutes:</p> <p style="text-align: center;"><b>1. Health and Safety Annual Report 2020/21</b> (Minute 732)</p> <p>A written report was received and considered. The Chair of the Ctte advised that the Audit Ctte had considered the Health &amp; Safety Annual Report 2020/21 and recommended it to the Corporation for approval.</p> <p style="text-align: center;"><b>It was RESOLVED that the Health &amp; Safety Annual Report 2020/21 be received and agreed.</b> (Proposed by Anne Millar, Seconded by Beryl Huntingdon)</p> |        |
| 1167.             | <p><b>Curriculum &amp; Quality Committee</b></p> <p>The unconfirmed Minutes of the meeting of the Curriculum &amp; Quality Committee held on 18 November 2021 were received and noted.</p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>   |        |

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| <p><b>1168.</b></p>              | <p><b>Finance &amp; Resources Committee</b></p> <p>The unconfirmed Minutes of the meeting held on 25 November 2021 were received and noted.</p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>   |  |
| <p><b>1169.</b></p>              | <p><b>Search Committee</b></p> <p>The unconfirmed Minutes of the meeting of the Search Committee held on 24 November 2021 were received and noted.</p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>  |  |
| <p><b>1170.</b><br/>(5.21pm)</p> | <p><b>FINANCIAL STATEMENTS 2020/21</b></p> <p>Written reports were received and considered. The DPFR advised that all the reports had been considered in detail by the Audit Ctte and the F&amp;R Ctte as appropriate. He advised further that the Financial Statements Auditor (FSA) had issued an unqualified report.</p> <p>The DPFR also advised that the Financial Statements 2020/21 included all elements of the BCoT College Group (BCoT, WBTC and BPSL) and showed an overall operating deficit of -£374k after pension scheme adjustments.</p> <p>The DPFR took the Corporation through the Financial Statements and outlined how they had been prepared. In addition, he advised that of the seven key performance indicators, five had been graded 'strong', one 'acceptable' and one 'low'.</p> <p>The Chair of the Corporation advised that he had attended (as an observer) the Audit Committee meeting on 24 November 2021 and had been reassured by the FSA that they (the FSA) were very pleased with the audit of the accounts and had given the College a clean audit report. In addition, the FSA had assured the Chair that they (the FSA) had received independent assurance from the banks regarding the level of cash funds held by the College.</p> <p>The Corporation considered the Financial Statements reports 2020/21.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. The Internal Auditor's Annual Report 2020/21 be received and adopted,</b></li> <li><b>2. The Audit Ctte's Annual Report 2020/21 be received and accepted,</b></li> <li><b>3. The Financial Statements Auditor's Management Letter 2020/21 be received and accepted,</b></li> <li><b>4. The BCoT Financial Statements 2020/21 be received and accepted and signed by the Chair and the Principal on behalf of the Corporation,</b></li> <li><b>5. The BCoT Professional Services Limited Financial Statements 2020/21 be received and noted,</b></li> <li><b>6. The Regularity Audit Self-Assessment Questionnaire and Covid-19 Annexe B Questionnaire be agreed and signed by the Chair and the Principal on behalf of the Corporation,</b></li> <li><b>7. The Letters of Representation for the Financial Statements and for the Regularity Audit be agreed and signed by the Chair of the Corporation on behalf of the Corporation</b> (Proposed by Charles Cardiff, Seconded by Martin Slatford)</li> </ol> |  |

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| <p><b>1171.</b><br/>(5.35pm)</p> | <p><b>SELF ASSESSMENT REPORT 2020/21 (SAR) / QUALITY IMPROVEMENT PLAN 2021/22 (QIP) / OFSTED PILOT INSPECTION NOV 2021</b></p> <p>Written reports were received and considered. The DPCPI took Members through a summary of the Ofsted feedback and compared it to the findings contained in the SAR. She stressed that the two sets of findings were very closely aligned and confirmed how robust and reliable the SAR had been.</p> <p>In addition, the DPCPI took the Corporation through the seven Key Points contained in the QIP. She updated it on the progress being made and on the plans that had been developed to continue to make the improvements highlighted in the QIP.</p> <p>During the presentation and update the Members raised a wide range of questions and challenges. In particular, the Student Member was able to give a good insight into various matters, as seen from the students' perspective. It was noted that there were some very useful issues highlighted by her that the DPCPI would review and consider against current operations.</p> <p style="text-align: center;"><b>It was RESOLVED that the Self-assessment Report 2020/21 be agreed.</b><br/>(Proposed by Steve Fussey, Seconded by Pamela Woolgrove)</p> <p>The Corporation recorded that it was very happy with the outcome from the pilot Ofsted inspection, and formally thanked all those involved in the successful outcome, especially to Lorraine Heath (Deputy Principal CPI) for all her hard work before and during the inspection.</p>   |  |
| <p><b>1172.</b><br/>(6.30pm)</p> | <p><b>STRATEGIC PLAN 2021-25: KPIs</b></p> <p>A written report was received for information and noted. The DPFR took Members through the KPI report and updated them on progress. He stressed that since September 2021 a further 30 full time students had withdrawn and along with the reduced enrolment numbers (-88) of full time 16–18-year-olds in September 2021 there would be a serious negative impact on funding in 2022/23 because of the lagged funding process used by the ESFA.</p> <p>The DPFR highlighted several KPIs where there had been movement since the previous meeting and outlined the issues behind them. In particular, he advised that there had been a slight increase in long-term staff sickness, a decrease in staff turnover in 2020/21, and a drop in the College's market-share of school leavers in September 2021.</p> <p>(Arun Mummalaneni joined the meeting)</p> <p>In response to a question from a Member regarding the reduced enrolment and market share, the DPFR advised that this was primarily because more young people were going into employment in 2021 than in 2020, along with a larger number undertaking further education at other FE providers. He stressed that these two factors were probably because of 'grade inflation' based on the teacher assessment grades given in the summer 2021 results. However, he advised further that applications for September 2022 were slightly ahead of the same time as in 2020.</p> <p>The DPFR re-iterated the difficulties the College continued to face because of the continuing Covid-19 pandemic. In particular, these included a further reduction in adult numbers, a reduction in the achievement rate of apprentices, and full-time students not being able to complete industry placements in 2020/21.</p> <p>The report was noted.</p> <p>(Nicole Martin left the meeting)</p> |  |

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|----------------------------------|--|--|
| <p><b>1173.</b><br/>(6.48pm)</p> | <p><b>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</b></p> <p>The Principal updated the Corporation on a range of matters, in particular:</p> <ul style="list-style-type: none"> <li>• The need to appoint new trustees following the resignation of several of the (then) trustees,</li> <li>• The appointment of an external organisation to recruit new trustees,</li> <li>• A support plan had been instigated to help the MD of WBTC</li> </ul> <p>The Chair of the Corporation stressed the need to ensure that the WBTC board continued to meet its charitable objectives and had requested the Chair of WBTC (the Principal of BCoT) to prepare a business plan for WBTC.</p> <p>The Chair of the Corporation also stressed that the Corporation was responsible for the appointment of up to four trustees (incl the Principal of BCoT as Chair of WBTC). The Clerk advised that as there was no Corporation meeting scheduled until April 2022, he asked for delegated authority to be granted to the Search Ctte to meet, consider, and approve up to three potential new trustees on behalf of the Corporation.</p> <p style="text-align: center;"><b>It was AGREED that the Search Ctte be granted delegated authority to meet, consider and appoint up to three new trustees to the WBTC Board on behalf of the Corporation.</b></p> |  |
| <p><b>1174.</b><br/>(6.52pm)</p> | <p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal updated the Corporation on various matters. In particular, he advised that:</p> <ul style="list-style-type: none"> <li>• A revised Working From Home policy was being consulted with staff and piloted by two corporate areas from January 2022.</li> <li>• Covid-19 continued to give significant challenges to the operation of the College, and that staff and students were now required to wear masks in communal areas, and CO2 monitors had been installed in many classrooms,</li> <li>• Recent Open Evenings and applicant events had gone well,</li> <li>• The College had been shortlisted in the final of the Beacon Awards for digital applications,</li> <li>• Staff recruitment was a genuine concern and it continued to be very difficult to attract good staff. He stressed that this was a sector-wide problem and not just an issue in the Basingstoke area.</li> </ul>  |  |
| <p><b>1175.</b></p>              | <p><b>ANY OTHER BUSINESS</b></p> <p>There were no items of Any Other Urgent Business considered.</p> <p>(Abigail Graham left the meeting)</p>  |  |
| <p><b>1176.</b></p>              | <p><b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i></p> <p style="margin-left: 40px;">Wed 6 April 2022<br/>Wed 4 May 2022 (3.00pm Development Day)<br/>Wed 6 July 2022</p> <p>The Meeting Schedules for 2021/22 and 2022/23 were received and noted.</p>   |  |
| <p>(6.59pm)</p>                  | <p>Part 1 Meeting closed</p>   |  |