

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 6 APRIL 2022

Membership (20):	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.	*	Beryl Huntingdon	External Member	
	11.	*	Nicole Martin	External Member	
	12.	*	Arun Mummalaneni	External Member	
	13.	*	Dave Murray	External Member	
	14.	*	Martin Slatford	External Member	
	15.		Barry Smith	External Member	
	16.		Colin Willoughby	External Member	
	17.	*	Pamela Woolgrove	External Member	
	18.		Vacancy (GB)	External Member	
	19.		Vacancy (AMi)	External member	
	20.		Vacancy (AG)	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

Update on Apprenticeship Provision

A presentation by Sam Lunn, Head of Apprenticeships and Work Based Learning (HoA)

The HoA outlined the vision of Aspiral to be the BEST apprenticeship training provider within the south of England.

In order to achieve that vision, she highlighted the objectives had been set as to:

- Create progression pathways for apprentices from level 2 apprenticeships up to levels 5,6 and 7 in specific areas
- Establish positive and engaging working relationships with both local and national employers
- Improve the quality for delivering the Apprenticeship standards
- Raise achievement rates and timely completions
- Achieve 100% audit compliance

The HoA advised that progress towards achieving the objectives included:

- Changing the information gathered during online, and enrolment to meet apprenticeship audit compliance
- Introduced new employer proformas to capture employer information and update CRM
- Interview and skill scans completed by every apprentice with curriculum staff
- Employer skills scans to assess the employer can offer the work required for the apprentice to achieve

Progression Pathways included:

- Areas for Growth identified in Business, Management, Early Years and Health and Social Care.
- Working with the Head of HE to review expanding the apprenticeship offer with Higher Apprenticeships to provide opportunities for apprentices to progress from Level 2 apprenticeships to level 7 Management apprenticeships.
- Progression apprenticeship standards for Early Years Practitioners had been approved for delivery up to level 5

New employer engagement included the possibility of working with South Western Railway (SWR) for customer service, business, and management apprenticeships, along with the potential to deliver SWR engineering apprenticeships.

In addition, the HoA advised that the contract with Hampshire County Council was currently out for re-tender.

The HoA also advised that the College had been selected by the ESFA to participate in a pilot scheme to deliver a portable flexi-job apprenticeship scheme.

At the conclusion of her presentation, and in response to a number of questions raised by Members, the HoA clarified a number of matters highlighted during her presentation.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.10pm)		ACTION
1177.	<p>APOLOGIES FOR ABSENCE</p> <p>Joy Bibby, Barry Smith, Colin Willoughby.</p>	
1178.	<p>DECLARATION OF INTERESTS</p> <ol style="list-style-type: none"> 1. Anthony Bravo declared an interest regarding West Berkshire Training Consortium. 2. The Principal, the Staff Members and the Deputy Principals declared an interest in Confidential Agenda Item 6: National Living Wage and Pay Proposal 2022. 	
1179.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Anne Millar (External Member)</p> <p>The resignation of Anne Millar from the Corporation was noted.</p> <p>2. Steve Fussey, Dave Murray, Martin Slatford (External Members)</p> <p>The re-appointment of Steve Fussey, Dave Murray, and Martin Slatford for a new term of office was considered.</p> <p style="text-align: center;">It was RESOLVED that Steve Fussey, Dave Murray, and Martin Slatford be appointed for a new term of office be agreed. (Proposed by Pamela Woolgrove, Seconded by Greg Devereux-Cooke)</p> <p>3. Abigail Graham (Student Member)</p> <p>It was noted that Abigail Graham had been withdrawn as the Student Member. It was noted that a new Student Member was being sought.</p>	
1180.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business notified.</p>	
1181.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 8 December 2021 were confirmed as a correct record and were signed by the Chair.</p>	
1182.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.</p>	
(5.14pm)	<p>COMMITTEES OF THE CORPORATION</p>	
1183.	<p>Audit Committee</p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 23 March 2022 were received and noted.</p> <p>There were no Matters Arising from the Minutes that were not due to be considered elsewhere at the meeting.</p>	

<p>1184.</p>	<p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the meeting of the Curriculum & Quality Committee held on 9 March 2022 were received and noted.</p> <p>There were no Matters Arising from the Minutes that were not due to be considered elsewhere at the meeting.</p>	
<p>1185.</p>	<p>Finance & Resources Committee</p> <p>The unconfirmed Minutes of the meeting held on 16 March 2022 were received and noted.</p> <p>There were no Matters Arising from the Minutes that were not due to be considered elsewhere at the meeting.</p>	
<p>1186.</p>	<p>Search Committee</p> <p>It was noted that the Search Ctte had not met owing to quoracy. Two items of business had been considered by email and recommendations made to the Corporation for approval.</p> <p>1. Steve Fussey, Dave Murray, Martin Slatford (External Members)</p> <p>The terms of office of Steve, Dave and Martin were due to expire in April 2022. The Search Ctte agreed to recommend them to serve for a new term of office (See Minute 1179.2 above)</p> <p>2. West Berkshire Training Consortium (WBTC)</p> <p>In January 2022 the Search Ctte had nominated three temporary Trustees to the WBTC Board to serve for approx. a 3-month term to assist in the appointment of permanent Trustees. Then, following a formal process using an external agency three prospective new permanent Trustees had been identified and recommended to be considered by the Search Ctte/Corporation for appointment to the WBTC Board, each of whom would be designated as a BCoT nominee, in line with the Memorandum & Articles of Association for WBTC.</p> <p>The Search Ctte considered the CVs for each potential new Trustee and supported their appointment as designated BCoT nominees on the WBTC Board. The nominees were: Sharon Gillam, Basit Mohammed and Neil Muir. Copies of their CVs were received by the Corporation.</p> <p>It was RESOLVED that Sharon Gillam, Basit Mohammed and Neil Muir be agreed to serve on the WBTC Board of Trustees as the BCoT Nominees, in line with the Memorandum & Articles of Association for WBTC. (Proposed by Martin Slatford, Seconded by Steve Fussey)</p>	
<p>1187. (5.18pm)</p>	<p>STRATEGIC PLAN 2021-25 KPIs</p> <p>A written report was received for information and noted. The DPFR took the Corporation through the report and highlighted a number of changes since the last update. In particular:</p> <ul style="list-style-type: none"> • Staff absence levels were high, primarily as a result of Covid-related absences • 38 lesson observations had been undertaken with 30 achieving 'grade 1' • Student numbers were down against 2020/21 	

<p>1187. (cont)</p>	<ul style="list-style-type: none"> • Applications for 2022/23 were above the same period in 2021/22 • Student attendance was at the same level as per 2020/21 • Delivery of the adult training grant was below the contract value for 2021/22 and the two previous years, directly as a result of the Covid-19 pandemic • Retention of 16-18 years olds was similar to 2019/20, but 2020/21 had been distorted because of the Covid-19 pandemic • Retention for adult students was down because of the impact of the Covid-19 pandemic and that there was also no sub-contracting in the current year <p>With regards to the reduction in applications for 2022/23 the Principal highlighted his concerns at the 'aggressive' marketing tactics being undertaken by other providers, especially by Queen Mary's College (QMC). He advised that QMC were offering all applicants unconditional offers of a place, although they were not guaranteeing applicants that they would get a place on their chosen course but would be offered a 'suitable' course based on their (the applicant's) 2022 examination results! He stressed that he had instructed BCoT's marketing department to review its current marketing strategy and to look at how best to improve on current marketing activities.</p> <p>The Corporation noted the number of employers that the College currently worked with. The Chair asked if a longitudinal measure could be created for the number of employers the College worked with in order to show trends.</p>	<p>DPFR</p>
<p>1188. (5.54pm)</p>	<p>QUALITY IMPROVEMENT PLAN 2021/22 (QIP)</p> <p>A written report was received for information and noted. The DPCPI took the Corporation through each QIP Point and outlined in more detail the progress made to date. In particular:</p> <p style="padding-left: 40px;">QIP 1: target setting process changes had been made, monitoring of withdrawals reviewed on a weekly basis, current retention at 92.5%.</p> <p style="padding-left: 40px;">QIP 2: 24 staff signed-up to take part in an employer sabbatical project.</p> <p style="padding-left: 40px;">QIP 3: Covid-19 was still having an adverse impact on attendance, some attendance issues related to staffing (temporary staff being used in place of permanent staff), various initiatives being used to try to improve attendance, punctuality was a growing problem.</p> <p style="padding-left: 40px;">QIP 4: A two semester structure and new diagnostic assessment process had been introduced.</p> <p style="padding-left: 40px;">QIP 5: A range of improvements in teaching and learning were on target,</p> <p style="padding-left: 40px;">QIP 6: A number of issues were being addressed. Covid-19 still had a major impact on the College.</p> <p style="padding-left: 40px;">QIP 7: Improvements had continued to be made, especially in Construction Dept.</p> <p>The Corporation questioned the DPCPI during her report and sought clarification on a range of matters highlighted. <i>(Dave Murray left the meeting)</i></p>	
<p>1189. (6.09pm)</p>	<p>PRINCIPAL'S REPORT</p> <p>The Principal updated the Corporation on various matters. In particular, he advised that:</p> <ul style="list-style-type: none"> • Staff sickness was continuing to be a real issue and challenge • There had been several key staff changes • The Wellbeing Day had been a success 	

1189. (cont)	<ul style="list-style-type: none"> • QMC's aggressive marketing with no interview with an unconditional offer was a major cause for concern and presented a number of challenges for BCoT • The University Centre was due to be opened by the local MP (Maria Miller) on 20 May 2022 	
1190. (6.29pm)	<p>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</p> <p>The Principal advised that:</p> <ul style="list-style-type: none"> • A new Board of Trustees had been appointed • The financial forecast for 2021/22 currently showed a deficit of c£88k, caused by missed income targets and higher than anticipated costs. Potential additional restructuring and corporate costs had not been included in that figure and the deficit was expected to increase to c£190k, which included exceptional one-off expenditure of c£95k. • The Interim CEO had forecast that by the end of June 2022 WBTC would be operating at a monthly breakeven position • A permanent replacement CEO was expected to be appointed during the summer 2022 	
1191.	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business considered.</p>	
1192.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 4 May 2022 (3.00pm Development Day) Wed 6 July 2022</p> <p>Wed 12 October 2022 Wed 2 November 2022 (3.00pm Development Day) Wed 7 December 2022</p> <p>The Meeting Schedules for 2021/22 and 2022/23 were received and noted.</p>	
(6.32pm)	Part 1 Meeting closed	