

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CORPORATION

### MINUTES OF A MEETING HELD ON WEDNESDAY 7 JULY 2021

<b>Membership:</b>	1.	*	Mike Howe	External Member	Chair
	2.	*	George Batho	External Member	
	3.	*	Joy Bibby	External Member	
	4.	*	Anthony Bravo	Principal	
	5.	*	Priya Brown	External Member	
	6.	*	Charles Cardiff	External Member	
	7.	*	Terry Clarke	Staff Member	
	8.	*	Kevin Croombs	External Member	
	9.	*	Greg Devereux-Cooke	Staff Member	
	10.	*	Steve Fussey	External Member	Vice Chair
	11.		Beryl Huntingdon	External Member	
	12.		Nicole Martin	External Member	
	13.	*	Anne Millar	External Member	
	14.	*	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 (MCA)	Student Member	
<b>Quorum:</b>			8 required	16 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>	*				

#### PRE-MEETING DEVELOPMENT BRIEFING

##### Outstanding Teaching Learning and Assessment (OTLA) 7 Action Research in Maths

Sophie George (GCSE Maths Course Director) and Jo Wydrzynski (Lecturer in Maths) gave an update on the OTLA 7 project, that was using technology to motivate and engage GCSE learners in maths. They outlined the various technologies that had been used (Google Docs, Google Forms, Jamboards, Century etc) and highlighted how these had improved the online delivery of maths, and how it had motivated and engaged learners in maths. They advised that they had received incredible feedback from the mentor on the project, and due to the success of the project, they had also been asked to write an article for InTuition magazine. The project had allowed them (as a team) to focus on technology and had also been a springboard for new ideas and approaches to teach maths.

The Corporation thanked Sophie and Jo for their presentation and the work they and their team undertook for the students.

## PART 1 – NON-CONFIDENTIAL MINUTES

(4.55pm)		ACTION
<b>1133.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Beryl Huntingdon, Nicole Martin, Barry Smith.</p>	
<b>1134.</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>1. Anthony Bravo, Steve Fussey, Anne Millar, and Dave Murray declared an interest regarding West Berkshire Training Consortium.</p> <p>2. The Principal, the Staff Members, and the Deputy Principals declared an interest in a potential pay award included in the Financial Plan and Budget 2021/22 proposals under Agenda Item 12.</p> <p>3. Arun Mummalaneni declared an interest that he had been elected as a Councillor for Hampshire County Council and for Basingstoke &amp; Deane Borough Council.</p> <p>4. To note that Barry Smith was employed by Greenhouse Graphics Limited who supply printing services to the College on an ad-hoc basis.</p>	
<b>1135.</b>	<p><b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Urgent Business notified.</p>	
<b>1136.</b>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 31 March 2021 were confirmed as a correct record and were signed by the Chair.</p>	
<b>1137.</b>	<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>	
<b>1138.</b> (4.57pm)	<p><b>COMMITTEES OF THE CORPORATION</b></p>	
<b>1138.1</b>	<p><b>Audit Committee</b></p> <p>The unconfirmed Minutes of the Audit Ctte meetings held on 28 April 2021 and 16 June 2021 were received and noted. There were no matters arising from the Minutes.</p>	
<b>1138.2</b>	<p><b>Curriculum &amp; Quality Committee</b></p> <p>The unconfirmed Minutes of the Curriculum &amp; Quality Ctte meeting held on 17 June 2021 were received and noted.</p> <p><b>Matters Arising from the Minutes</b></p> <p><b>1. Quality Strategy 2021/22</b> (Minute 685)</p> <p>A written report was received and considered. The Chair of the Ctte advised that the Quality Strategy had been updated and proposed changes and additions highlighted clearly.</p> <p style="text-align: center;"><b>It was RESOLVED that the Quality Strategy 2021/22 be approved.</b> (Proposed by Anne Millar, Seconded by Greg Devereux-Cooke)</p>	

1138.3	<p><b>Finance &amp; Resources Committee</b></p> <p>The unconfirmed Minutes of the Finance &amp; Resources Ctte meetings held on 12 May 2021 and 23 June 2021 were received and noted. There were no matters arising from the Minutes.</p>	
1138.4	<p><b>Search Committee</b></p> <p>The unconfirmed Minutes of the Search Ctte meeting held on 17 March 2021 were received and noted.</p> <p><b>1. Committee Membership 2021/22 (Minute 308)</b></p> <p>The committee membership for 2021/22 was noted.</p>	
1139. (5.02pm)	<p><b>FINANCIAL PLAN AND BUDGET 2021/22</b></p> <p>A written report was received and considered. The DPFR highlighted the level of complexity surrounding the preparation of the budget owing to the continuing uncertainties of the post-Covid-19 position. He proposed that the budget be reviewed in the autumn term when there was more certainty based on the level of enrolments in September 2021.</p> <p>The DPFR took the Corporation through the report. He advised that the main planning factors in developing the proposed budget were:</p> <ul style="list-style-type: none"> <li>• High level of uncertainty over student numbers and income levels</li> <li>• Loss of GLA contract</li> <li>• No inflationary uplift applied to funding rates</li> <li>• Resource constraints in the growth area of construction</li> <li>• Uncertainty over continuation of the UKPN contract</li> <li>• Cleaning contract coming in-house from 1 August 2021</li> <li>• Uncertainty over Construction and plumbing apprenticeships</li> </ul> <p>The DPFR also stressed that income was forecast to decline from £17m to £16m. The cash position would however improve over the year, with the cash balance forecast at 31 July 2022 at £8.7m. He also advised that whilst there had been some significant additional income in 2020/21, he was not anticipating any further uplift or increases from the ESFA during 2021/22.</p> <p>The Corporation noted the range of the risks, sensitivities and opportunities (as listed in the report) that had been used when developing the budget.</p> <p>The Chair of the Corporation (as Vice Chair of the Finance &amp; Resources Ctte) advised that the F&amp;R Ctte had reviewed the proposed budget plans in detail and had noted that there were a number of uncertainties that could have a further negative impact on the budget during the year.</p> <p><b>It was RESOLVED that:</b></p> <ul style="list-style-type: none"> <li>• <b>The budget for 2021/22 be agreed, based on an operating deficit before estimated FRS 102 pension adjs. of £167k,</b></li> <li>• <b>A capital programme of £700k for 2021/22 be approved,</b></li> <li>• <b>A £400 flat-rate pro-rata pay award from 1 August 2021 for all staff except those who received their award in April 2021 be agreed,</b></li> <li>• <b>The cash balance at 31 July 2022 be estimated at £8.7m</b> (Proposed by George Batho, Seconded by Pamela Woolgrove)</li> </ul>	

<p><b>1139.</b> <b>(cont)</b></p>	<p>In response to a question from a Member the DPFR advised that there had been a noticeable decrease in expenditure during 2020/21 due mainly to a reduction in expenditure because of the high level of online teaching that had been undertaken since the start of the Covid-19 pandemic in March 2020.</p>	
<p><b>1140.</b> (5.25pm)</p>	<p><b>ADVANCING ANTI-RACISM AT BCOT</b></p> <p>A written report was received for information and noted. The DPFR advised that the college had made a commitment in its strategic plan to implement the 10-point action plan advocated by the Black FE Leadership Group. He outlined the aims and ambitions (as set out in the report) and highlighted the progress to date on achieving them.</p> <p>The DPFR also highlighted the statement of intent to advancing anti-racism in the college and the values that would guide the college. The Corporation reviewed the Statement of Intent and confirmed its agreement to it.</p> <p>In reviewing the data appended to the report, the Corporation noted that the college compared very favourably to the 2011 census data for the Basingstoke &amp; Deane area. It showed that the college had a much higher proportion of 'white other' and 'Black' students when compared to the local demographics.</p> <p>It was also noted that the ethnicity pay gap showed that there were no significant gaps in pay at the college.</p> <p>In response to a question from a Member the DPFR advised that the proportion of male:female ratio at the college for both students and staff showed that there were slightly more female students and more female staff.</p> <p>In response to a further question from a Member the Principal advised that there were very few sexual accusations made each year (four recorded in 2020), and that full details and investigation were made on any such instances. He also confirmed that sexual accusations were incorporated in the Safeguarding policy.</p>	
<p><b>1141.</b> (5.52pm)</p>	<p><b>STRATEGIC PLAN 2021-25 KPIs</b></p> <p>A written report was received for information and noted. The DPFR took the Corporation through the report and highlighted changes to the data since the previous meeting. In particular, he advised that:</p> <ul style="list-style-type: none"> <li>• Lesson observations showed that 85.4% of teaching staff were graded 'good' or better.</li> <li>• Adult and apprentice numbers had fallen as a result of Covid-19 but under-16 and 16-18 year olds had held-up well.</li> <li>• Staff absence was consistent with previous years.</li> <li>• ESFA had delayed announcing results of a funding bid related to the F Block refurbishment program.</li> <li>• Student applications for 2021/22 had improved and were close to the previous year.</li> <li>• Student attendance was consistent with 2019/20.</li> <li>• Student retention for 16-18 year olds had improved over the two previous years and was at 93.4%, with 19+ student retention being very slightly below target at 93.7%.</li> </ul>	
<p><b>1142.</b> (6.05pm)</p>	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal updated the Corporation on a number of matters. In particular, he advised that:</p> <ul style="list-style-type: none"> <li>• Most FT students had completed their programmes with the remaining due to complete during the following week.</li> <li>• A number Year 10 students had visited the college for taster sessions.</li> </ul>	

<p><b>1142.</b> <b>(cont)</b></p>	<ul style="list-style-type: none"> <li>• A collaborative bid with two other colleges in Hampshire was being prepared.</li> <li>• Following difficulties in recruiting staff a successful appointment had been made using the online LinkedIn service.</li> <li>• Several staff had been successful in national awards, including Gemma Westlake (FE Lecturer of the Year, Laura Archer (Highly commended) and the Student Welfare Team as Support Team of the Year.</li> </ul> <p>The Corporation requested that its congratulations be passed-on to all those staff concerned.</p>	
<p><b>1143.</b> (6.08pm)</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>• There had been some challenges with regards to the undertaking of audits.</li> <li>• Following changes by the ESFA to sub-contracting regulations there was a potential conflict of interest situation as the Principal of BCoT was Chair of the Trustees at WBTC. This matter was currently under discussion with ESFA as it also affected sub-contracted provision at BCoT.</li> <li>• The financial outturn for 2020/21 was forecast to be breakeven.</li> <li>• HR and Finance appointments had been made.</li> <li>• WBTC had developed its own working from home procedure.</li> </ul>	
<p><b>1144.</b> (6.15pm)</p>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>1. Meeting with ESFA</b></p> <p>The Chair advised that he had recently attended a virtual meeting with the ESFA at which concerns relating to skills improvement plans, pressure on colleges over the growing number of financial bids being sought, and delays on the Level 3 qualification review were raised by the College. ESFA advised that this had also been raised by several other colleges. On a very positive note, the ESFA team had described BCoT as a 'high performing college' several times during the meeting, discussed policy changes related to the sector, and had no issues to raise with the College.</p> <p>(Arun Mummalaneni left the meeting)</p> <p><b>2. ETF Training Modules</b></p> <p>The Chair requested that Members complete the introductory module and the one relating to the committee to which they were assigned, and to advise the Clerk when completed. There was no specific time pressure to complete these.</p>	<b>Clerk</b>
<p><b>1145.</b></p>	<p><b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i></p> <p style="padding-left: 40px;">Wed 13 October 2021 Wed 3 November 2021 (3.00pm Development Day) Wed 8 December 2021</p> <p>The Meeting Schedule for 2021/22 was received and noted.</p>	
<p>(6.14pm)</p>	<p>Part 1 meeting closed</p>	