

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 conferencing*

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 9 DECEMBER 2020

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.		Molly Catling-Allen	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	14 present	Meeting quorate
In Attendance:	*		Simon Burrell	Clerk to the Corporation (Clerk)	
	*		Lorraine Heath	Deputy Principal (DPCI)	
	*		David Moir	Deputy Principal (DPFR)	
Present at meeting:		*			

PRE-MEETING DEVELOPMENT BRIEFING

Transition and Learner Support

Helen Key (HK), the Transition Manager/Learner Support highlighted the role the Learner Support Dept undertook in the College. In particular, she outlined how the Dept helped to 'bridge the gap' for those students that had been classified with an Educational Health Care Plan (EHCP) by the local educational authority. Each student was allocated with a specific Learner Support member of staff who would help and assist the student throughout their time at the College.

HK advised further that in addition to EHCP students, the Learner Support Dept helped support a large number of other students within the College that were not classified with an EHCP.

The Corporation were pleased to note the positive work of the Learner Support Dept throughout the College.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.04pm)		ACTION
1106.	WELCOME AND APOLOGIES FOR ABSENCE Apologies: George Batho.	
1107.	DECLARATION OF INTERESTS Anthony Bravo, Steve Fussey and Anne Millar declared an interest in Agenda Item 19: WBTC Update.	
1108.	NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business notified.	
1109.	MEMBERSHIP OF THE CORPORATION 1. Molly Catling-Allen (Student Member) The appointment of Molly Catling-Allen as the Student Member was considered. <p style="text-align: center;">It was RESOLVED that Molly Catling-Allen be appointed as the Student Member of the Corporation for a term of office expiring on 31 July 2021. (Proposed by Pamela Woolgrove, Seconded by Steve Fussey)</p>	
1110.	MINUTES OF THE PREVIOUS MEETING The Minutes of the Meeting held on 14 October 2020 were confirmed as a correct record and would be signed by the Chair when national restrictions allowed.	
1111.	MATTERS ARISING FROM THE MINUTES There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.	
1112. (5.08pm)	COMMITTEES OF THE CORPORATION	
1112.1	Audit Committee The unconfirmed Minutes of the Audit Cttee meeting held on 25 November 2020 were received and noted. 1. Health & Safety Annual Report 2019/20 (Minute 695) A written report was received and considered. The Chair of the Cttee advised that the Audit Cttee had considered the Health & Safety Annual Report 2019/20 and recommended it to the Corporation for approval. <p style="text-align: center;">It was RESOLVED that the Health & Safety Annual Report 2019/20 be received and agreed. (Proposed by Charles Cardiff, Seconded by Anne Millar)</p>	

1112.2	<p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the Curriculum & Quality Ctte meeting held on 11 November 2020 were received and noted. There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>	
1112.3	<p>Finance & Resources Committee</p> <p>The unconfirmed Minutes of the Finance & Resources Ctte meeting held on 26 November 2020 were received and noted.</p> <p>1. Financial Regulations: Procurement Routes and Limits (Minute 839)</p> <p>A written report was received and considered. The Chair of the Ctte advised that the Ctte had reviewed a proposed amendment to the procurement routes and limits and suggested that they be reviewed further before being presented to the Corporation for consideration.</p> <p>It was RESOLVED that the proposed amendment to the procurement routes and limits be agreed. (Proposed by Colin Willoughby, Seconded by Beryl Huntingdon)</p>	
1112.4	<p>Search Committee</p> <p>The unconfirmed Minutes of the Search Ctte meeting held on 25 November 2020 were received and noted.</p> <p>1. Membership of the Corporation (Minute 291)</p> <p>The Principal highlighted the need for the Corporation to have a wider ethnic diversity, specifically BAME and female. He had been in contact with a recruitment consultant that had undertaken Member recruitment for Eastleigh College of FE. The consultant had been given a brief to look for someone that met the BAME and female criteria, preferably with IT/technology skills, and living within an hour's commute of the College. To meet the College's financial regulations, the Principal had asked the Head of HR to seek quotes from two other recruitment agencies.</p> <p>Martin Slatford advised that the local MP (Maria Miller) had recently held a meeting in Basingstoke specifically for BAME leaders in the local workplace. Beryl Huntingdon advised that she was due to meet Maria Miller later that week and would discuss the matter with her to see if there were any appropriate individuals that met the criteria that could be considered. The Principal also agreed to email Maria Miller as well.</p>	BH/ Principal
1113. (5.21pm)	<p>FINANCIAL STATEMENTS 2019/20</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&R Ctte as appropriate. He advised that the financial reports had been produced in a standard format, and that the Financial Statements Auditor had issued an unqualified report.</p> <p>The DPFR also advised that the Financial Statements 2019/20 included all elements of the BCoT College Group and showed an overall operating deficit of -£336k after pension scheme adjustments. He also advised that the West Berkshire Training Consortium were due to be completed by 31 January 2021 owing to capacity issues within their finance team at WBTC. However, the Financial Statements Auditor (Alliotts) had advised that the Group accounts could be signed-off as he had applied the Group materiality level across the consolidated accounts.</p> <p>The Corporation considered the Financial Statements reports 2019/20.</p>	

<p>1113. (cont)</p>	<p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Internal Auditor's Annual Report 2019/20 be received and adopted, 2. The Audit Ctte's Annual Report 2019/20 be received and accepted, 3. The Financial Statements Auditor's Completion Report 2019/20 be received and accepted, and the Letters of Representation be agreed and signed by the Chair of the Corporation on behalf of the Corporation, 4. The BCoT Financial Statements 2019/20 be received and accepted and signed by the Chair and the Principal on behalf of the Corporation. 5. The BCoT Professional Services Limited Financial Statements 2019/20 be received and noted, 6. The Regularity Audit Self-Assessment Questionnaire be agreed. <p>(Proposed by Martin Slafford, Seconded by Kevin Croombs)</p>	
<p>1114. (5.25pm)</p>	<p>SELF-ASSESSMENT REPORT (SAR) 2019/20 AND QUALITY IMPROVEMENT PLAN (QIP) 2020/21</p> <p>1. Self-assessment Report 2019/20</p> <p>A written report was received and considered. The Chair advised that the process for developing the SAR had been very robust and that the final report was well balanced.</p> <p>The DPCPI stressed that there had been strong leadership and management when the College had entered the national lockdown in March 2020. There had also been a clear strategy in moving teaching and learning online, that had been recognised by an Ofsted review undertaken during the summer.</p> <p>The DPCPI highlighted that the grade outcomes of the SAR were 'good' in all elements. She took the Ctte through the key strengths (listed in the report) and highlighted those areas that had been identified for improvement and formed the basis of the QIP.</p> <p>It was RESOLVED that the Self-assessment Report 2019/20 be approved. (Proposed by Steve Fussey, Seconded by Anne Millar)</p> <p>The Corporation recorded its thanks to Neil Shoulder for all his hard work in managing the SAR validation process.</p> <p>2. Quality Improvement Plan (QIP) 2020/21</p> <p>The DPCPI advised that the format of the QIP had been changed to include a summary sheet that would be updated to show progress in each element of the QIP. The Chair of the Ctte requested that the updated summary page be presented at all Corporation meetings.</p> <p>The DPCPI advised that there were eight key strands to the QIP. She took the Corporation through each element and outlined in more detail how they would be developed and monitored, and the timescales for further review.</p> <ol style="list-style-type: none"> 1. Attendance was below the College expectation of 92% in too many departments across the college, 2. Target setting did not drive students to aim for higher grades sufficiently well, 3. Teaching, learning, and assessment was not always consistent between teams, departments and faculties, 4. Advances made in the delivery of English and maths by specialist teams had not been fully supported in the vocational areas of delivery, 5. Learning support staff were not always utilised effectively in lessons, 6. Learner progression was not sufficiently well tracked to ensure that learner destinations were used to inform the content of the course and shape the advice and guidance that students received, 7. Identification of poor performance of learners, courses or departments could be too slow, leading to lowered retention, pass or achievement, 	<p>DPCPI</p>

<p>1114. (cont)</p>	<p>8. Learners were not making the expected progress on functional skills qualifications to secure good outcomes.</p> <p>The Chair of the C&Q Ctte advised that the Ctte had reviewed the QIP in detail and noted that the focus was on moving the College in the right direction towards achieving 'outstanding'.</p> <p>The Quality Improvement Plan 2020/21 was received and noted.</p>	
<p>1115. (6.00pm)</p>	<p>STRATEGIC PLAN 2021-25</p> <p>A written report was received and considered. The DPFR advised that the Strategic Plan Working Group had reviewed the draft Plan and had recommended it to the Corporation for finalisation and approval. He advised further that the Plan included the comments made by the Corporation at the recent Development Day, consultation with staff and local business, and from the LEP.</p> <p>The DPFR also advised that the performance indicators and targets would be listed in a separate document and that the Working Group would meet again to review the measures and targets prior to their submission to the Corporation for approval.</p> <p>The DPFR took the Corporation through the draft Strategic Plan. He advised that six key areas had been identified where the College intended to lead through innovation and excellence:</p> <ul style="list-style-type: none"> • Digital skills • Personal and Professional Development • Putting employers and business in the driving seat to set the skills agenda • Delivery of high-quality T levels with outstanding business engagement and inspirational teaching • A significant expansion of higher-level provision in Basingstoke • Leading a low carbon future <p>The DPFR stressed that underpinning those areas of innovation was the College's relentless focus on ensuring the students had the best possible education experience at BCoT and that they left the College equipped and confident for a successful future.</p> <p>It was RESOLVED that the draft Strategic Plan 2021-25 be agreed</p>	
<p>1116. (6.22pm)</p>	<p>STRATEGIC PLAN 2016-20 KPIs</p> <p>A written report was received for information and noted. The DPFR took the Corporation through the report. He highlighted that although 2019/20 achievement data had been added the DfE would not be publishing any national benchmarks for 2019/20 because of the Covid-19 pandemic.</p> <p>In addition, the DPFR advised that, for 2020/21, retention at all levels was up on previous years, currently at 97.4%. Applications for Sept 2021 had, though, started slowly. Staff sickness levels had dropped significantly.</p>	
<p>1117. (6.38pm)</p>	<p>WBTC UPDATE</p> <p>The Principal advised that the end of year financial position for WBTC had shown a slight surplus. There was, though, one matter outstanding, related to Covid-19 relief funds, that could be the subject of claw-back by the ESFA, and this had yet to be confirmed.</p>	

1118. (6.40pm)	PRINCIPAL'S REPORT The Principal advised that following the recent Staff Survey, most staff had stated that they were happy with communications and felt as safe as possible regarding Covid-19 actions taken within the College. The College had applied to make two presentations at the AoC's national conference in 2021. Lynsey Spillane, Course Director Foundation Learning (Specialist Provision & Future Pathways) had been awarded the Inspirational Teacher of the Year Award for Hampshire.	
1119.	DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i> Wed 31 March 2021 Wed 5 May 2021 (3.00pm Development Day) Wed 7 July 2021 The Meeting Schedule for 2020/21 was received and noted.	
(6.45pm)	Part 1 meeting closed	