

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 13 OCTOBER 2021

Membership (20):	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	
Quorum:					
			8 required	12 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:					
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PRE-MEETING DEVELOPMENT BRIEFING

SAFEGUARDING UPDATE

A presentation by Alexis Smith, Assistant Principal for Foundation Learning and Student Voice (AP)

The AP advised that during the year 97.8% of staff felt that the College handled safeguarding matters well, and that 96.2% of students agreed/strongly agreed that they felt safe at the College.

The AP highlighted the role that Corporations had was to ensure that:

- Appropriate policies and procedures were in place and reviewed regularly
- Safeguarding policy and the safeguarding report were reviewed annually
- All other policies reviewed regularly
- Keeping Children Safe in Education Part 1 was kept updated
- Hampshire County Council Annual Audit
- Action was taken in a timely manner to safeguard and promote children's welfare
- Clear processes were in place
- All staff completed online training and had safeguarding induction

At BCoT, the AP advised that:

- Young people were taught about safeguarding, including online, through teaching and learning opportunities
- Inductions in Blended learning sessions
- Through tutorials
- British values embedded in schemes of work
- Marketing campaigns

The AP outlined the main changes made to Keeping Children Safe in Education in 2021. She also highlighted safeguarding activities that had been undertaken during the lockdown period (Covid-19 pandemic).

Within the BCoT the AP advised that there had been:

- A rise in anxiety
- A rise in students who were having suicidal thoughts
- County lines activity had continued
- Social Media abuse issues
- Anxiety about returning to College
- Seeing more food related anxiety/issues
- Financial circumstances

The AP stressed the strengths at BCoT as:

- Strong pastoral support at College
- Close links with a large number of other agencies
- Community & Student Engagement Officer
- Mental Health First Aid training and resources

The AP reminded Members that they were required to undertake regular training and details of the two elements concerned would be circulated to them by email following the meeting.

Safeguarding Annual Report 2020/21

The Corporation received and considered the Safeguarding Annual Report 2020/21

It was RESOLVED that the Safeguarding Annual Report 2020/21 be agreed.

(Proposed by Steve Fussey, Seconded by Anthony Bravo)

PART 1 – NON-CONFIDENTIAL MINUTES

(5.17pm)		ACTION
1146.	<p>APOLOGIES FOR ABSENCE</p> <p>George Batho, Charles Cardiff, Beryl Huntingdon, Dave Murray, Martin Slatford, Barry Smith, Pamela Woolgrove.</p>	
1147.	<p>DECLARATION OF INTERESTS</p> <p>Anthony Bravo and Anne Millar declared an interest regarding West Berkshire Training Consortium.</p>	
1148.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. George Batho (External Member)</p> <p>The resignation and retirement of George Batho was noted. The Chair paid tribute to George for his time and commitment to the Corporation and the College since his appointment to the Corporation in 2006.</p>	
1149.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 7 July 2021 were confirmed as a correct record and were signed by the Chair.</p>	
1150.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>1. ETF Training Modules (Minute 1144.2)</p> <p>The Chair stressed the need for all Members to persevere with and to complete the ETF training module(s).</p>	
1151. (5.20pm)	<p>ACHIEVEMENT DATA 2020/21</p> <p>The DPCPI gave a verbal update on the provisional achievement data for 2020/21. She advised that the data would be finalised in the near future and that a detailed report and full analysis would be presented to the Curriculum & Quality Cttee at its meeting in November 2021.</p> <p>The DPCPI advised that the headline data showed that 16-18 full time continued to show a three-year trend in improvement, with outturn expected around 88%. 19+ were broadly similar to the previous year.</p> <p>Apprenticeships had been particularly impacted by the pandemic with c55% expected to complete their programmes.</p>	
1152. (5.25pm)	<p>ENROLMENT REPORT 2021/22</p> <p>A written report was received, considered, and noted. The DPFR advised that the overall headlines regarding enrolment were generally disappointing with enrolment numbers down across the College, with:</p> <ul style="list-style-type: none"> • 16-18 full-time: 88 lower than last year, market share dropped by more than 4%points • Adults – fee income down 25%, funding earned to be confirmed in mid-October after submission of the September funding return • Apprenticeships – new starts up by 10 on last year • Higher Education – numbers down overall by 100+ • The successful winning the Thames Water contract had been very beneficial 	

<p>1152. (cont)</p>	<p>The DPFR advised further that key actions were around the admissions cycle for full-time courses and development of an Adult and HE plan to utilise available funding and grow numbers back to previous levels. The financial implications of the enrolment were outlined in a separate report on the agenda.</p> <p>With regards to the decline in 16-18 student numbers, the DPFR advised that early analysis in autumn 2020 had shown that (at that time) there was good reason to believe that FT numbers would increase again (following two successive years of growth), and that there had also been a 6.6% increase in Basingstoke school leaver numbers.</p> <p>However, there was an early indication that there might be a problem when application numbers were compared to the previous year. By Christmas 2020 the applications were nearly 20% down on the previous year. This trend had continued throughout the year but had 'improved' to 14% below that for 2019/20.</p> <p>The DPFR advised that the most likely reasons for the decline were:</p> <ul style="list-style-type: none"> • Lack of on-site open days, Advice & Guidance and reduced opportunities to visit schools • Impact of GCSE grade inflation • Competition from other providers <p>Actions to be taken were:</p> <ul style="list-style-type: none"> • Reinstate on-site open days with exciting curriculum activities being demonstrated • Review Schools Liaison content • Departments to establish links with school subject area leads • Use high level stories as part of a strategic PR programme • T-level launch plan <p>Part time adult enrolments had also shown a low take-up of ESOL and English and maths. The DPFR also highlighted the disappointing take-up of the free course offer for adults (National Skills Fund).</p> <p>Apprenticeship numbers were slightly up on the previous year, and the value of carry-in apprentices was higher than expected. However, apprenticeship enrolments from other training providers had declined, in part due to the ESFA's requirement for reduced levels of sub-contracting in 2021/22.</p> <p>Higher education enrolments overall were down. The DPFR advised that the College had created and recruited a new Head of Adult Education & HE, whose role would be to review all options related to adult education and HE, and to increase enrolments accordingly.</p>	
<p>1153. (5.52pm)</p>	<p>FINANCIAL UPDATE 2021/22</p> <p>A written report was received, considered, and noted. The DPFR advised that the financial update had taken into account the current enrolment position and updated the forecasts for the remainder of the financial year. He advised further that there had been a small deterioration in the financial outturn forecast for 2021/22, and that 2022/23 would be a challenging year, primarily due to lagged funding and cost pressures.</p> <p>In reviewing the past year (2020/21) draft accounts, the DPFR advised that cash generation (before capital) had ended at £1.9m, slightly below the F4 forecast, but ahead of the original budget of £1.2m. The College had also benefitted from two high-value funded projects that had enabled it to cover expenditure that it had planned to incur from within the existing budget, and that operating costs were also lower than normal because of the Covid-19 lockdowns.</p>	

<p>1153. (cont)</p>	<p>With regards to the current financial year (2021/22), the DPFR advised that the financial forecast for 2021/22 had been updated to reflect actual student numbers rather than planned. He advised further that the biggest impact was on 16-18 full-time provision and Adult Education (funded and full cost) as both areas had seen a drop in learner numbers. Apprenticeship funding would be higher than budgeted but fees from other training providers would be lower. The UKPN contract had been reduced in 2021/22 and would be reduced further in 2022/23. However, a new contract with Thames Water increased apprenticeship numbers in 2021/22 and again in 2022/23.</p> <p>Delivery costs had been reduced in line with student numbers. The DPFR stressed that there were cost pressures from National Insurance rises, minimum wage, agency costs, utilities, and IT Support costs that were putting pressure on the bottom line. Due to lagged funding, Ed Tech Demonstrator income and the part-year impact of cost pressures, the finances for 2021/22 were manageable, but 2022/23 looked particularly difficult. Pension provision adjustments would be at a similar level to last year, as would depreciation.</p> <p>With regards to the F Block Project, the DPFR advised that the College's bid for funding had not been successful. As the project would now be self-funded from cash reserves, the plans for the project had been revised and would be undertaken over a four-year period.</p>	
<p>1154. (6.08pm)</p>	<p>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</p> <p>The Principal updated the Corporation on a range of matters, in particular:</p> <ul style="list-style-type: none"> • A new deputy manager had been appointed, • An in-person graduation ceremony held, • A working from home policy developed, • An IT service level agreement with the College was being developed, • A new marketing concept introduced that encouraged large employers to pass over any unspent levy to smaller SME's. 	
<p>1155. (6.18pm)</p>	<p>PRINCIPAL'S REPORT</p> <p>The Principal updated the Corporation on a number of matters. In particular, he advised that:</p> <ul style="list-style-type: none"> • Open Day on 12 Oct 2021 had had very good attendance (+600 visitors), • There was a need for stronger support for students, especially around mental health issues, • Higher retention during the current term should transpose into higher achievement at the end of the year, • Ofsted were due to undertake a pilot inspection at the College in November 2021 	
<p>1156. (6.29pm)</p>	<p>ANY OTHER BUSINESS</p> <p>1. ESFA Letter of 22 September 2021</p> <p>A copy of the ESFA letter of 22 Sept 2021 was received for information and noted. A copy of a proposed response outlining the BCoT position was also received and noted.</p> <p>2. FE White Paper: Skills and Post 16 Education Bill</p> <p>The Chair advised that the Bill was currently in the House of Lords for consideration. One element of the Bill was the need for an external audit of each Corporation every three years. The Further Education Commissioner's office was considering the matter and would be issuing advice in due course.</p>	

1157.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 3 November 2021 (5.00pm Development Day) Wed 8 December 2021 Wed 6 April 2022 Wed 4 May 2022 (3.00pm Development Day) Wed 6 July 2022</p> <p>The Meeting Schedule for 2021/22 was received and noted.</p>	
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