

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 6 JULY 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	12 present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)		
	*	Lorraine Heath	Deputy Principal (DPCPI)		
	*	Louise Holland	Staff Member (Elect)		
	*	David Moir	Deputy Principal (DPFR)		
Present at meeting:	*				

PRE-MEETING DEVELOPMENT BRIEFING

Members Link Role and Visits

A presentation by Charles Cardiff (CC) and Lorraine Heath (LH)

LH highlighted that the general role of the Corporation Member was to ensure that the College did the right things, for the right people, in the right way, to achieve the best outcomes, at a strategic level. To achieve that successfully each Member needed to acquire a 'deeper' understanding of the work of the College.

However, she advised that the Link Member role took Members into the 'operational' side of the College and stressed the need for Link Members not to become involved in operational matters, nor to become a 'spokesperson' for a particular area. CC re-iterated the need to ensure that each Corporation Member retained their strategic role.

LH advised further that:

- Governors would be linked with curriculum managers via the Faculty Heads
- Would ideally undertake termly visits
- Attending relevant training and SAR validations
- Familiarisation with the college
- Sharing expertise
- Monitoring strategic plan

CC highlighted that the benefits to the Corporation Member in undertaking the Link Member role were:

- The opportunity to meet staff and students and build relationships, with mutual trust and respect
- Understand the strengths and areas for improvement
- The opportunity to see the College in action
- See what it was like to be a student at the College
- Keeping the Corporation informed about 'their' area
- Supporting the member of staff who is responsible for the particular area/subject
- Testing what managers say

The benefits to the College of such Links were:

- Staff build relationships with Members
- There was mutual trust and respect
- More people benefited from governor expertise
- Opportunity for College staff to showcase their areas
- Transparency with governors

LH advised that she would issue updated guidance on the Link Member's role during the early part of the Autumn Term 2022. Feedback would be included on future Corporation agendas.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.15pm)		ACTION
1193.	<p>APOLOGIES FOR ABSENCE</p> <p>Joy Bibby, Greg Devereux-Cooke, Barry Smith, Colin Willoughby, Pamela Woolgrove.</p>	
1194.	<p>DECLARATION OF INTERESTS</p> <ol style="list-style-type: none"> 1. Anthony Bravo declared an interest regarding WBTC 2. Mike Howe declared an interest in Agenda Item 5 (Membership of the Corporation) 3. Mike Howe and Steve Fussey declared an interest in Agenda Items 16+17 respectively (Election of Chair + Election of Vice Chair) 4. It was noted that Arun Mummalaneni was an elected Councillor for Hampshire County Council and for Basingstoke & Deane Borough Council 5. It was noted that Barry Smith was employed by Greenhouse Graphics Limited who supply printing services to the College on an ad-hoc basis 	
1195.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business notified.</p>	
1196.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Mike Howe (External Member)</p> <p>The re-appointment of Mike Howe for a new term of office was considered. It was noted that the Search Ctte had considered the re-appointment of Mike and recommended that he be appointed for a further term of office.</p> <p style="text-align: center;">It was RESOLVED that Mike Howe be appointed for a new four-year term of office commencing 1 August 2022 be agreed.</p> <p>2. Louise Holland (Staff Member)</p> <p>The Clerk advised that Greg Devereux-Cooke (Staff Member) had advised that he did not wish to serve for a second term of office. The Clerk had called for nominations from the Staff. One nomination had been received, from Louise Holland, Director of Teaching, Learning & Quality Improvement.</p> <p style="text-align: center;">It was RESOLVED that Louise Holland be appointed as a Staff Member for a four-year term of office commencing 1 August 2022.</p> <p>3. Greg Devereux-Cooke (Staff Member)</p> <p>In noting that Greg had advised that he did not wish to serve for a second term of office, the Chair paid tribute to his work, support, and encouragement that he had given to the Corporation during his term of office.</p>	
1197.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 6 April 2022 were confirmed as a correct record and were signed by the Chair.</p>	
1198.	<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>	

(5.21pm)	COMMITTEES OF THE CORPORATION	
1199.	<p>Audit Committee</p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 15 June 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>	
1200.	<p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the meeting of the Curriculum & Quality Committee held on 16 June 2022 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Quality Strategy 2022/23 (Minute 727)</p> <p>The Chair of the C&Q Ctte advised that no significant changes had been made to the Quality Strategy. He advised further that it was a sound and rigorous strategy that had continued to ‘evolve’ over the past 2-3 years.</p> <p>It was RESOLVED that the Quality Strategy 2022/23 be agreed.</p>	
1201.	<p>Finance & Resources Committee</p> <p>The unconfirmed Minutes of the meetings held on 11 May 2022 and 27 June 2022 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Partnership Provision 2022/23 (Minute 940.2)</p> <p>A written report was received and considered. The DPCPI advised that following the last meeting of the F&R Ctte she had continued to discuss a potential contract with Learning Curve Group, and as agreed by the F&R Ctte, now presented a recommendation to the Corporation for consideration.</p> <p>The DPCPI advised further that the College had previously sub-contracted with Learning Curve Group to expand the capacity to meet the training needs. Although a contract with Learning Curve Group had not been in place in 2021/22, she advised that consideration was being given to entering into an arrangement with them for 2022/23. She stressed that, in previous years, Learning Curve Group had always performed well against the financial and quality targets set, and that there were no concerns in relation to the delivery of the learning programmes or outcomes for learners.</p> <p>The DPCPI continued to advise that the College was currently finalising the delivery plan for adult learning courses that included considering provision delivered by Learning Curve Group and was due to finalise these plans in the next few weeks. She proposed that, if the College was to proceed with a contract with Learning Curve Group, then the contract value would be a maximum of £150,000.</p> <p>It was RESOLVED that a contract for 2022/23 with Learning Curve Group for £150k be agreed.</p>	

<p>1202.</p>	<p>Search Committee</p> <p>The unconfirmed Minutes of the meeting of the Search Committee held on 15 June 2022 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Mike Howe (External Member) (Minute 323.2)</p> <p>The term of office for Mike was due to expire on 31 July 2022. The Search Ctte had considered his re-appointment in depth and agreed to recommend that he be re-appointed to serve for a new term of office (See also Minute 1196.1 above).</p> <p>2. Committee Membership 2022/23 (Minute 324)</p> <p>The committee membership for 2022/23 was noted.</p> <p>3. Code of Good Governance (Minute 325)</p> <p>A copy of the updated (interim) revised Code of Good Governance (published by the AoC) was received. The recommendation from the Search Ctte to adopt the (interim) revised Code with an amendment regarding the number of terms of office that a Member could serve was considered.</p> <p>It was RESOLVED that the (interim) revised Code of Good Governance for English Colleges be adopted subject to the following amendment to para 10.33:</p> <p>“The Corporation can agree additional terms of office, following a recommendation from the Search Committee, based on where a Member has made an exceptional contribution or has specialised experience or expertise that are hard to replace, and supports the continuity of membership to enhance good governance and operation of the Corporation.”</p> <p>4. Corporation Standing Orders (Minute 326)</p> <p>The Corporation Standing Orders were received and noted. The Search Ctte had reviewed them and noted that no further changes were proposed.</p>	
<p>1203. (5.32pm)</p>	<p>FINANCIAL PLAN AND BUDGET 2022/23</p> <p>A written report was received and considered. The DPFR advised that the College’s budget reflected the best estimate of the financial position for 2022/23. He advised further that since its preparation the Executive Management Team had approved increases to the salary budget of £70k and for the purchase of new software at a cost of £24k. Neither cost had been provided for in the budget. Furthermore, Thames Water had notified the College that it did not intend to train as many apprentices in 2022/23 than it had previously proposed. He advised further that there would be c£200k of adverse adjustments to process when the first forecast update was made in November 2022.</p> <p>The DPFR advised that the proposed College budget generated £1.458m of cash (defined as ‘excellent’ by the College’s financial performance indicators), and that there was, therefore, the ability to cover the £200k of adjustments highlighted above. He stressed that it also included c£600k in lagged income that would not be available in</p>	

1203.
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2023/24. He also stressed the vulnerability to the cash position to the core college activities because of the reliance on commercial contracts and advised that excluding that element the core college cash generation was very low at c£250k.

The DPFR advised further that the budget report detailed the key assumptions made, areas of risk and opportunity, and areas of concern around curriculum viability. He also drew the Corporation's attention to the underlying financial position, the value of lagged funding, and reliance on commercial contracts that were inherently uncertain in the medium term. The pay award agreed by the Corporation at its meeting on 6 April 2022 was included. Capital plans included the working assumption that phase 2 and phase 3 of the F Block refurbishment programme would proceed, with a final decision on phase 2 to be taken in December 2022.

The DPFR took the Cttee through the assumptions that had been made in developing the budget and highlighted that:

- Lower than expected 16-18 enrolments in 2021/22 would reduce funding in 2022/23 by £540k,
- Applications for 2022/23 from new students were slightly higher than in 2021/22, but progression of existing students was expected to be reduced as there were too many external options available such as employment or offers from other providers,
- There had been an increase in the funding rate that would generate c£950k of additional income,
- Funding had been received for T-level delivery. The DPFR highlighted the complicated funding methodology used for T-levels, and stressed the volatility around it,
- Utility prices had doubled and were planned to be increased again later in 2022,
- The ESFA required all full-time students to receive one hour of additional teaching in 2022/23,
- A full-time electrical course was being added in 2022/23 as an additional progression option from the multi-skills course,
- Concern at low participation in Early Years courses could lead to the provision being unviable,
- A 5% growth in apprenticeship provision was assumed.

It was noted that the proposed BCoT budget 2022/23 was based on:

Total Income	£16,726k
Total Pay Costs	£10,750k
Total Non-pay Costs	£4,518k
Cash Generation	£1,458k
Surplus after depreciation but before pension adjustments	£114k
Deficit after depreciation and pension adjustments	£(946k)

The DPFR stressed that BCoT continued to perform strongly and maintained 'outstanding' financial health. All financial ratios were also 'outstanding'. However, he anticipated that declining full-time student numbers would cause financial challenges in 2023/24.

With regards to WBTC, the DPFR advised that WBTC had had a difficult year (2021/22) and its 'going concern' status would be at risk if apprenticeship and programme of study starts in September 2022 were below expectations. He advised further that the performance of WBTC had adversely impacted the group's financial position. He also advised that WBTC was forecasting a loss in 2021/22 of c£225k, but that that could increase to c£250k by the year end. He advised further that WBTC would have used

<p>1203. (cont)</p>	<p>all of its current reserves, and, as a charity, the trustees had to ensure that there were sufficient assets available to wind-up the company.</p> <p>The DPFR advised further that WBTC had prepared its budget for 2022/23, based on a breakeven position, but did not include for the replacement of the Managing Director. He stressed that if the enrolment position at WBTC did not improve in September 2022 the Trustees would need the College to enact the guarantee, and that WBTC would need to put in place a winding-up order and transfer their assets and training provision to the College.</p> <p>The Principal advised that there were some options available to WBTC and the College and that these were being actively explored. He advised further that WBTC would be monitoring closely the situation and would make a decision on matters when the outcome of the September 2022 enrolments was known.</p> <p>The Chair noted that the Trustees of WBTC had recognised that they were close to being insolvent and would need to take appropriate action, that would also include seeking the approval of the Charity Commission to any potential changes.</p> <p>In considering the proposed budget for BCoT and for WBTC the Corporation noted that there would be a full review of the financial position undertaken following enrolments in September 2022.</p> <p>It was RESOLVED that the Financial Plan and Budget for the BCoT Group, as set-out in the report, be approved. (Proposed by Martin Slafford, Seconded by Beryl Huntingdon)</p>	
	<p>[The Clerk took the Chair for the following item]</p>	
<p>1204. (6.03pm)</p>	<p>ELECTION OF CHAIR OF THE CORPORATION</p> <p>The Clerk advised that the Term of Office for the Chair of the Corporation was due to expire on 29 July 2022. He called for nominations. One nomination was received.</p> <p>It was RESOLVED that Mike Howe be elected Chair of the Corporation for a two-year term of office commencing 29 July 2022. (Proposed by Anthony Bravo, Seconded by Charles Cardiff)</p>	
	<p>[Mike Howe resumed the Chair]</p>	
<p>1205.</p>	<p>ELECTION OF VICE CHAIR OF THE CORPORATION</p> <p>The Clerk advised that the Term of Office for the Vice Chair of the Corporation was due to expire on 29 July 2022. He called for nominations. One nomination was received.</p> <p>It was RESOLVED that Steve Fussey be elected Vice Chair of the Corporation for a two-year term of office commencing 29 July 2022. (Proposed by Charles Cardiff, Seconded by Colin Willoughby)</p>	
<p>1206.</p>	<p>TERM OF OFFICE OF THE CHAIR AND OF THE VICE CHAIR OF THE CORPORATION</p> <p>It was proposed that the terms of office for the Chair and for the Vice Chair of the Corporation should be amended so that both did not expire at the same time.</p> <p>It was RESOLVED that the term of office for the Chair of the Corporation be extended to serve for three years. (Proposed by Charles Cardiff, Seconded by Anthony Bravo)</p>	
<p>1207.</p>	<p>CORPORATION SELF-ASSESSMENT</p> <p>Item deferred to the next meeting of the Corporation (14 October 2022)</p>	<p>Clerk/ Chair</p>

<p>1208. (6.06pm)</p>	<p>STRATEGIC PLAN 2021-25 KPIs</p> <p>A written report was received for information and noted. The DPFR advised on the key points arising from the KPIs as:</p> <ul style="list-style-type: none"> • Staff short-term absence had shown an increase in the past few weeks • 77 teacher observations had been undertaken • Student numbers showed a decline over the previous three years • Applications for 2022/23 were below the previous two years • The Adult Training Grant would not be achieved • Student attendance was at a similar level as per 2020/21 • Retention of 16–18-year-olds was below the previous two years • Retention for 19+ was the same as 2020/21 • The eight Gatsby benchmarks of good career guidance had been met 	
<p>1209. (6.27pm)</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"> • Student behaviour had improved slightly during the current year but was not as good as pre-Covid. He stressed that this was a national concern and would probably continue to have an impact over the next few years • Staff recruitment continued to be a major concern with staff retention becoming a growing issue • Staff morale was generally happy; the pay award had had a positive impact • WBTC finances continued to cause concern, achievement data in English and maths was having a detrimental impact on the overall College data, apprentice retention was down • 2021/22 saw the return of 'proper' exams and achievement was predicted to be lower • Some colleges were offering guaranteed places with no interview, and this had affected applications to BCoT • County Lines drug matters in Basingstoke was increasing • A number of staff had been nominated/shortlisted for national awards • 2022/23 would see an Ofsted inspection 	
<p>1210. (6.44pm)</p>	<p>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</p> <p>The Principal advised that there were no further matters regarding WBTC that had not already been advised earlier in the meeting.</p>	
<p>1211. (6.44pm)</p>	<p>ANTI-RACISM UPDATE</p> <p>The DPFR advised that a group of volunteer staff had been leading the work on anti-racism matters, and that some Corporation Members had also been involved in the process.</p> <p>The DPFR was pleased to be able to advise that good progress had been made, but that the need to be realistic regarding timescales and the level of what could be achieved and measured had to be borne in mind. He advised that, from a local (and national) perspective, a higher proportion of black and ethnic minority staff were also lower paid staff. With regards to ongoing training, he advised further that training was planned to be run every three months for new staff and those current staff that had not yet undertaken training.</p> <p>In response to a question from a Member the DPFR advised that the focus for 2022/23 would be on training for students. The Principal stressed that there was anecdotal evidence that there was a considerable amount of racists remarks made at school level and not at BCoT.</p>	

1212. (7.01pm)	ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business considered.	
1213.	DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i> Wed 12 October 2022 Wed 2 November 2022 (3.00pm Development Day) Wed 7 December 2022 The Meeting Schedule 2022/23 was received and noted.	

PART 2 – CONFIDENTIAL MINUTES

1214. (7.02pm)	EXCLUSION OF MEMBERS AND/OR OFFICERS No Members or Officers were excluded from the Part 2 Confidential Section of the meeting.	
1215.	CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING The Part 2A and Part 2B Confidential Minutes of the Meeting held on 6 April 2022 were confirmed as correct records and were signed by the Chair.	
1216.	CONFIDENTIAL MATTERS ARISING FROM THE MINUTES There were no Confidential Matters Arising discussed that had not been considered elsewhere at the meeting.	
	CONFIDENTIAL COMMITTEES OF THE CORPORATION	
1217.	Finance & Resources Committee The unconfirmed Part 2 Confidential Minutes of the meeting of the Finance & Resources Committee held on 27 June 2022 were received and noted. There were no Matters Arising from the Minutes that had not been considered elsewhere at the meeting.	
(7.04pm)	Meeting closed	