

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 12 OCTOBER 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.	*	Steve Fussey	External Member	Vice Chair
	9.	*	Beryl Huntingdon	External Member	
	10.		Nicole Martin	External Member	
	11.	*	Arun Mummalaneni	External Member	
	12.	*	Dave Murray	External Member	
	13.	*	Martin Slatford	External Member	
	14.	*	Barry Smith	External Member	
	15.		Colin Willoughby	External Member	
	16.		Pamela Woolgrove	External Member	
	17.		Vacancy (GB)	External Member	
	18.		Vacancy (AMi)	External member	
	19.		Vacancy (LH)	Staff 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)		
	*	David Moir	Deputy Principal (DPFR)		
Present at meeting:	*				

PRE-MEETING DEVELOPMENT BRIEFING

Safeguarding Update

A presentation by Alexis Smith, Assistant Principal (AP): Foundation Learning & Student Voice

The AP gave a presentation updating the Corporation on safeguarding matters during 2021/22. In particular she highlighted a number of 'good news' matters:

- The system for reporting safeguarding concerns was quick and simple
- Safeguarding across the College was effective and there was a complete cross-college approach
- Very good safeguarding team at the college and good training
- The safeguarding team go above and beyond the call of duty
- Information was shared very well in College and with the wider support systems externally
- Safeguarding training was clear and an easy-to-understand process
- There was good follow up and support when safeguarding situations arose
- There was always someone to ask - a straightforward system to raise concerns

The AP highlighted the results of a survey from the student population regarding how safe they felt at College. Overall, there had been a slight reduction in those who felt 'totally safe' but an increase in those who felt 'usually safe' or 'mostly safe'.

The AP re-iterated that the role of the Corporation (the governing body) was to ensure:

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

With regards to KCSiE, the AP highlighted that the main changes for 2022 were:

- 'Peer on Peer' abuse had been renamed 'child on child' abuse
- Domestic abuse added to list of safeguarding issues to be aware of
- Equality changes- Positive Actions
- LGBTQ+ pupils' guidance now emphasised the importance of providing LGBTQ+ children with a safe space for them to speak out or share their concerns with members of staff
- There was now a low-level concern policy
- Safer recruitment advice was to look at social media history

At BCoT it was noted that there was:

- Continuing and complex anxiety issues within the student body
- A rise in students who were having suicidal thoughts
- County lines issues were increasing
- More food related anxiety/issues
- Financial circumstances in the current economic climate

The AP outlined the strengths at BCoT as:

- Strong pastoral support at college
- Wellbeing mentor
- Close links with other agencies (Willow team, police, YOT, CAMHS, Catch 22, external counsellors, virtual college, MET, Prevent Co-ordinator, social services, LADO (Local Authority Designated Officer))
- Community & Student Engagement Officer
- Mental Health First Aid training and resources

Safeguarding Annual Report 2021/22

The Corporation received and considered the Safeguarding Annual Report 2021/22

It was RESOLVED that the Safeguarding Annual Report 2021/22 be agreed.

(Proposed by Charles Cardiff, Seconded by Steve Fussey)

PART 1 – NON-CONFIDENTIAL MINUTES

(5.15pm)		ACTION
1218.	<p>APOLOGIES FOR ABSENCE</p> <p>Priya Brown, Nicole Martin, Colin Willoughby, Pamela Woolgrove.</p>	
1219.	<p>DECLARATION OF INTERESTS</p> <ol style="list-style-type: none"> 1. Anthony Bravo declared an interest regarding WBTC 2. It was noted that Arun Mummalaneni was an elected Councillor for HCC and BDBC 3. It was noted that Barry Smith was employed by Greenhouse Graphics Limited who supply printing services to the College on an ad-hoc basis 	
1220.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business notified.</p>	
1221.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Louise Holland (Staff Member)</p> <p>The resignation of Louise Holland was noted.</p> <p>2. Adam Lupton (External Member)</p> <p>The Chair reported that the Search Cttee had met with Adam Lupton and recommended that he be appointed as an External Member. The Chair advised that Adam was the Director of HR at Lenovo Technology Ltd, a specialist in HR with technical and IT skills.</p> <p style="text-align: center;">It was RESOLVED that Adam Lupton be appointed as an External Member for a for year term of office. (Proposed by Mike Howe, seconded by Arun Mummalaneni)</p>	
1222.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 6 July 2022 were confirmed as a correct record and were signed by the Chair.</p>	
1223.	<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>	
1224. (5.22pm)	<p>ACHIEVEMENT UPDATE 2021/22</p> <p>The DPCPI gave the Corporation a verbal update. She advised that the achievement data was based on interim results, with data being finalised when R14 was submitted on 20 October 2022. She also advised that the interim data for 2021/22 had been compared to the data for 2018/19, the last year of 'normal' (external examinations) data before the Covid-19 pandemic had brought about assessed grades for the intervening two academic years.</p> <p>Overall, the DPCPI advised that there had been a decline in the College's achievement rates. She advised further that there were six key issues that had contributed to this:</p> <ol style="list-style-type: none"> 1. Retention rates (particularly of 16–18-year-olds) had fallen, primarily as a result of the economic climate putting added pressure on families, with young people choosing employment opportunities instead of education, 2. The pass rate for GCSE English and Maths was lower than in previous years, 	

<p>1224. (cont)</p>	<ol style="list-style-type: none"> 3. Achievement rates at WBTC were lower than expected and had had an adverse impact on the College's headline data, 4. The College no longer sub-contracted with Learning Curve – who had a very good achievement rate, 5. Issues with the brickwork qualification, 6. Issues with changes with the UKPN contract <p>The Principal stressed that for many 16–18-year-old students 2022 had been the first time that they had undertaken written examinations, especially in GCSE English and Maths. In addition, many students had failed to attend for one part of or all of the papers of the GCSEs.</p> <p>The DPCPI advised that when the achievement data had been finalised there would be a detailed analysis undertaken, an action plan developed, and a full report made to the Curriculum & Quality Ctte at its Spring Term 2023 meeting.</p>	<p>DPCPI/ C&Q Ctte</p>
<p>1225. (5.42pm)</p>	<p>ENROLMENT UPDATE 2022/23</p> <p>A written report was received, considered, and noted. The DPFR advised that:</p> <ul style="list-style-type: none"> • the number of full-time enrolments was lower than anticipated, • the number of apprentices was, currently, slightly ahead of 2021/22, • part time FE was down on 2021/22 and down on budget, • HE enrolments in engineering were up, foundation degree down, and other part-time HE was variable. <p>The DPFR felt that there was some positivity in the current enrolment position but, overall, there was still cause for concern. Despite that, there had been an increase in 64 full-time 16–18-year-old new starters, but a significant decrease in 16–18-year-old progressing students.</p> <p>The Principal stressed that one of the compounding problems within the Basingstoke area was that, overall, the level of unemployment was low compared to other areas in the region, and that had had a negative impact on enrolment. He also reiterated that many potential students were going into employment because of the financial pressures on families during the current poor economic climate.</p> <p>In response to a question from a Member the Principal also stressed that QMC had been offering students guaranteed places without the need for an interview or conditional examination results.</p> <p>[Beryl Huntingdon left the meeting]</p> <p>In response to a further question from a Member the Principal also confirmed that QMC also offered a number of vocational courses that overlapped with provision at BCoT.</p> <p>[Arun Mummalaneni left the meeting]</p>	
<p>1226. (6.06pm)</p>	<p>FINANCIAL UPDATE 2022/23</p> <p>A written report was received, considered, and noted. The DPFR advised that despite enrolment being close to forecast, there was a need to reassess the College's underlying financial strength in order to ensure that it was financially robust for the future, recognising that:</p> <ul style="list-style-type: none"> • 16-18 numbers were lower than they were two years ago, taking £935k of income out of the college budget • More students required more additional support, placing strain on support services and increasing costs • The number of students required to retake English, and maths was rising 	

<p>1226. (cont)</p>	<ul style="list-style-type: none"> • There was a long list of courses that did not recruit sufficient numbers to be financially viable without either reducing hours or requiring cross-subsidy from other courses, and that there were too many courses for the number of students enrolled • Only one out of four T-levels offered for 2022/23 had recruited well enough to be considered viable • Adult full-time enrolments had dropped by nearly 25% in 2022, with a corresponding loss of income in the region of £150k • There was an over-reliance (and risk) on the contribution from one commercial contract • Adult part-time provision had fallen-away massively over the past three years • Inflation was currently at 10% that meant that there was huge pressure on staff costs which had not been able to keep pace. Another big increase in the minimum wage was anticipated in April 2023 • The labour market was extremely tight at the moment, resulting in an ever-increasing use of agencies to supply and recruit staff • Energy costs had increased significantly and were expected to increase further in the coming months • The importance of cyber-resilience had never been higher. More investment was needed to secure this mission critical service in the future. <p>The DPFR stressed that of far more significant concern was the 2023/24 forecast position. Lagged funding reduced to £nil and the Capacity and Delivery Fund would finish. In addition, there was nervousness around the government’s spending plans and little confidence in the likelihood of a funding rate increase. Catch-up funding also finished in 2024/25.</p> <p>The DPFR stressed further that if commercial contracts were not renewed or were reduced in volume the outlook became even more challenging. However, on the positive side though, the College did have a good level of reserves, new 16-18 student numbers had increased in 2022/23, the cost base had room to achieve savings, and there was time to allow changes to be made gradually and without unsettling the college.</p> <p>The DPFR advised that the various financial forecasts were being updated and that the F&R Cttee would consider these in detail and update the Corporation accordingly.</p>	
<p>1227. (6.16pm)</p>	<p>CORPORATION SELF ASSESSMENT (SAR)</p> <p>A written report was received and considered. The Chair advised that there were three significant matters highlighted in the SAR undertaken by the Members of the Corporation:</p> <ul style="list-style-type: none"> • There was a weakness in the links with curriculum areas • An uncertainty what the key risks are, how they are managed and reported • The Principal’s appraisal had not been reported to the Corporation <p>In addition, the Chair also highlighted that:</p> <ul style="list-style-type: none"> • Skills and expertise of Members showed the need for an educationalist, and that a replacement HR specialist had now been appointed • All new Members should attend the external AoC new governor induction programme <p>It was noted that the DPCPI had recently circulated the curriculum links for 2022/23 to all external Members and that the Heads were in the process of inviting their link Members into College.</p>	

1227. (cont)	The Chair also stressed the need for Members to participate in the departmental self-assessment reviews, details of which had been circulated.	
1228. (6.21pm)	<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"> • There had been an increase in Covid-19 absences since the start of the Autumn Term, and general sickness had shown a slight increase • The Staff Satisfaction Survey had shown an improvement over the previous year • Overall student numbers had continued to show a decline, with adult students showing the largest reduction • The adult training grant for 2021/22 had not been achieved and c£400k would be returned to the ESFA accordingly • In-year retention (2021/22) of all students was slightly below the national averages for 2020/21 	
1229. (6.27pm)	<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 during the autumn term was generally better than in the previous year • Drug abuse in the Basingstoke area was becoming a big challenge and could have a potential negative impact at the College • There had been an increase in the number of new students joining the College who had not returned to their previous schools since the start of the Covid-19 pandemic • The focus for 2022/23 was on an impending Ofsted inspection • A 'blue-chip' technology company based in Newbury, Berks was in discussion with BCoT regarding the recruitment of apprentices, and was also discussing options for partnership working with the College 	
1230. (6.37pm)	<p>WEST BERKSHIRE TRAINING CONSORTIUM UPDATE</p> <p>The Principal advised that despite having been significant concerns with WBTC in 2021/22 following the change in leadership there had been a number of positive improvements. Enrolments for September 2022 had been above target and was already at the target for October 2022.</p> <p>Overall, the Principal advised that WBTC was progressing well in the current term, but that the DPFR was continuing to monitor the WBTC finances closely.</p>	
1231.	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business considered.</p>	
1232. (6.41pm)	<p>CHAIR'S ANNOUNCEMENTS</p> <p>1. Ofsted Inspection</p> <p>The theme for the Development Day on 3 Nov 2022 would be based on a forthcoming Ofsted Inspection</p>	

<p>1232. (cont)</p>	<p>2. Local Skills Improvement Plan (LSIP)</p> <p>A regional LSIP was under development, and the Chair was due to attend an event at Sparsholt College in early November 2022 regarding this matter</p> <p>3. AoC Governors Council Survey</p> <p>Members were asked to complete the survey.</p> <p>4. Collaborative Arrangements with Other Providers</p> <p>The need to consider creating alliances with other providers was raised by a Member.</p> <p>The Principal highlighted the challenges of doing such because of the devolution strategy of the government that meant colleges would not achieve government funding for work outside of their geographical location, other than through full-cost arrangements. He also stressed that many colleges were not always willing to work collaboratively with other colleges.</p> <p>The DPCPI highlighted that BCoT was working in partnership with Eastleigh College and the NHS on the delivery of training matters.</p> <p>The Chair advised that the LSIP could create a large challenge in such matters.</p>	
<p>1233.</p>	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Thu 3 November 2022 (4.00pm Development Day)</p> <p>Wed 7 December 2022</p> <p>Wed 29 March 2023</p> <p>Wed 3 May 2023 (3.00pm Development Day)</p> <p>Wed 5 July 2023</p> <p>The Meeting Schedule 2022/23 was received and noted.</p>	
<p>(6.59pm)</p>	<p>Meeting closed</p>	

NOTES: Acronyms Used throughout the Minutes:

BDBC: Basingstoke & Deane Borough Council
HCC: Hampshire County Council
LSIP: Local Skills Improvement Plan
NHS: National Health Service
QMC: Queen Mary's College, Basingstoke
UKPN: UK Power Network
WBTC: West Berks Training Consortium