

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 7 DECEMBER 2022

Membership (20):	1.	*	Mike Howe	External Member	Chair
	2.	iv	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.	i	Deanna Hoskins	Student Member	
	10.	*	Beryl Huntingdon	External Member	
	11.		Adam Lupton	External Member	
	12.	*	Nicole Martin	External Member	
	13.	iii	Arun Mummalaneni	External Member	
	14.	*	Dave Murray	External Member	
	15.	*	Martin Slatford	External Member	
	16.	ii	Barry Smith	External Member	
	17.	*	Colin Willoughby	External Member	
	18.	*	Pamela Woolgrove	External Member	
	19.		Vacancy (AMi)	External member	
	20.		Vacancy (LH)	Staff Member	
Quorum:			8 required	12 present at start	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation		
	*	Lorraine Heath	Deputy Principal (DPCPI)		
	v	David Moir	Deputy Principal (DPFR)		
Present at meeting:	*				
Present via video link	v				
Present from Minute 1236:	i				
Present from Minute 1240:	ii				
Present from Minute 1242:	iii				
Present from Minute 1249:	iv				

PRE-MEETING DEVELOPMENT BRIEFING

Adult Education and HE Update

A presentation by Lois Neale, Head of Adult and HE (LN)

LN advised that since her presentation to the Corporation in December 2021:

- New Distance Learning provision had been introduced, and a new marketing social media strategy had been implemented
- The introduction of external marketing support had resulted in a good increase in funding compared to the same point in 2020/21
- Winning of the Fedcap/DWP contract to deliver Essential Digital Skills would increase funding and viability for the Employability department

With regards to meeting Employer Needs:

- NHS Higher Development Award in Partnership with Eastleigh College in development
- Level 3 Education and Training now offered for AWE Fire Service
- Working with Omni to deliver ESOL/English courses
- Increase in ESOL/English courses to meet local community needs
- Designing bespoke programmes such as SIA and Business Admin on request from JCP

Reviewing Adult Education in broad terms:

- Some areas were seeing lower than expected enrolments such as Employability, Hairdressing and Engineering whilst ESOL, Counselling were increasing
- English and Maths had seen increased enrolments compared to this point last year
- Further options to be explored to ensure the College meets AEB contract allocation.
- New Courses / Curriculum Plans (Jan 23 - July 23) include: ESOL Progression, Living and Working in the UK, Online Access courses with Pearl/Learn Direct for January (due diligence in place), Counselling, PT Gym Instructing, EV Centre, ESOL, Functional Skills
- LSIP - Green Technology Centre
- LEP Partnership Working: Boosting Sales Performance

In respect of HE developments:

- The Basingstoke University Centre had been opened on 20 May 2022
- Approval had been granted to deliver the first Level 7 qualification (CIPD Strategic Human Resource Management) in August 2022
- First cohort of University of Portsmouth (UoP) HNC Engineering graduating students achieved July 2022

With regards to other HE opportunities, it was noted that University of Portsmouth and Basingstoke University Centre due to launch the area's first Nursing Associate programme to widen participation to Higher Education and fill in demand skills gaps - first cohort to start September 2023. In March 2023 Nursing and Midwifery Council, University of Portsmouth and Basingstoke University Centre Approval Board scheduled. £350k HTE Skills Injection Fund applied for to support delivery of HE provision in Health and Social Care. Ongoing development meetings and work with UoP ongoing in respect of Engineering Degree Apprenticeship, HND Creative Media and Games Design, Chartered Manager Degree Apprenticeship.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.04pm)		ACTION
1234.	<p>APOLOGIES FOR ABSENCE</p> <p>Priya Brown, Adam Lupton, Arun Mummalaneni (late arrival).</p>	
1235.	<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 4. The Staff Member, the Principal, and the Deputy Principals declared an interest in Agenda Item 11.1: Proposed Additional Staff Payment 	
1236.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Charles Cardiff (External Member)</p> <p>It was noted that Charles' current term of office expired on 31 December 2022. The Search Cttee had considered Charles record and involvement with the Corporation and the College during his current term of office and had unanimously recommended that Charles be appointed for a further term of office.</p> <p>2. Ian Ward (Staff Member)</p> <p>The Clerk advised that there had been two nominations for Staff Member (Richard Harris and Ian Ward) and a vote held: Richard Harris 37 votes, Ian Ward 41. Ian Ward had therefore been elected by the staff to serve as a Staff Member</p> <p>3. Deanna Hoskins (Student Member)</p> <p>It was noted that Deanna had been nominated by the students to serve as the Student Member.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. Charles Cardiff be appointed as an External Member for a term of office commencing 1 January 2023 2. Ian Ward be appointed as a Staff Member 3. Deanna Hoskins be appointed as the Student Member for a term of office ending 31 July 2023 <p>(Proposed by Martin Slatford, Seconded by Steve Fussey)</p>	
1237.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business notified.</p>	
1238.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 12 October 2022 were confirmed as a correct record and were signed by the Chair.</p>	
1239.	<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>	

<p>1240. (cont)</p>	<p>The Corporation also requested that an Action Plan be presented at the next meeting updating it on progress towards all assessments being undertaken and completed.</p> <p style="text-align: center;">It was RESOLVED that the Health & Safety Annual Report 2021/22 be received and agreed. (Proposed by Colin Willoughby, Seconded by Martin Slatford)</p>	<p>DPFR</p>
<p>1241. (5.35pm)</p>	<p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the meeting of the Curriculum & Quality Committee (C&Q Ctte) held on 9 November 2022 were received and noted.</p> <p style="text-align: center;">Matters Arising from the Minutes</p> <p>1. Learner Outcomes 2021/22 (Minute 742)</p> <p>A copy of the Learner Outcomes 2021/22 report to the C&Q Ctte had been appended to the Corporation agenda for Members information. The DPCPI advised that, since the publication of that report, finalised data had now been received and that the overall achievements had all improved slightly. She took the Corporation through the report and highlighted those areas that had improved data.</p> <p>2. Corporation Members' Link Visits (Minute 748)</p> <p>The Chair of the C&Q Ctte stressed the need for all Members to undertake their curriculum link visits, and to record them formally through the Link Visit Record Form. He reminded the Corporation that Ofsted would be looking to see the written evidence of visits undertaken. The Chair of the Corporation also stressed that Members should record formally any visit they make to the College as this would also show how pro-active Members were. He advised that all visits should be reported by email to the Clerk who would keep a central record.</p>	<p>All Members/ Clerk</p>
	<p>(Arun Mummalaneni joined the meeting)</p>	
<p>1242. (5.43pm)</p>	<p>Finance & Resources Committee</p> <p>The unconfirmed Minutes of the Finance & Resources Committee (F&R Ctte) meeting held on 24 November 2022 were received and noted.</p> <p style="text-align: center;">Matters Arising from the Minutes</p> <p>1. Energy Costs (Management Accounts: Minute 949.1)</p> <p>The Chair of the F&R Ctte advised that whilst the College sourced its energy supply through a fully compliant consortium scheme operated by HCC, there was a need to update the College's Financial Regulations to reflect this matter.</p> <p>In response to a question from a Member the DPFR advised that the College regularly reviewed other schemes available to the College but that the HCC scheme offered the best deal at the present time.</p> <p>The Corporation considered the proposed addition to the College's Financial Regulations.</p>	

<p>1242. (cont)</p>	<p>It was RESOLVED that the College Financial Regulations be amended to include the following statement:</p> <p>Gas and Electricity Due to high value of these contracts, they require a strictly controlled tender process to be conducted to ensure compliance with legal requirements. The College procures its electricity and gas through Hampshire County Council who run a compliant process on behalf of all member bodies. The College benefits from competitive rates and no administrative work. Any change to this arrangement would require approval of the F&R Committee. (Proposed by Beryl Huntingdon, Seconded by Charles Cardiff)</p> <p>2. Partnership Provision 2022/23 (Minute 952)</p> <p>A written report was received and considered. The DPCPI advised that following the last F&R Ctte meeting the College had reviewed its partnership provision to help support the widening participation agenda by increasing delivery capacity to engage more adult learners into education. She advised further that, previously, the College had successfully engaged with Learning Curve Group to operate a range of programmes for the College. She highlighted that, based on current learner number predictions, this would equate to a maximum of 400 learners. The funding that would be generated was driven by the funding rate for each learner and would generate up to a maximum of £400k in the current academic year. She requested approval for the College agree a contract with Learning Curve Group of up to a maximum of £400k subject to satisfactory due diligence.</p> <p>It was RESOLVED that a contract up to a maximum of £400k be agreed with Learning Curve Group, subject to satisfactory due diligence. (Proposed by Steve Fussey, Seconded by Colin Willoughby)</p> <p>3. Proposed Additional Staff Payment (Minute 956)</p> <p>The Principal highlighted the serious negative impact the current economic recession the UK was having on staff and that many were finding it very difficult to make ends meet, and a number of them had had to resort to the use of local food banks.</p> <p>The Principal had proposed that the Corporation consider making a one-off unconsolidated payment to all staff of £100 (net after tax/NI), that would be 'grossed-up' to the basic-rate of tax. The full cost of the proposal would be £50k and paid through the payroll in January 2023. He stressed that this would be seen as a gesture of help and recognition of the current issues facing staff.</p> <p>It was RESOLVED that an unconsolidated payment of £100pro-rata (net of tax/ NI), grossed-up to the basic rate of tax, be paid to all staff at the start of 2023. (Proposed by Barry Smith, Seconded by Charles Cardiff)</p>	
<p>1243. (6.00pm)</p>	<p>FINANCIAL STATEMENTS 2021/22</p> <p>Written reports were received and considered. It was noted that the reports had been considered in detail by the Audit Ctte and the F&R Ctte as appropriate. In addition, the Financial Statements Auditor (FSA) had issued an unqualified report.</p> <p>The Chair referred Members to the Statement of Comprehensive Income (page 7 of the Financial Statements) that gave a summary of the financial performance for the BCoT College Group. He then referred Members to the Consolidated Statements of Comprehensive Income and Expenditure (page 32) that showed the impact that WBTC had on the Group accounts. It was noted that the reported Group deficit was -£801k, with the College element being a deficit of -£615k and the remainder related to WBTC.</p>	

<p>1243. (cont)</p>	<p>The Corporation considered the Financial Statements reports 2021/22.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Internal Auditor’s Annual Report 2021/22 be received and adopted, 2. The Financial Statements Auditor’s Management Letter 2020/21 be received and accepted, 3. The Audit Ctte’s Annual Report 2021/22 be received and accepted, 4. The BCoT Financial Statements 2020/21 (based on an operating deficit of -£801k before pension adjustments) be received and accepted, and be signed by the Chair and the Principal on behalf of the Corporation, 5. The BCoT Professional Services Limited Financial Statements 2021/22 be received and noted, 6. The Regularity Audit Self-Assessment Questionnaire be agreed and signed by the Chair and the Principal on behalf of the Corporation, 7. The Letters of Representation for the Financial Statements and for the Regularity Audit be agreed and signed by the Chair of the Corporation on behalf of the Corporation (Proposed by Charles Cardiff, Seconded by Dave Murray) 	
<p>1244. (6.08pm)</p>	<p>SELF ASSESSMENT REPORT 2021/22 (SAR) / QUALITY IMPROVEMENT PLAN 2022/23 (QIP)</p> <p>Written reports were received and considered. The DPCPI advised that the SAR and QIP had been considered in detail by the C&Q Ctte and that the SAR had been discussed in detail by the Corporation at its last Development Day.</p> <p>Of those Members who had been involved in the SAR validation process they stressed that it was the most robust process that they had been involved with to date.</p> <p>It was RESOLVED that the Self-assessment Report 2021/22 be agreed. (Proposed by Steve Fussey, Seconded by Nicole Martin)</p>	
<p>1245. (6.12pm)</p>	<p>STRATEGIC PLAN 2021-25 KPIs</p> <p>A written report was received for information and noted. The DPCPI advised that the key points arising from the KPIs were:</p> <ul style="list-style-type: none"> • There had been an increase in general staff sickness • Staff turnover had increased in 2021/22 to 17.7% (target 7%-12%) • Market share of Basingstoke school leavers had declined further • The Staff Satisfaction Survey had been generally positive • Overall student numbers had continued to show a decline • Student applications for 2023/24 showed a slight increase compared to the same time period as in Sept 2020 and Sept 2021 • Three T Levels (Early Years/Health & Social Care/Engineering) had started in Sept 2022 • In-year retention (2021/22) of all students was slightly below the national averages for 2020/21 	

<p>1246. (6.34pm)</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"> • Rising energy costs continued to be a major problem • Student applications for 2023 were slightly up on 2020 and 2021 • He was in discussion with a Lettings Partnership regarding the potential to let unused parts of the College estate to external hirers • The College's Unity Group (anti-racism) was working very positively and was good for the College • Ofsted were currently inspecting QMC and he anticipated the BCoT inspection would be in the early part of 2023 • Engineering Dept continued to be a challenge • T Levels were running but with small numbers and were not financially viable at present • Students' mental health issues and drugs in the locality continued to be a growing problem • Safety in the local community was a growing problem • The hardship bursary had been used in full 	
<p>1247. (6.37pm)</p>	<p>WEST BERKSHIRE TRAINING CONSORTIUM UPDATE</p> <p>The Principal advised that there were still concerns with WBTC. The Managing Director had resigned. An interim arrangement had been agreed with Newbury College with regards to management of WBTC in the short-term.</p>	
<p>1248.</p>	<p>CORPORATION MEMBERS' CURRICULUM LINK VISITS</p> <p>1. Martin Slatford</p> <p>The curriculum link visit to Automotive and Engineering was received and noted.</p>	
<p>1249.</p>	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business considered.</p>	
<p>1250. (6.46pm)</p>	<p>CHAIR'S ANNOUNCEMENTS</p> <p>1. LOCAL SKILLS IMPROVEMENT PLAN (LSIP)</p> <p>The Chair advised that the LSIP for the local area was being led and developed by Surrey Chamber of Commerce. The aim of the Plan was to ensure that colleges delivered appropriate training opportunities and skills training to meet employers' needs. In response to a question from a Member the Principal advised that Chambers of Commerce were primarily employer-led organisations and had been tasked by the Government to channel funding into the FE Sector for skills training purposes.</p> <p>(Joy Bibby joined the meeting)</p> <p>2. ONS RECLASSIFICATION OF COLLEGES TO PUBLIC SECTOR</p> <p>The Chair advised that the ONS had reclassified colleges into the public sector with effect from 29 November 2022. The initial impact on the Sector was in relation to borrowing requirements, but that did not affect BCoT. In response to a question from a Member the Chair advised that there appeared to be a very limited impact on BCoT in the near future.</p>	

1250. (cont)	<p>3. ESFA Strategic Consultation</p> <p>The Chair advised that he had attended the annual strategic consultation meeting with the ESFA. He had stressed the strengths of the College and re-iterated the concerns of the College in respect of recruitment and retention, especially in relation to QMC, the introduction of T Levels and the College's Green Energy bid.</p> <p>With regards to the Green Energy bid, a Member questioned the relevance of requiring colleges to bid for a specific range of equipment that may not necessarily be directly relevant to the course. The Principal advised that there could be an issue and would discuss the matter directly with the M3 LEP. He was requested to provide a schedule of what equipment had been purchased for the course and what variations to the specification had been agreed with the M3 LEP.</p>	Principal
1251.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 29 March 2023 Wed 3 May 2023 (3.00pm Development Day) Wed 5 July 2023</p> <p>The Meeting Schedules for 2022/23 and 2023/23 were received and noted.</p>	
1252. (6.57pm)	<p>EXCLUSION OF MEMBERS AND/OR NON-MEMBERS</p> <p>No Members and/or Non-Members were excluded from the Confidential section of the meeting</p>	
1253.	<p>Capital Projects Committee</p> <p>The unconfirmed Confidential Minutes of the meeting of the Capital Projects Committee (CPC) held on 31 October 2022 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. F Block Refurbishment Project (Minute CCP21)</p> <p>Minuted under confidential cover</p>	
(7.06pm)	Meeting closed	

NOTES: Acronyms Used throughout the Minutes:

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

Confirmed as a Correct record:		29 March 2023
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