

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CORPORATION

### MINUTES OF A MEETING HELD ON WEDNESDAY 5 JULY 2023

<b>Membership (20):</b>	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.		Deanna Hoskins	Student Member	
	10.	*	Beryl Huntingdon	External Member	
	11.		Adam Lupton	External Member	
	12.	*	Nicole Martin	External Member	
	13.		Arun Mummalaneni	External Member	
	14.		Dave Murray	External Member	
	15.	*	Martin Slatford	External Member	
	16.	*	Barry Smith	External Member	
	17.	*	Ian Ward	Staff member	
	18.	*	Colin Willoughby	External Member	
	19.	*	Pamela Woolgrove	External Member	
	20.		Vacancy (AMi)	External member	
<b>Quorum:</b>					
			8 required	13 present at start	Meeting quorate
<b>In Attendance:</b>					
	*		Simon Burrell	Clerk to the Corporation	
	i		Lorraine Heath	Deputy Principal (DPCPI)	
	*		David Moir	Deputy Principal (DPFR)	
<b>Present at meeting:</b>					
	*				

### PRE-MEETING DEVELOPMENT BRIEFING Artificial Intelligence and its Impact for the Curriculum A presentation by Scott Hayden, Head of Digital Learning (HDL)

The HDL gave Members a presentation on how the growing use of artificial intelligence (AI) was impacting on the curriculum of the College. He highlighted that the use of AI across the world had the fastest growth rate of any new software development, reaching in excess of 1m users within 5 days.

The HDL outlined the various uses currently being made by staff at the College in order to free-up teachers' time so that they can then focus on other activities. Particularly, it was used for planning, lesson preparations, assessment and marking.

A copy of Scott's presentation can be viewed at: [https://www.canva.com/design/DAFnqYpbe-0/QGCF2AEt5JretuXYtdzjQ/view?utm\\_content=DAFnqYpbe0&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publis hsharelink](https://www.canva.com/design/DAFnqYpbe-0/QGCF2AEt5JretuXYtdzjQ/view?utm_content=DAFnqYpbe0&utm_campaign=designshare&utm_medium=link&utm_source=publis hsharelink)

## PART 1 – NON-CONFIDENTIAL MINUTES

(5.05pm)		ACTION
1273.	<b>APOLOGIES FOR ABSENCE</b>  Joy Bibby, Mike Howe, Adam Lupton, Arun Mummalaneni, Dave Murray.	
1274.	<b>CHAIR OF THE MEETING</b>  In the absence of the Chair, the Vice-Chair took the chair for the meeting.	
1275.	<b>DECLARATION OF INTERESTS</b>  Anthony Bravo declared an interest regarding WBTC.	
1276.	<b>MEMBERSHIP OF THE CORPORATION</b>  <b>1. Nicole Martin</b> (External Member)  It was noted that the current Term of Office for Nicole Martin expired on 30 September 2023. The Search Cttee had considered her record of attendance, activities undertaken and involvement with the Corporation and the College during her current term of office and had unanimously recommended that Nicole be re-appointed for a further term.  <b>It was RESOLVED that Nicole Martin be appointed as an External Member for a four-year term of office commencing 1 October 2023</b> (Proposed by Steve Fussey, Seconded by Colin Willoughby)	
1277.	<b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b>  There were no items of Any Other Urgent Business notified.	
1278.	<b>MINUTES OF THE PREVIOUS MEETING</b>  The Minutes of the Meetings held on 29 March 2023 and 3 May 2023 were confirmed as correct records and were signed by the Chair.	
1279.	<b>MATTERS ARISING FROM THE MINUTES</b>  There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	
(5.08pm)	<b>COMMITTEES OF THE CORPORATION</b>	
1280.	<b>Audit Committee</b>  The unconfirmed Minutes of the meeting of the Audit Committee held on 14 June 2023 were received and noted.  <b>Matters Arising from the Minutes</b>  <b>1. Audit Plan 2023/24</b> (Minute 794)  A recommendation from the Audit Cttee was received and considered.  <b>It was RESOLVED that the Internal Audit Plan 2023/24, based on 35 days internal audit work, be agreed.</b> (Proposed by Pamela Woolgrove, Seconded by Charles Cardiff)  <b>2. Extension of Internal Audit Appointment</b> (Minute 801)  A recommendation from the Audit Cttee was received and considered.	

1280 (cont)	<p><b>It was RESOLVED that the contract for internal audit services provided by TIAA be extended by one year be agreed.</b> (Proposed by Martin Slatford, Seconded by Charles Cardiff)</p>	
1281.	<p><b>Curriculum &amp; Quality Committee</b></p> <p>The unconfirmed Minutes of the meeting of the Curriculum &amp; Quality Committee held on 15 June 2023 were received and noted.</p> <p><b>Matters Arising from the Minutes</b></p> <p><b>1. Quality Strategy 2023/24</b> (Minute 771)</p> <p>A recommendation from the Curriculum &amp; Quality Ctte was received and considered.</p> <p><b>It was RESOLVED that the Quality Strategy 2023/24 be agreed.</b> (Proposed by Priya Brown, Seconded by Martin Slatford)</p> <p><b>2. Members' Curriculum Link Visits</b> (Minute 782)</p> <p>The Chair re-iterated the importance of all Members continuing to report on all visits they undertook to the College as part of their curriculum links. The DPCPI advised that she would arrange for the Faculty Heads to draft a short report of each visit and forward it to the appropriate Member for approval and 'sign-off'.</p>	
1282.	<p><b>Finance &amp; Resources Committee</b></p> <p>The unconfirmed Minutes of the Finance &amp; Resources Committee (F&amp;R Ctte) meetings held on 10 May 2023 and 21 June 2023 were received and noted.</p> <p><b>Matters Arising from the Minutes</b></p> <p><b>1. Financial Regulations Update</b> (Minute 984)</p> <p>A recommendation from the Finance &amp; Resources Ctte was received and considered.</p> <p><b>It was RESOLVED that the amendments to the Financial Regulations (as highlighted in the report) be agreed.</b> (Proposed by Kevin Croombs, Seconded by Colin Willoughby)</p> <p><b>2. Committee Terms of Reference Update</b> (Minute 985)</p> <p>A recommendation from the Finance &amp; Resources Ctte was received and considered.</p> <p><b>It was RESOLVED that the amended Terms of Reference for the Finance &amp; Resources Ctte be agreed.</b> (Proposed by Kevin Croombs, Seconded by Barry Smith)</p> <p><b>3. Staff Loans</b> (Minute 1000)</p> <p>It was noted that the Finance &amp; Resources Ctte had agreed that the Staff Loans Policy be extended to include the opportunity for hardship loans for staff, upon a formal application to the Principal, and any agreed loans to be for a maximum of £1,000, and repayable over a maximum of 12 months from the date of the loan.</p> <p>In response to a question from a Member the Principal confirmed that should a member of staff who had been granted a loan leave the employment of the</p>	

1282. (cont)	College before the full amount had been repaid, the outstanding balance would be deducted from the final salary payment to that person.	
1283.	<p><b>Search Committee</b></p> <p>The unconfirmed Minutes of the Search Committee meeting held on 14 June 2023 were received and noted.</p> <p><b>Matters Arising from the Minutes</b></p> <p><b>1. Membership of the Corporation</b> (Minute 333)</p> <p>The Chair of the Search Ctte stressed that priority would be given to seeking an educationalist to join the Corporation.</p> <p><b>2. Committee Membership 2023/24</b> (Minute 334)</p> <p>The Committee Membership for 2023/24 was noted.</p>	
1284. (5.18pm)	<p><b>BUDGET 2023/24</b></p> <p>A written report was received and considered. The Chair advised that the Finance &amp; Resources Ctte had reviewed the proposed budget 2023/24 in great detail (see F&amp;R Ctte minutes of 21 June 2023)</p> <p>The DPFR took the Ctte through the report and advised that the key points arising were that:</p> <ul style="list-style-type: none"> <li>• The operating surplus would be lower than in previous years, but the College would still be cash positive at the end of the year (before funding the first phase of the F block window replacement),</li> <li>• The financial health score was forecast to drop to 'Good' in 2023/24,</li> <li>• Cash balances would remain strong,</li> <li>• Funds had been earmarked for carbon reduction projects and contingencies,</li> <li>• With national interest rates at a high level, it was helpful to hold strong cash reserves.</li> </ul> <p>The DPFR stressed that it was critical to future planning that the College achieved the forecast growth of 82 full-time students in September 2023. If it did, the financial health would return to 'Outstanding' in 2024/25. However, if the forecast enrolments did not materialise then action would be necessary to rebalance income and expenditure.</p> <p>(The DPCPI joined the meeting)</p> <p>In developing the proposed budget, the DPFR advised that:</p> <ul style="list-style-type: none"> <li>• There would be a small overall increase in income, coupled with a large increase in pay costs, resulted in cash generation falling considerably,</li> <li>• Income would have been £0.5m higher but for the decline in full-time student numbers in September 2022,</li> <li>• Income would have been £0.4m lower but for interest receivable which had benefited from the increase in interest rates over the previous 12 months,</li> <li>• The increase in pay costs was mainly due to pay inflation, with a smaller element due to higher student numbers,</li> <li>• The core financial performance was better than the overall budget proposed due to growth in 16-18 full-time students which were not funded until the following year under the lagged methodology,</li> <li>• The College's ESFA financial health assessment would reduce to 'Good' in 2023/24 but was expected to return to 'Outstanding' in 2024/25.</li> </ul>	

1284.  
(cont)

The DPFR outlined the key drivers and assumptions that underpinned the development of the proposed budget and advised that it was based on a 'bottom-up' approach based on the detailed curriculum plan for 2023/24. With regards to the balance sheet, the DPFR stressed that it was strong, with the cash balance being reduced slightly from £10.755m (2022/23) to £9.379m mainly as a result of capitalisation.

The DPFR also stressed that contingency funds should be at least the greater of 90 cash days or the level needed to achieve a current ratio of 2. For 2023/24 this was £4.257m. At this level the College would have sufficient funds to meet its immediate liabilities and remain solvent in the event of a financial downturn, for a period sufficient to enable the financial position to be addressed. He also advised that capital projects planned over the next five-years would require £5.334m of funding at 31 July 2024 in order to be undertaken.

When reviewing the proposed budget for WBTC the DPFR advised that that it was based on achieving a profit of £5k in 2023/24. However, that had been based on the then joint arrangement with Newbury College regarding the secondment of the Managing Director (MD) to WBTC. Newbury College had now terminated that arrangement and WBTC would need to recruit a new MD that would have a negative impact on the proposed budget for WBTC.

In response to a question from a Member the DPFR stressed that the forecast increase of 82 full time student enrolments was achieved in order to meet the planned budget proposals.

The Corporation considered the detailed report on budget proposals.

**It was RESOLVED that the Group budget be agreed, based on:**

£'000	BCoT	WBTC	Inter-company trading adjs.	Group total
Income	16,803	1.487	(137)	18,153
Pay	(11,345)	(926)		(12,271)
Non-pay	(4,560)	(558)		(4,981)
CASH GENERATION	898	3k		901
Depreciation and capital grant release (non-cash)	(1,344)	2		(1,342)
Pension adjs, (non-cash)	(267)			(267)
Reported surplus/(deficit)	(713)	5		(708)

(Proposed by Barry Smith, Seconded by Beryl Huntingdon)

1285.  
(5.52pm)

**STRATEGIC PLAN 2021-25: KPIs**

A written report was received for information and noted. The DPFR took the Corporation through the report and highlighted that:

- Staff sickness absence had increased significantly, but there was no obvious themes related to it,
- Lesson observations had been completed on all teaching staff, with 86% of staff observed being considered 'good/outstanding',
- Delivery of the adult training grant would not meet the target,
- Applications for September 2023 continued to show an increase compared to the same period in 2021 and 2022,
- Achievement rates showed that full time 16-18 was 0.5%points above the national average but that 19+ and apprenticeship were slightly below the national average,
- Retention for both 16-18 and 19+ was above 2021/22,
- Student attendance was at its highest compared to the three previous years.

<b>1286.</b> (6.04pm)	<b>PRINCIPAL'S REPORT</b>  The Principal updated the Corporation on various matters. In particular, he advised that: <ul style="list-style-type: none"> <li>• There continued to be an 'Ofsted glow' around the College,</li> <li>• There were no issues regarding staff morale, the pay rise having had a very positive impact on staff,</li> <li>• Student recruitment for Sept 2023 predicted to show an increase,</li> <li>• Staff recruitment was still causing some concerns.</li> </ul> Overall, the Principal advise that all was going well within the College.	
<b>1287.</b> (6.14pm)	<b>WEST BERKSHIRE TRAINING CONSORTIUM UPDATE</b>  The Principal advised that the financial outturn for 2022/23 was showing a higher surplus than had been originally planned, and that WBTC was in the process of recruiting a new Managing Director and head of Quality.	
<b>1288.</b>	<b>ANY OTHER URGENT BUSINESS</b>  There were no items of Any Other Urgent Business considered.	
<b>1289.</b>	<b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i>  Wed 11 October 2023 Wed 1 November 2023 (3.00pm Development Day) Wed 13 December 2023  The Meeting Schedules for 2023/24 and 2024/25 were received and noted.	
<b>1290.</b>	<b>EXCLUSION OF MEMBERS AND/OR NON-MEMBERS</b>  No Members or Non-Members were excluded from the Meeting.	
<b>1291.</b>	<b>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</b>  The Minutes of the Meeting held on 29 March 2023 were confirmed as a correct record and were signed by the Chair.	
<b>1292.</b>	<b>CONFIDENTIAL MATTERS ARISING</b>  There were no Confidential Matters Arising discussed.	
<b>1293.</b>	<b>CONFIDENTIAL MINUTES OF THE COMMITTEE MEETINGS</b>  <b>1. Curriculum &amp; Quality Committee (15 June 2023)</b>  The Confidential Minutes of the Curriculum Ctte meeting held on 15 June 2023 were received and noted.	
(6.19pm)	Meeting closed	

Confirmed as a Correct record:		11 Oct 2023
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