

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 10 DECEMBER 2025

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| Membership (20): | 1. | | Mike Howe | External Member | Chair |
| | 2. | | Caroline Baker | 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. | * | Rosie Haver | Student Member | |
| | 10. | * | Beryl Huntingdon | External Member | |
| | 11. | * | Nicole Martin | External Member | |
| | 12. | * | Maria Miller | External Member | |
| | 13. | * | Arun Mummalaneni | External Member | |
| | 14. | * | Rowena Prenderville | External Member | |
| | 15. | * | Martin Slatford | External Member | |
| | 16. | * | Sam Swinstead | External Member | |
| | 17. | * | Colin Willoughby | External Member | |
| | 18. | * | Pamela Woolgrove | External Member | |
| | 19. | | Vacancy (DM) | External Member | |
| | 20. | | Vacancy (IW) | Staff Member | |
| Quorum: | | | 8 required | 16 present | Meeting quorate |
| In Attendance: | * | | Simon Burrell | Clerk to the Corporation | |
| | * | | Gary Clark | Director of Finance (DoF) | |
| | * | | Greg Devereux-Cooke | Head of Data & Funding (HDF) | |
| | * | | Lorraine Heath | Deputy Principal (DPCPI) | |
| | * | | David Moir | Deputy Principal (DPFR) | |
| Present at meeting: | * | | | | |

PRE-MEETING DEVELOPMENT BRIEFING COLLEGE DASHBOARD

(A presentation by Holly Hunt (HH), Learning Tech Team Leader)

HH gave a demonstration of the College's Dashboard system, that had been developed in-house. She showed the wide range of data and uses that were available to both staff and students, and how it was linked to other systems within the College. There was a wide range and versatile reporting facility built into the Dashboard system.

HH highlighted how the system could be used to record a wide range of student curriculum and quality data, along with any matters related to disciplinary or other sensitive issues. Access within Dashboard to data was restricted depended on the user.

The Corporation noted that the Dashboard system was very comprehensive and offered a very positive tool for both staff and students.

| (5.11pm) | | ACTION |
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| 1462. | <p>CHAIR OF THE MEETING</p> <p>In the absence of the Chair, the Vice Chair took the Chair for the meeting.</p> | |
| 1463. | <p>APOLOGIES FOR ABSENCE</p> <p>Mike Howe.</p> | |
| 1464. | <p>DECLARATION OF INTERESTS</p> <p>The following Declarations of Interest were noted:</p> <ol style="list-style-type: none"> 1. Arun Mummalaneni was an elected Councillor for Hampshire County Council and for Basingstoke & Deane Borough Council. 2. The Principal was the Chair of WBTC Board of Trustees. 3. Maria Miller advised that she had recently been appointed as Chair of the LHC Procurement Group (LHCPG) and was not aware of any direct or indirect involvement between LHCPG and BCOT. | |
| 1465. | <p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business notified.</p> | |
| 1466. | <p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Resignation of External Member (Dave Murray)</p> <p>The resignation of Dave Murray from the Corporation was noted.</p> | |
| 1467. | <p>MINUTES OF THE PREVIOUS MEETINGS</p> <p>The Minutes of the Meeting held on 8 October 2025 were confirmed as a correct record and were signed by the Vice Chair.</p> | |
| 1468. | <p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p> | |
| 1469. (5.13pm) | <p>COMMITTEES OF THE CORPORATION</p> | |
| 1470. | <p>Audit Committee (AC)</p> <p>The Minutes of the Joint Meeting of the Audit Committee and the Finance & Resources Committee held on 26 November 2025 were received and noted.</p> <p>The Minutes of the meeting of the Audit Committee held on 26 November 2025 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Health and Safety Annual Report 2024/25 (Minute 889)</p> <p>The Health and Safety Annual Report 2024/25 was received and considered. It was noted that the Audit Ctte had reviewed the report and had sought clarification from the Health & Safety Officer on a number of areas.</p> | |

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| <p>1470. (cont)</p> | <p>The Audit Ctte had been pleased to note a good and comprehensive report and had recommended that it be received and agreed.</p> <p style="text-align: center;">It was RESOLVED that the Health & Safety Report 2024/25 be received and agreed.</p> <p>2. Risk Report and Risk Register (Minute 896)</p> <p>The updated Risk Report and Risk Register were received and noted.</p> | |
| <p>1471.</p> | <p>Curriculum & Quality Committee (CQC)</p> <p>The Minutes of the meeting of the Curriculum & Quality Committee held on 20 November 2025 were received and noted. There were no Matters Arising discussed that were not due to be considered later in the meeting.</p> | |
| <p>1472.</p> | <p>Finance & Resources Committee (FRC)</p> <p>The Minutes of the meeting of the Finance & Resources Committee held on 27 November 2025 were received and noted.</p> <p style="text-align: center;">Matters Arising from the Minutes</p> <p>1. Financial Regulations (Minute 1120)</p> <p>The Chair of the FRC advised that the Financial Regulations had been updated to reflect a number of changes within the finance function of the College, including changes to employee positions and roles. The FRC had reviewed the revised financial regulations in detail and recommended them for approval.</p> <p style="text-align: center;">It was RESOLVED that the revised Financial Regulations be approved.</p> | |
| <p>1473.</p> | <p>Search Committee (SC)</p> <p>The Minutes of the meeting of the Search Committee held on 24 November 2025 were received and noted.</p> <p style="text-align: center;">Matters Arising from the Minutes</p> <p>1. Corporation Self-assessment 2025 (Minute 374)</p> <p>The Chair of the SC advised that the Search Ctte had reviewed the Governance self-assessment in detail and was pleased to note the consistency of the responses (year on year) and the 'good message' on governance coming from it.</p> <p style="text-align: center;">It was RESOLVED that the Governance Self-assessment 2025 be received and agreed.</p> <p>2. Members' Consecutive Terms of Office (Minute 377)</p> <p>The Clerk advised that the Search Ctte had reviewed the matter relating to the number of consecutive Terms of Office served by Members because the (then) FE Commissioner (FEC) had made a number of comments regarding recommending that members should not serve for more than two consecutive terms of office. The AoC Code of Good Governance also included a comment recommending that Members should not normally serve for more than two</p> | |

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| <p>1473. (cont)</p> | <p>consecutive terms. As an outcome from the External Board Review (March/April 2024) the reviewer had also advised that the Corporation should set expectations of maximum tenure in line with established 'good practice'.</p> <p>The Vice Chair of the Corporation also stressed that the right level of checks and balances were undertaken during the re-appointment process.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Search Committee had considered, in depth, the general advice of the FE Commissioner, and was of the opinion that it was to the benefit of the BCoT Corporation to appoint individuals for a third or longer term of office where that individual brought relevant skills and experience and had made a robust and positive impact to the Corporation and to the operation of the College. 2. All Members due to be considered for re-appointment for a third or longer term of office would continue to be scrutinised in depth by the Search Committee through a rigorous and robust review of that individual and a formal recommendation made to the Corporation accordingly. 3. BCoT Corporation continued to reserve the right to re-appoint Members for a third or longer term. | |
| <p>1474. (5.16pm)</p> | <p>FINANCIAL STATEMENTS 2024/25</p> <p>Written reports were received and considered. The Chair of the FRC advised that the Audit Ctte and the Finance & Resources Ctte had held a joint meeting with the Financial Statements Auditor (FSA) to receive and review the FSA's Management Report.</p> <p>The DoF advised that that there had been no significant matters arising from the financial statements, and that the FSA had given a 'clean' audit. He also thanked the Vice Chair of the Audit Ctte (Nicole Martin) for her review of the accounts and the helpful comments given.</p> <p>It was noted that the Financial Statements 2024/25 showed a surplus (after actuarial (loss)/gain in respect of pension schemes) of £773k.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Internal Auditor's Annual Report 2024/25, the Financial Statements Auditor's Management Letter 2024/25 and the Audit Committee's Annual Report 2024/25 be received and accepted, 2. The BCoT Group Financial Statements 2024/25 (based on an operating surplus of £773k (after pension adjustments) be received and accepted, and be signed by the Chair of the Corporation and the Principal on behalf of the Corporation, 3. The BCoT Professional Services Limited Financial Statements 2024/25 be received and noted, 4. The Regularity Audit Self-Assessment Questionnaire 2024/25 be agreed and signed by the Chair and the Principal on behalf of the Corporation, 5. The Letters of Representation for the Financial Statements and for the Regularity Audit be agreed and signed by the Chair of the Corporation and the Principal on behalf of the Corporation. <p>(Proposed by Pamela Woolgrove, Seconded by Colin Willoughby)</p> | |

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| <p>1475. (5.20pm)</p> | <p>SELF-ASSESSMENT REPORT (SAR) 2024/25 AND QUALITY IMPROVEMENT PLAN (QIP) 2025/26</p> <p>1. Self-assessment Report 2025</p> <p>A written report was received and considered. The Vice Chair (as Chair of the CQC) advised that the Corporation had been involved in a detailed and in-depth validation process of the SAR at its Development Day in November 2025 where the Faculty Heads had presented their individual sections of the SAR, and that the CQC had received and considered the combined cross-college SAR at its meeting later that month.</p> <p style="text-align: center;">It was RESOLVED that the Self-assessment Report 2024/25 be agreed.</p> <p>2. Quality Improvement Plan 2025/26</p> <p>A written report was received for information and noted. The Vice Chair advised that the QIP had been developed out of the SAR process and was updated regularly and presented to the CQC for monitoring and review at every meeting.</p> | |
| <p>1476. (5.22pm)</p> | <p>STRATEGIC PLAN (SP) 2026-2030 AND KPIS</p> <p>A written report was received and considered. The DPFR advised that following further meetings of the Strategic Plan Working Group (WG) some minor wording changes had been proposed to the Strategic Plan 2026-2030.</p> <p>In reviewing the final version of the SP, the DPFR advised that it was based on five key priorities (outlined in detail in the Plan). With regards to setting targets and appropriate KPIS, the DPFR advised that the WG had reviewed a range of options and had proposed to delegate to the Chair of the Corporation and to the Principal the determination of those KPIS for monitoring by the Corporation.</p> <p>In response to a question from a Member regarding the future demographic trend, the DPFR advised that potential student numbers would continue to increase until 2028/29 when it would peak and then start to decline from 2029/30.</p> <p>A Member challenged that the SP might not show the College's influence within the locality strongly enough and suggested that the SP should be more positive, especially in the light of the forthcoming local government reorganisation and the creation of locally elected mayors.</p> <p>Another Member also challenged how much of the 2020-2025 SP had been achieved. The DPFR advised that the Corporation received a termly update at each Corporation meeting on the progress of achieving each agreed KPI and confirmed that some of the KPIS had been achieved, whilst some had not been fully achieved.</p> <p>In concluding their review of the SP, the Corporation noted that it was a good, clear and concise document.</p> <p style="text-align: center;">It was RESOLVED that the Strategic Plan 2026-2030 be agreed.</p> | |
| <p>1477. (5.41pm)</p> | <p>PRINCIPAL'S UPDATE/WBTC UPDATE</p> <p>The Principal updated the Corporation on several matters, including:</p> <ul style="list-style-type: none"> • Thames Water had made a substantial donation to the College to refurbish an additional room within the College for the development of more Thames Water students and apprentices, | |

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| 1477. (cont) | <ul style="list-style-type: none"> London Transport had agreed a new training contract, due to commence in early 2026, The College was employing a large number of Student Support Assistants and that HCC had agreed to fund a number of these in respect of SEND student support, The College had hosted two 'hot topic' sessions at the recent AoC Annual Conference, There had been a very positive Women into Construction event earlier that day, The WBTC Managing Director had resigned, and that he (the Principal) was developing a number of potential options of closer working with WBTC. | |
| 1478. | <p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Business discussed.</p> | |
| 1479. | <p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 25 Mar 2026 Wed 6 May 2026 (3.00pm Development Day) Wed 1 Jul 2026</p> | |
| 1480. | <p>DAVID MOIR, DEPUTY PRINCIPAL FINANCE & RESOURCES</p> <p>The Vice Chair advised that David would be retiring from his role as Deputy Principal Finance & Resources at the end of the term. He paid tribute to David and thanked him for everything that he had done for the College and for the Corporation during his time at the College.</p> <p>The Vice Chair made a presentation to David on behalf of the Corporation.</p> | |
| (5.50pm) | Part 1 Meeting closed | |

NOTES: General acronyms used in the Minutes include:

DfE: Dept for Education
EMT: Executive Management Team
HCC: Hampshire County Council
KPIs: Key performance indicators

OfSTED: Office for Standards in Education
MD: Managing Director
QIP: Quality Improvement Plan
WBTC: West Berkshire Training Consortium