BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 1 JULY 2026

Membership (20):	1.	*	Mike Howe	External Member	Chair
	2.		Priya Brown	External Member	
	3.	*	Charles Cardiff	External Member	
	4.	*	Terry Clarke	Staff Member	
	5.		Kevin Croombs	External Member	
	6.	*	Steve Fussey	External Member	Vice Chair
	7.	*	Tia Harris-Austen	Staff Member	
	8.		Rosie Haver	Student Member	
	9.	*	Lorraine Heath	Principal	
	10.	*	Beryl Huntingdon	External Member	
	11.	*	Nicole Martin	External Member	
	12.	*	Maria Miller	External Member	
	13.	i	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 (CB)	External Member	
Quorum:			8 required	13 present	Meeting quorate
In Attendance:		*	Simon Burrell	Clerk to the Corporation	
		*	Gary Clark	Director of Finance (DoF)	
		*	Greg Devereux-Cooke	AP Corp Services (AP)	
		*	Claire Scott	Acting DPCPI (ADP)	
Present at meeting:		*			
From Minute 1510:		i			

ALUMNI ENGAGEMENT

[Sarah Steel (Head of Marketing) and Alexis Smith (Assistant Principal Foundation Learning and Student Voice)]

Activities undertaken included two alumni events, press campaigns, digital campaigns, case studies and a dedicated webpage developed.

Plans for the future included tracking data, twice yearly newsletters and greater use of LinkedIn. Careers would hold the database and undertake liaison activities. An annual event would be held.

Currently, c100 alumni registered on the database.

[A copy of the presentation has been uploaded to the agenda on Trust Governor]

PART 1 – NON-CONFIDENTIAL MINUTES

(4.47pm)		ACTION
1500.	**APOLOGIES FOR ABSENCE** Priya Brown, Kevin Croombs, Rowena Prenderville.	
1501.	**DECLARATION OF INTERESTS** The following Declarations of Interest were noted: 1. Arun Mummalaneni was an elected Member of Basingstoke & Dene Borough Council. 2. The Principal was the Chair of WBTC Board of Trustees.	
1502.	**NOTIFICATION OF ANY OTHER URGENT BUSINESS** There were no items of Any Other Urgent Business notified.	
1503.	**MEMBERSHIP OF THE CORPORATION** **1. Resignation of Caroline Baker (External Member)** The resignation of Caroline Baker was noted. **2. Re-appointment of Mike Howe (External Member)** The Search Ctte had considered in detail (Search Ctte, 10 June 2026, Minute 384.3) the re-appointment of Mike Howe and had recommended that he be re-appointment for a further term of office. **It was RESOLVED that Mike Howe be re-appointed as an External Members, for a four-year term of office commencing 1 August 2026.**	
1504.	**MINUTES OF THE PREVIOUS MEETINGS** The Minutes of the Meetings held on 25 March 2026, and 13 May 2026 were confirmed as correct records and were signed by the Chair.	
1505.	**MATTERS ARISING FROM THE MINUTES** There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.	
(4.51pm)	**COMMITTEES OF THE CORPORATION**	
1506.	**Audit Committee** (AC) The Minutes of the meeting of the Audit Committee held on 10 June 2026 were received and noted. **Matters Arising from the Minutes** 1. **Internal Audit Plan 2026/27** (Minute 916.4) **It was RESOLVED that the Internal Audit Plan 2026/27, based on 36.5 days and covering the areas outlined in the Audit Ctte minutes be agreed.**	

1506. (cont)	2. **Risk report and Risk Register** (Minute 918) A copy of the Risk Report (June 2026) was received for information and noted. It was noted that there had been no change to the top five risks (listed in the report) and that the top risk continued to be based on curriculum reform uncertainties. In response to a question from a Member regarding the impact of local government devolution on the College, it was suggested that the Audit Ctte should review whether to include this matter in the Risk Register	**Audit Ctte**
1507.	**Curriculum & Quality Committee** (CQC) The Minutes of the meeting of the Curriculum & Quality Committee held on 11 June 2026 were received and noted. **Matters Arising from the Minutes** **1. Quality Strategy 2026/27** (Minute 910) The Chair of the CQC advised that the Quality Strategy 2026/27 had been updated to reflect a number of external influences on the College, such as SEND reforms, the recent government White Paper, and the recently introduced Ofsted toolkit for inspections. There was also a greater focus on the use of AI in the curriculum. **It was RESOLVED that the Quality Strategy 2026/27 be agreed.** **2. Quality Improvement Plan (QIP) 2025/26** (Minute 911) The updated QIP was received and noted. 3. **Summer Term Delegation of Responsibilities** (Minute 915) A copy of the Summer Term Delegation of Responsibilities report was received and noted. **4. Corporation Members' Curriculum Link Visits** (Minute 919) The Chair of the CQC advised that with the greater emphasis being shown by Ofsted in student welfare and the student experience, there was a need to establish a new Link Member for Inclusion, Student Experience and Careers. He proposed that if any Member had a particular interest in undertaking this role, they should advise the Clerk accordingly.	**All Members**
1508.	**Finance & Resources Committee** (FRC) The Minutes of the meeting of the Finance & Resources Committee held on 13 May 2026 and 17 June 2026 were received and noted. There were no Matters Arising from the Minutes that were not due to be considered elsewhere at the meeting.	

1509.	**Search Committee** (SC) The Minutes of the meeting of the Search Committee held on 10 June 2026 were received and noted. **Matters Arising from the Minutes** **1. Potential New Members** (Minute 384.5) The Chair of the SC highlighted the need to identify potential new Members of the Corporation, especially those with audit experience and from education/HE sector. She requested that should any Member know of any potential new members, to advise the Chair of the Corporation, the Clerk and the Principal accordingly.	**All Members**
	ITEMS FOR APPROVAL	
1510. (5.01pm)	**BUDGET 2026/27** A written report was received and considered. The DoF advised that the FRC had considered the proposed budget in detail, that it had been developed on a continuing increase in student enrolments in Sept 2026, and also based on increased applications and a higher number of returners. The DoF advised further that the budget was one of investment as due to the continuing increase in student numbers the College would continue to invest in heads for the new faculty, invest in new experiences for students and invest in improved cyber security defences. He outlined the highlights of the proposed budget as: • Expected continued growth in learner numbers providing circa £1m extra funding growth despite overall increase by the DfE of 0.5% in the base funding, • Introduction of an additional Faculty at the College, • The 4.1% pay increase across the board in line with increase in the National Minimum Wage, • Traditional Aspiral apprenticeship income was reduced following the decision to reorganise the apprenticeship business • WBTC budget was still being worked upon, but there was concern over its continued viability beyond 2027. The DoF advised further that the proposed budget did not include the additional estates conditional funding grant as it had not been known about at that time, nor had he factored-in proposed changes to the accounting of lease scheme items (minibus, photocopiers, vending machines etc) as the full implications of those changes were still under review. The DoF also highlighted the outcome of a recent VAT case whereby DfE income was not now deemed as ‘grant income’ but was now deemed as ‘business income’. He advised that this would have a potential negative impact on the College finances as, previously, utility costs were VAT rated at 5% but as ‘business income’ would now be rated at the standard rate (20%) of VAT. He had not included this change in the budget as this matter was still under review by HMRC. However, HMRC had advised colleges that any changes would not be applied retrospectively. The cash flow forecast showed a reduction from £9.619m (Aug 2026) to £8.332m (July 2027). However, the DoF stressed that, at this level, the College had sufficient funding to meet its ongoing operational requirements and continued to invest in the College’s infrastructure and improve experiences for staff and student.	

1510. (cont)	The DoF advised that the overall College Budget 2026/27 was based on:	

	Core Budget £'000	Non-core £'000	College Total Budget £'000
Income	24,097	(864)	23,233
Pay Costs	(16,795)	(17)	(16,812)
Non-Pay Costs	(4.958)	(207)	(5,165)
Cash Generated from operations	**2,344**	**(1,088)**	**1,256**
Less depreciation, capital grants and pension adjs	(1,842)	0	(1,842)
Reported Surplus (deficit)	**502**	**(1,088)**	**(586)**

In response to a question from a Member related to pay as a % of income, it was noted that the forecast in the budget was 73% but the College and FEC targets were 65%. The DoF advised that this was primarily as a result of continuing student growth vis-à-vis lagged funding, with the need to commit expenditure to meet the growth element in-year but not receiving funding until the following year.

In response to a question from a Member the Principal advised that the current demographic trend showed a continuing growth in school leavers over the next 2-3 years and that funding would continue to increase accordingly. However, appropriate preparations would need to be put in place when the trend started to decline in the early 2030s.

It was RESOLVED that the College Budget 2026/27 based on net income of £23,233k, cash generated from operations of £1,256k, less adjustments etc -£1,842k, with a reported deficit of -£586k be agreed.

1511. (5.20pm)

ACCOUNTABILITY STATEMENT 2026/27

A written report was received and considered. The ADP advised that the Accountability Statement had been updated from the previous year's version, to include a range of changes and additional information required by DfE.

As an integral element of the Accountability Statement, seven Strategic Priorities had been identified, namely:

1. Curriculum expansion and progression, specifically targeting sectors with identified skills gaps
2. Flexible modular delivery and Lifelong Learning implementation
3. AI integration and Technological Innovation
4. Highly inclusive culture and opportunities for all
5. Apprenticeship Quality and Responsiveness
6. Strategic Progression Pathways & Local Workforce Integration
7. Basingstoke Inclusion Strategy and Partnership Mobilisation

In response to a question from a Member the ADP confirmed that the Strategic Priorities had been developed and mirrored the Strategic Plan and the QIP.

Members sought and received clarification on a number of matters raised in the Accountability Statement, including the disparity between targets and how the recording of industrial student placements was managed, and the reasons why a large number of courses were offered and why many did not run as they did not recruit sufficient numbers to operate.

1511. (cont)	**It was RESOLVED that the Accountability Statement 2026/27 and the Strategic Priorities be agreed**	
1512. (5.46pm)	**ELECTION OF VICE CHAIR OF THE CORPORATION** It was noted that Steve Fussey had advised that he would be standing down as Vice Chair at the end of his current term of office (29 July 2026). On behalf of the Corporation, the Chair thanked Steve for his time, dedication and considerable help and support that he had given to the Corporation as Vice Chair. The Chair proposed that the election of Vice Chair be deferred until the December 2026 meeting of the Corporation.	
1513. (5.56pm)	**STRATEGIC TRANSITION PLANNING STATEMENT** The ADP gave a verbal presentation related to a return that had to be made to the DfE by Monday 6 July 2026 regarding curriculum planning for the period 2026-31. The ADP outlined the complexity of the data requested, and the difficulties related to being able to accurately predict potential student numbers because of the ongoing uncertainties surrounding the government's curriculum reform plans that had yet to be finalised. In response to a question from a Member the ADP advised that the DfE only required the College to confirm that the Corporation had been informed of the process and that it (the Corporation) was not required to scrutinise or approve it. A Member raised her concerns related to the matter of the growing number of NEET's in the local area, sought clarification on how such curriculum uncertainty, and how the ongoing local government devolution proposals would impact on funding and the potential to reduce the number of NEET's. The Principal advised that a Joint Mayoral Authority had been formed in Hampshire to oversee a number of countywide matters, and that this included funding for adults and for NEET provision. She anticipated that funding would continue at similar levels to that currently received and that the College was in a good position to deliver on such activity. In noting the process, the Corporation recognised the stupidity of trying to develop such a detailed piece of work when there were too many uncertainties and variables, and that it was not possible to prepare a reasoned return based on a lack of specific data and detail.	
(6.14pm)	**ITEMS FOR INFORMATION**	
1514.	**STRATEGIC PLAN 2026-30: KPIs** A written report was received for information and noted. The AP took the Corporation through the report and highlighted that: • Short term staff sickness was down slightly, long term had increased slightly • Lesson observations: 91% (194) observation recorded at 'Advanced Practitioner' or 'Progressing Practitioner' • Adult training grant delivered was close to the contract value • Overall student numbers had declined slightly in 2025/26 primarily as a result of fewer adult student enrolments; full time enrolments continued to increase • Student applications 2026/27 well ahead of the same period in 2025/26 • Headline achievement data for 2024/25 showed BCoT above the national average for all age ranges • In year retention continued to improve year-on-year • Student attendance continued to improve year-on-year	

1515.	**PRINCIPAL'S UPDATE INCL WBTC** The Principal advised that: • Proposed changes to the senior leadership team included the recruitment of a Deputy Principal Curriculum & Quality and reverting to a Deputy Principal Finance & Resources that would include finance and corporate services. • Regarding local government devolution, the Principal advised that a large proportion of the College's adult students came from out of the local area. Funding for such students would be the responsibility of the new Mayoral Authorities, and that transition funding would be controlled temporarily by a Joint Mayoral Authority in Hampshire. • Hampshire County Council had challenged the re-organisation proposals • There was the potential of further changes and uncertainty as a result of the current government leadership changes • There had been a safeguarding instance that had been referred to the LADO With regards to WBTC: • A number of apprentice programs had been defunded • WBTC had set a very realistic budget for 2026/27 • There were concerns regarding viability from 2027/28 and the financial position during 2026/27 would be monitored closely	
1516.	**ANY OTHER URGENT BUSINESS** There were no items of Any Other Urgent Business discussed.	
1517.	**DATES OF FUTURE MEETINGS** *[Meetings commence at 4.30pm unless stated]* Wed 7 Oct 2026 Thu 12 Nov 2026 (3.00pm Development Day) Wed 9 Dec 2026	
(6.39pm)	Part 1 Meeting closed	

NOTES: General acronyms used in the Minutes include:

AI: Artificial Intelligence
DfE: Dept for Education
EMT: Executive Management Team
HCC: Hampshire County Council
KPIs: Key performance indicators
LADO: Local Authority Designated Officer
NEETs: Not in employment, education or training
OfSTED: Office for Standards in Education
MD: Managing Director
QIP: Quality Improvement Plan
WBTC: West Berkshire Training Consortium

Confirmed as a correct record		9 Dec 2026