

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CORPORATION

### MINUTES OF A MEETING HELD ON THURSDAY 3 JULY 2025

<b>Membership (20):</b>	1.	*	Mike Howe	External Member	Chair
	2.		Caroline Baker	External Member	
	3.	i	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.	*	Maria Miller	External Member	
	12.		Arun Mummalaneni	External Member	
	13.		Dave Murray	External Member	
	14.		Rowena Prenderville	External Member	
	15.	*	Martin Slatford	External Member	
	16.		Toby Sole	Student Member	
	17.	*	Sam Swinstead	External Member	
	18.	*	Ian Ward	Staff Member	
	19.		Colin Willoughby	External Member	
	20.	*	Pamela Woolgrove	External Member	
<b>Quorum:</b>			8 required	12 present at start	Meeting quorate
<b>In Attendance:</b>	*		Simon Burrell	Clerk to the Corporation	
	*		Gary Clark	Director of Finance (DoF)	
	*		Lorraine Heath	Deputy Principal (DPCPI)	
	*		David Moir	Deputy Principal (DPFR)	
<b>Present at meeting:</b>	*				
<b>From Minute 1438:</b>	i				

## PRE-MEETING DEVELOPMENT BRIEFING

### REPUTATION RESEARCH OUTCOMES

[Kelly Dubock (KD) and Sarah Steele, Head of Marketing ]

KD advised that: the last reputation research survey had been undertaken in 2009; this survey would give a good opportunity to evidence assumptions around the 'Brand' and reputation of BCoT; it would help with strategic decision making and benchmarking; and to understand the increasing numbers of Level 2 applicants and impact.

*[Full details of the presentation are not for publication but are available to Members Only on the Documents Section of Trust Governor]*

## PART 1 – NON-CONFIDENTIAL MINUTES

(5.16pm)		ACTION
<b>1425.</b>	<p><b>WELCOME</b></p> <p>Gary Clark (Director of Finance) was welcomed to the Corporation.</p> <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Caroline Baker, Anthony Bravo, Priya Brown, Arun Mummalaneni, Dave Murray, Rowena Prenderville, Colin Willoughby.</p>	
<b>1426.</b>	<p><b>DECLARATION OF INTERESTS</b></p> <ol style="list-style-type: none"> <li>1. Arun Mummalaneni declared an interest that he was an elected Councillor for Hampshire County Council and for Basingstoke &amp; Deane Borough Council.</li> <li>2. Priya Brown and Arun Mummalaneni declared an interest in Agenda Item 4: Membership of the Corporation.</li> <li>3. The Principal declared an interest re WBTC.</li> <li>4. The Principal, the Staff Members, the Deputy Principals and the Director of Finance declared an interest in Agenda Item 11.1: Update to Pay Award 2025.</li> </ol>	
<b>1427.</b>	<p><b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Urgent Business notified.</p>	
<b>1428.</b>	<p><b>MEMBERSHIP OF THE CORPORATION</b></p> <p><b>1. Appointment of Student Member</b></p> <p>Rosie Haver (Public Services Student) had been nominated as the Student Member for a one-year term of office commencing 1 August 2025.</p> <p style="text-align: center;"><b>It was RESOLVED that Rosie Haver be appointed as the Student Member, each for a one-year term of office commencing 1 August 2025.</b></p>	
<b>1429.</b>	<p><b>MINUTES OF THE PREVIOUS MEETINGS</b></p> <p>The Minutes of the Meetings held on 2 April 2025 and 7 May 2025 were confirmed as correct records and were signed by the Chair, subject to the following amendment:</p> <p style="padding-left: 40px;">Meeting on 2 April 2025: Minute 1417, bullet point 4, delete “but it was not felt to be a financially viable option for BCoT.”.</p>	
<b>1430.</b>	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.</p>	
	<p><b>COMMITTEES OF THE CORPORATION</b></p>	
<b>1431.</b> (5.18pm)	<p><b>Audit Committee (AC)</b></p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 11 June 2025 were received and noted.</p>	

<p><b>1431.</b> (cont)</p>	<p><b>Matters Arising from the Minutes</b></p> <p><b>1. West Berkshire Training Consortium</b> (Minute 874)</p> <p>The Chair of the AC advised that the MD of WBTC had given a very enlightening presentation to the Ctte, and he proposed that the same presentation be made to the Corporation.</p> <p><b>2. Internal Audit Plan 2025/26</b> (Minute 879.5)</p> <p><b>It was RESOLVED that the Internal Audit Plan 2025/26, based on 35 days and covering the areas outlined in the Audit Ctte minutes be agreed.</b></p> <p><b>3. Risk Management and Risk Register</b> (Minute 881)</p> <p>The Risk Register was received for information and noted. The Chair of the Corporation noted that the risk profile was at its lowest level than it had been historically.</p>	<p><b>Clerk Corp</b></p>
<p><b>1432.</b> (5.20pm)</p>	<p><b>Curriculum &amp; Quality Committee (CQC)</b></p> <p>The draft Minutes of the meeting of the Curriculum &amp; Quality Committee held on 25 June 2025 were received and noted.</p> <p><b>Matters Arising from the Minutes</b></p> <p><b>1. Quality Strategy 2025/26</b> (Minute 864)</p> <p>The Chair of CQC Ctte advised that the Ctte had received and scrutinised the proposed Quality Strategy 2025/26 and had recommended it for approval.</p> <p><b>It was RESOLVED that the Quality Strategy 2025/26 be agreed.</b></p> <p><b>2. Quality Improvement Plan (QIP) 2024/25</b> (Minute 865)</p> <p>The updated QIP was received and noted. The Chair of the CQC Ctte advised that good progress continued to be made in achieving the QIP.</p> <p><b>3. Summer Term Responsibilities</b> (Minute 871)</p> <p>In response to a question from a Member the DPCPI advised that following a complaint that had been upheld by the Office of the Independent Adjudicator the College now communicated in writing with every HE student confirming the grade that they had achieved.</p>	
<p><b>1433.</b> (5.23pm)</p>	<p><b>Finance &amp; Resources Committee (FRC)</b></p> <p>The unconfirmed Minutes of the meetings of the Finance &amp; Resources Committee held on 14 May 2025 and 18 June 2025 were received and noted.</p> <p><b>Matters Arising from the Minutes</b></p> <p><b>1. Update to Pay Award 2025</b> (Minute 1104)</p> <p>The DPFR reported that since the April 2025 meeting of the Corporation, the College had received further additional funding, and that the government had given an indication that the funding should be used to improve salaries, in line with the teachers' pay review recommendation of 4%.</p>	

<p><b>1433.</b> <b>(cont)</b></p>	<p>In response to a question from a Member, the DPFR advised that the proposal was to update the pay award to £1,500 pro-rata or 4% whichever was the greater, and that the cost of the additional 1% increase was c£66k.</p> <p style="text-align: center;"><b>It was RESOLVED that the pay award for 2025 be revised to £1,500 pro-rata or 4% whichever was the higher.</b></p>	
<p><b>1434.</b> (5.28pm)</p>	<p><b>Strategic Plan Working Group (WG)</b></p> <p>The DPFR advised that following the discussion at the recent Development Day a draft outline for the Strategic Plan had been developed and reviewed by the WG at its meeting on 25 June 2025.</p> <p>In response to a question from a Member the DPFR advised further that the outcomes from the recently undertaken Reputation Survey would be reviewed against the draft Plan and relevant elements incorporated into the final draft. He anticipated that the Plan would be finalised during the Autumn Term for consideration by the Corporation.</p>	
<p><b>1435.</b> (5.30pm)</p>	<p><b>BUDGET 2025/26</b></p> <p>A written report was received and considered. The DPFR advised that, overall, the financial position of the College was very strong. The outturn for 2024/25 was well ahead of the original budget and the plan for 2025/26 was in line with the overarching financial parameters established by the Corporation, except for pay costs as a proportion of salary which was higher than it had been historically and was above the sector benchmark measure.</p> <p>The DPFR advised further that the budget for 2025/26 generated cash of £1.437m, from which £800k of capital spend was planned, leaving a cash surplus for later reinvestment. The budget also assumed an increase of 72 full-time 16-19 students; other activities were either at the current level (apprenticeships) or were known to be decreasing (14-16 and adult skills).</p> <p>The DPFR also advised that since the budget work had been finalised, the DfE had provided the detail of a late increase to the 16-19 funding allocation. Whilst some £350k of increased funding had already been incorporated in the budget the element relating to the cost weighting factor had not been included as the amount was not known at that time. It had subsequently been confirmed and had given the College a further income boost of £250k.</p> <p>With regards to the proposed capital plan, the DPFR highlighted a range of projects (as set out in the report) with a total capital spend of £800k.</p> <p>In reviewing the cash flow forecast, it was noted that the overall budget was cash positive, before the funding of the final phase of the F Block project which was being funded fully by the College from its cash reserves. Cash was also impacted by the repayment of T-level capital grant funds that had not yet been utilised and which the College anticipated would be required to be repaid during 2025/26. The actual amount had not been confirmed but the cash forecast assumed £600k would be repaid in December 2025.</p> <p>The DPFR highlighted a number of risks and opportunities (listed in the report) that could have an impact on the budget if any came to fruition.</p>	

<p><b>1435.</b> <b>(cont)</b></p>	<p>The Corporation considered the proposed budget and capital plan.</p> <p><b>It was RESOLVED that the College budget 2025/26, based on the following, be agreed:</b></p> <table border="1" data-bbox="475 371 1007 629"> <thead> <tr> <th></th> <th>£'000s</th> </tr> </thead> <tbody> <tr> <td><b>Income</b></td> <td><b>21,360</b></td> </tr> <tr> <td><b>Pay costs</b></td> <td><b>(15,144)</b></td> </tr> <tr> <td><b>Non-pay costs</b></td> <td><b>(4,780)</b></td> </tr> <tr> <td><b>Operating Surplus/ Cash Generated</b></td> <td><b>1,437</b></td> </tr> <tr> <td><b>Reported surplus/(deficit)</b></td> <td><b>(180)</b></td> </tr> </tbody> </table>		£'000s	<b>Income</b>	<b>21,360</b>	<b>Pay costs</b>	<b>(15,144)</b>	<b>Non-pay costs</b>	<b>(4,780)</b>	<b>Operating Surplus/ Cash Generated</b>	<b>1,437</b>	<b>Reported surplus/(deficit)</b>	<b>(180)</b>	
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<p><b>1436.</b> (5.42pm)</p>	<p><b>UPDATE TO THE INSTRUMENT OF GOVERNMENT</b></p> <p>A written report was received and considered. The Clerk advised that the DfE had advised that the instruments of some college corporations contained a provision that restricts student governors under the age of 18 from voting on financial and contractual matters. The DfE had advised that this was a legacy from the former prescribed model instrument that corporations (including BCoT) had operated under since incorporation in 1993.</p> <p>The Charity Commission had agreed with the DfE that the clause was incompatible with charity law as it prevented student governors under the age of 18 from fully exercising their role as charity trustees. Charity trustees were defined in law as “the persons having the general control and management of the administration of a charity.” Trustees on a charity board had equal responsibility and must all be able to participate in all aspects of governing and directing their charity (except for specific matters where they may need to step back because of a conflict of interest).</p> <p>The DfE had advised Corporations to amend their Instrument of Government so that student governors under the age of 18 could vote on all matters.</p> <p><b>It was RESOLVED that the deletion of Clause 14.7 from the Instrument of Government be agreed.</b></p>													
<p><b>1437.</b> (5.43pm)</p>	<p><b>ELECTION OF CHAIR OF THE CORPORATION</b></p> <p>The Clerk advised that the Term of Office for the Chair of the Corporation was due to expire on 29 July 2025. He called for nominations. One nomination was received.</p> <p><b>It was RESOLVED that Mike Howe be elected Chair of the Corporation for a three-year term of office commencing 29 July 2025.</b> (Proposed by Martin Slatford, Seconded by Steve Fussey)</p>													
	<p>[The Principal joined the meeting] [Nicole Martin left the meeting]</p>													
<p><b>1438.</b> (5.51pm)</p>	<p><b>STRATEGIC PLAN 2021-25 (KPIs)</b></p> <p>A written report was received for information and noted. The DPFR took Members through the report. In particular, he highlighted:</p> <ul style="list-style-type: none"> <li>• Staff sickness (both short and long term) was slightly higher than at the same point in the previous year.</li> </ul>													

<p><b>1438.</b> <b>(cont)</b></p>	<ul style="list-style-type: none"> <li>• 120 learning walks conducted.</li> <li>• 160 lesson observations had been undertaken, 94.4% had been graded 'advanced practitioner/progressing practitioner'.</li> <li>• Delivery of the adult grant anticipated to be met by the end of the academic year.</li> <li>• There had been a large drop in adult learners but an increase in 16–18-year-old learners.</li> <li>• Applications for Sept 2025 were very slightly ahead as at the same point in 2024.</li> <li>• National average achievement data showed that in 2023/24 16–18-year-olds were in the top 37%, and 19+ in the bottom 50%. Apprenticeship achievements were in the bottom 22%.</li> <li>• Retention in 2024/25 was slightly below the previous year for 16-18 but slightly up for 19+.</li> </ul> <p>Concern was expressed regarding the level of apprenticeship achievement data and the enrolment position. The DPCPI was requested to present an update at the December 2025 meeting of the Corporation.</p>	<p><b>DPCPI</b></p>
<p><b>1439.</b> (6.22pm)</p>	<p><b>PRINCIPAL'S UPDATE</b></p> <p>A video presentation from the Principal was received. In particular, he advised that:</p> <ul style="list-style-type: none"> <li>• He had been at a national conference on AI and its integration in education.</li> <li>• Steve Morgan, Minister for Early Years had visited the College.</li> <li>• The College had won a number of external awards, including one from Pearsons, and one from Google.</li> <li>• The restaurant had retained its AA Rosette.</li> </ul>	
<p><b>1440.</b> (6.26pm)</p>	<p><b>CHAIR'S UPDATE</b></p> <p>The Chair advised that:</p> <ul style="list-style-type: none"> <li>• The Refectory had been re-assessed and was now graded 4 (out of 5).</li> <li>• He had been involved in exploratory discussions with two other colleges regarding potential merger scenarios.</li> </ul>	
<p><b>1441.</b></p>	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p><b>1. Media and Arts Dept</b></p> <p>The Chair of the Audit Ctte advised that he had attended the recent Media and Arts prize giving for games development and was extremely impressed with the quality of the work, and with the very positive relationship between students and staff.</p>	
<p><b>1442.</b></p>	<p><b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 8 Oct 2025  Wed 19 Nov 2025 (3.00pm Development Day)  Wed 10 Dec 2025</p>	

<b>1443.</b>	<b>EXCLUSION OF MEMBERS AND/OR NON-MEMBERS</b>  No Members or Non-members were excluded from the Confidential section of the meeting.	
<b>1444.</b>	<b>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</b>  The Confidential Minutes of the Meeting held on 2 April 2025 were confirmed as a correct record and were signed by the Chair.	
<b>1445.</b>	<b>MATTERS ARISING FROM THE MINUTES</b>  There were no Matters Arising considered that were not due to be discussed elsewhere at the meeting.	
	<b>CONFIDENTIAL MINUTES OF THE COMMITTEES OF THE CORPORATION</b>	
<b>1446.</b>	<b>FINANCE &amp; RESOURCES COMMITTEE</b>  The unconfirmed Confidential Minutes of the meeting of the Finance & Resources Committee held on 18 June 2025 were received and noted.	
(6.41pm)	Meeting closed	

NOTES: General acronyms used in the Minutes include:

Ctte: Committee  
DfE: Dept for Education  
EMT: Executive Management Team

HCC: Hampshire County Council  
MD: Managing Director  
WBTC: West Berkshire Training Consortium