

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 29 MARCH 2023

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| Membership (20): | 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 | |
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| Quorum: | | | 8 required | 14 present at start | Meeting quorate |
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| In Attendance: | * | Simon Burrell | Clerk to the Corporation | | |
| | * | Lorraine Heath | Deputy Principal (DPCPI) | | |
| | * | David Moir | Deputy Principal (DPFR) | | |
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| Present at meeting: | | * | | | |

PRE-MEETING DEVELOPMENT BRIEFING

Ofsted Inspection Outcome

A presentation by Lorraine Heath (Deputy Principal)

The Chair of the Corporation offered the congratulations of the Corporation to the College for the excellent result achieved following the recent Ofsted inspection.

The DPCPI advised that the College was very pleased with the result, that it was the College's best result ever, and was a testament to the work of all the staff of the College.

The Ofsted outcomes were:

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| Overall Effectiveness | Good |
| Quality of Education | Good |
| Behaviour and Attitudes | Outstanding |
| Personal Development | Outstanding |
| Leadership and Management | Good |
| Education Programmes for Young People | Good |
| Adult Learning | Outstanding |
| Apprenticeships | Good |
| High Needs | Good |
| Contribution to Meeting Skills Needs | Strong |

It was noted that Ofsted had also identified a number of curriculum areas as outstanding.

The DPCPI highlighted the Skills Judgements (listed in her presentation) that the Inspectors had identified during the inspection. 15 key strengths had been identified by the inspectors and were also outlined and listed in her presentation, along with four areas for improvement noted.

The DPCPI presented a comparison table of the published results of some 25+ inspections undertaken in the current cycle. It was noted that BCoT was ranked third in that table.

In response to questions from Members, it was noted that:

- the College had self-assessed itself as Good
- the SAR process had reflected that there were some further areas requiring improvement, as highlighted during the inspection
- the QIP had been updated to take onboard the comments highlighted in the inspection report

In concluding the Pre-meeting Development Briefing the Corporation re-iterated its congratulations to all those concerned with the very successful outcome of the Ofsted inspection.

[Post meeting note: A copy of the DPCPIs presentation has been added to the agenda papers for the meeting on Trust Governor]

PART 1 – NON-CONFIDENTIAL MINUTES

| (5.04pm) | | ACTION |
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| 1254. | APOLOGIES FOR ABSENCE Joy Bibby, Priya Brown, Charles Cardiff, Nicole Martin, Martin Slatford | |
| 1255. | DECLARATION OF INTERESTS 1. Anthony Bravo declared an interest regarding WBTC 2. It was noted that Arun Mummalaneni was an elected Councillor for HCC and BDBC | |
| 1256. | MEMBERSHIP OF THE CORPORATION 1. Beryl Huntingdon and Colin Willoughby (External Members) It was noted that the current Terms of Office for Beryl Huntingdon and Colin Willoughby expired on 31 March 2023. The Search Cttee had considered their records of attendance, activities undertaken and involvement with the Corporation and the College during their current terms of office and had unanimously recommended that both be re-appointed for further terms of office. <p style="text-align: center;">It was RESOLVED that Beryl Huntingdon and Colin Willoughby be re-appointed as External Members each for a term of office commencing 1 April 2023 (Proposed by Pamela Woolgrove, Seconded by Barry Smith)</p> | |
| 1257. | NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business notified. | |
| 1258. | MINUTES OF THE PREVIOUS MEETING The Minutes of the Meeting held on 7 December 2022 were confirmed as a correct record and were signed by the Chair. | |
| 1259. | MATTERS ARISING FROM THE MINUTES 1. Health & Safety Training and Assessments (Minute 1240.3) The DPFR advised that there had been (at that time) a larger than normal number of staff who had not completed their mandatory health & safety training. Appropriate actions had been put in place to ensure those staff concerned completed their training, and Departmental Heads had been tasked with ensuring that all staff undertook their training in a timely manner. 2. Schedule of Equipment (Minute 1250.3) The DPFR had undertaken an investigation and confirmed that there were no issues arising. He had reviewed the relevant paperwork and noted that it met the requirements set out in the specification. | |

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| (5.12pm) | COMMITTEES OF THE CORPORATION | |
| 1260. | <p>Audit Committee</p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 15 March 2023 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Risk Management and Risk Register (T Level & Level 3) (Minute 783)</p> <p>The Chair stressed the increasing financial risk to BCoT through the government's planned changes to de-fund Level 3 provision and replace it with funding for T Levels. He advised that this was of national concern to all college providers and was considered a real and imminent risk. The matter would be discussed in more detail at the forthcoming Development Day on 3 May 2023.</p> <p>2. Post Project Reviews: EV Centre (Minute 784)</p> <p>It was noted that the DPFR had undertaken a post-project review of the EV Centre project and that a number of lessons-learnt had been identified and would be applied to future projects.</p> | Dev Day prog |
| 1261. | <p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the meeting of the Curriculum & Quality Committee held on 9 March 2023 were received and noted.</p> | |
| 1262. | <p>Finance & Resources Committee</p> <p>The unconfirmed Minutes of the Finance & Resources Committee (F&R Ctte) meeting held on 8 March 2023 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Treasury Management Policy (Minute 968)</p> <p>The Chair advised that the F&R Ctte had agreed a technical change to the Treasury Management Policy to allow the College to invest more of its reserves with Barclays Bank as it (Barclays Bank) was offering the best interest rates at the present time.</p> | |
| 1263. (5.22pm) | <p>OFSTED INSPECTION FEBRUARY 2023</p> <p>There were no matters arising from the Pre-meeting Development Briefing on the Ofsted inspection that required any formal action by the Corporation.</p> | |
| 1264. (5.23pm) | <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"> • Short term staff sickness absence had seen a large increase during the autumn/winter period • 41 lesson observations had been undertaken. Whilst these are not graded, for reporting purposes observations are given an indicative grade and the data is aggregated. This showed that 25% had achieved Grade 1 and 50% grade 2 • Student numbers continued to show a decline on previous years, primarily through a reduction in adult students | |

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| 1264. (cont) | <ul style="list-style-type: none"> • Student applications for 2023/24 showed a slight increase compared to the same time period in 2021. The DPFR advised that he was forecasting an overall increase of 82 full time 16-18 enrolments for September 2023 • Delivery of the adult training grant showed an increasing gap between the contract value and the value delivered. It was noted that a contract with Learning Curve was due to start in the near future that should help to reduce the gap. • In-year retention for all students was slightly ahead of the same period in 2022 • Student attendance was slightly ahead of the same period in 2022 • Destination data for 2021/22 was comparable to that for 2020/21 | |
| 1265. (5.34pm) | <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"> • Student behaviour had shown a slight decline since Ofsted • There were growing concerns about the continuing viability of the FSC, Bordon • Employability courses were not financially viable, and a review of provision was being undertaken • Cyber Essential accreditation had been achieved • The Office for National Statistics had re-classified colleges back to the public sector, the implication of which were not yet fully known • The College was piloting the use of AI (artificial intelligence) to help lesson planning <p>Overall, the Principal advise that all was going well within the College.</p> | |
| 1266. (5.43pm) | <p>WEST BERKSHIRE TRAINING CONSORTIUM UPDATE</p> <p>The Principal advised that Ofsted had also undertaken an inspection at WBTC. The formal report would be issued is due course and he advised the company felt the proposed gradings were fair.</p> <p>With regards to WBTCs finances, the Principal advised that the reserves remained above the threshold level, but that WBTC still had a number of challenges to face.</p> | |
| 1267. (5.45pm) | <p>CORPORATION MEMBERS' CURRICULUM LINK VISITS</p> <p>Arun Mummalaneni advised that he had had a positive meeting with Clare Scott, and that he had another date scheduled for a further meeting.</p> | |
| 1268. | <p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business considered.</p> | |
| 1269. (5.46pm) | <p>CHAIR'S ANNOUNCEMENTS</p> <p>1. Queen Marys College</p> <p>The Chair advised that he had written to the Chair of QMC suggesting the possibility of setting-up a joint working group to look at opportunities for both colleges to work together collaboratively for the greater benefit of Basingstoke learners.</p> <p>2. Local Skills Improvement Plan</p> <p>The Chair advised that both he and the Vice Chair had recently attended a meeting of the Surrey & North Hampshire joint Chamber of Commerce that was developing the LSIP for the region.</p> | |

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| 1269. (cont) | 3. AoC Code of Governance The Chair advised that the AoC were updating the Code of Governance and had issued a draft for consultation. The Chair advised further that the Clerk would circulate the link for the consultation to Members and if they so wished, could complete, and return it direct to the AoC. | Clerk |
| 1270. | DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i> Wed 3 May 2023 (3.00pm Development Day) Wed 5 July 2023 Wed 11 October 2023 Wed 1 November 2023 (3.00pm Development Day) Wed 13 December 2023 The Meeting Schedules for 2022/23 and 2023/24 were received and noted. | |
| (5.53pm) | Part 1 non-confidential meeting closed | |

NOTES: Acronyms Used within 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