

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 11 DECEMBER 2019

Membership:	1.	*	Mike Howe	External Member	Chair
	2.	*	George Batho	External Member	
	3.	*	Anthony Bravo	Principal	
	4.	*	Charles Cardiff	External Member	
	5.	*	Terry Clarke	Staff Member	
	6.	*	Greg Devereux-Cooke	Staff Member	
	7.		Holly Keast	Student Member	
	8.	*	Steve Fussey	External Member	Vice Chair
	9.		Lynne George	External Member	
	10.	*	Beryl Huntingdon	External Member	
	11.	*	Nicole Martin	External Member	
	12.	*	Anne Millar	External Member	
	13.	*	Chris Moore	External Member	
	14.	*	Dave Murray	External Member	
	15.	*	Martin Slatford	External Member	
	16.	*	Mike Wilkinson	External Member	
	17.	*	Colin Willoughby	External Member	
	18.	*	Pamela Woolgrove	External Member	
	19.		Vacancy (TS)	External Member	
	20.		Vacancy (JH)	External Member	
Quorum:			8 required	16 present	Meeting quorate
In Attendance:	*		Simon Burrell	Clerk to the Corporation (Clerk)	
	*		Lorraine Heath	Deputy Principal (DPCPI)	
	*		David Moir	Deputy Principal (DPFR)	
Present at meeting:	*				

PRE-MEETING DEVELOPMENT BRIEFING

Digital Learning Activities

Neil Shoulder (Head of Quality) gave Members a presentation on continuing developments of digital learning, and how they were being embedded at BCoT. He also highlighted the college-developed website for English and Maths that was available to all (not just college learners) that included a wide range of activities to support learning in English and Maths.

In addition, he also gave a presentation on the College Dashboard that had been developed in-house and gave staff and students a wide range of up to date progress and monitoring data.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.19pm)		ACTION
1036.	APOLOGIES FOR ABSENCE Lynne George, Holly Keast.	
1037.	MEMBERSHIP OF THE CORPORATION The resignation of Julie Hall, External Member, was noted.	
1038.	DECLARATION OF INTERESTS Anthony Bravo, Steve Fussey, Anne Millar and Chris Moore declared an interest in Agenda Item 18: WBTC Update	
1039.	NOTIFICATION OF ANY OTHER BUSINESS The Chair advised that he had one item under Any Other Business.	
1040.	MINUTES OF THE PREVIOUS MEETING The Minutes of the Meeting held on 9 October 2019 were confirmed as a correct record and were signed by the Chair.	
1041.	MATTERS ARISING FROM THE MINUTES There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	

COMMITTEES OF THE CORPORATION

1042.	COMMITTEES OF THE CORPORATION	
1042.1	Audit Committee The unconfirmed Minutes of the meeting held on 27 November 2019 were received and noted. There were no Matters Arising that were not due to be considered elsewhere at the meeting. The Chair of the Audit Ctte advised that he was very impressed with the work of the Internal Auditor's (TIAA) and that their report presentation was very clear.	
1042.2	Curriculum & Quality Committee The unconfirmed Minutes of the meeting held on 13 November 2019 were received and noted. Matters Arising from the Minutes: 1. Quality Strategy (Minute 619) A written report was received and considered. The Chair of the Curriculum & Quality Ctte advised that the Quality Strategy had been reviewed by the Ctte and was presented to the Corporation for approval. It was RESOLVED that the Quality Strategy 2019/20 be agreed. (Proposed by Steve Fussey, Seconded by Anne Millar)	

1042.3	Finance & Resources Committee	
	The unconfirmed Minutes of the meeting held on 20 November 2019 were received and noted. There were no Matters Arising that were not due to be considered elsewhere at the meeting.	

ITEMS FOR APPROVAL

(5.23pm)		ACTION
1043.	<p>FINANCIAL STATEMENTS 2018/19</p> <p>Written reports were received and considered. The DPFR took the Corporation through the reports and confirmed that they had been considered in detail by the Audit Ctte and the F&R Ctte as appropriate. He advised that the financial reports had been produced in a standard format, and that the Financial Statements Auditor had issued an unqualified report.</p> <p>The DPFR also advised that the Financial Statements 2018/19 included all elements of the BCoT College Group (BCoT, WBTC and BPSL) and showed an overall operating surplus of £1,294k before pension scheme adjustments. He also highlighted that following the acquisition (at no cost) of West Berkshire Training Consortium (WBTC) in August 2018 the operating surplus included a gain of £563k in the financial statements to reflect the value of the assets added to BCoT.</p> <p>The Corporation considered the Financial Statements reports 2018/19.</p> <p>It was RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Internal Auditor's Annual Report 2018/19 be received and adopted, 2. The Audit Ctte's Annual Report 2018/19 be received and accepted, 3. The Financial Statements Auditor's Completion Report 2018/19 be received and accepted, 4. The Letters of Representation be agreed and signed by the Chair of the Corporation on behalf of the Corporation, 5. The BCoT Financial Statements 2018/19 be received and accepted and signed by the Chair and the Principal on behalf of the Corporation. 6. The BCoT Professional Services Limited Financial Statements 2018/19 be received and noted, 7. The Regularity self-assessment questionnaire be agreed. <p>(Proposed by Pamela Woolgrove, Seconded by Colin Willoughby)</p>	
1044. (5.32pm)	<p>SELF-ASSESSMENT REPORT (SAR), QUALITY IMPROVEMENT REPORT (QIP) AND LEARNER OUTCOMES 2018/19</p> <p>1. Learner Outcomes 2018/19</p> <p>A written report was received for information. The DPCPI advised that the achievement data had resulted in showing some improvements over the provisional result previously reported:</p> <ul style="list-style-type: none"> • the 16-18 achievement rate had remained static at 81.7% but was still 1.1% below the rate for comparable providers (82.8%) • the achievement rate for adults had improved by 1.7% to 88.3%, 0.5% below the national rate • at headline level (all ages and levels), the achievement rate had improved from 84.6% to 85.7% bringing it close to the national rate of 85.9% <p>The DPCPI stressed that the 2018/19 data was currently compared with the 2017/18 national rates. However, when the 2018/19 sector achievement rates were published (in March 2020) it was expected that the national averages would improve and that the gap between BCoT and the rest of the sector would widen.</p>	

1044.
(cont)

2. Self-assessment Report 2018/19 (SAR) and Quality Improvement Plan (QIP)

Written reports were received and considered. The DPCPI advised that, overall, the SAR was good. She took the Corporation through the summary of key findings that were outlined in the report. She highlighted that the proposed grades attributed to the SAR were:

Overall effectiveness	Good
Quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good

Provision types	
Education programmes for young people	Good
Adult learning programmes	Good
Apprenticeships	Good
Provision for learners with high needs	Good

The DPCPI took the Corporation through the QIP and advised that it had been developed as an outcome of those areas for improvement highlighted in the SAR. She stressed that the 'grading' of the QIP was based on the standard RAG (red/amber/green) system, and items would only be graded 'green' when they had been completed.

It was RESOLVED that the Self-assessment Report 2018/19 and Quality Improvement Plan 2019/20 be agreed.
(Proposed by Charles Cardiff, Seconded by Steve Fussey)

1045.
(5.55pm)

OFFICE FOR STUDENTS (OfS)

A written report was received and considered. The Chair advised that he had received a letter from the Office for Students advising that the College had missed the deadline for the payment of the fee due to the Designated Quality Body (the QAA). It was noted that BCoT was one of 250 colleges and universities that had missed the deadline. The Chair advised further on the implications outlined in the letter of the penalties OfS could apply for non-compliance that could be up to a maximum penalty for each breach of either 2% of the provider's qualifying income, or £0.5m (whichever was the highest).

The DPFR advised that the invoice had been received in June 2019 and had been passed to the Head of Quality who was the budget holder for that area. The reasons the invoice was paid late was because when it was received it required investigation as:

- The amount of £4,049 was higher than previous years,
- The period it covered had changed from previous years and there was an overlap (April-July 2019). The new charge covered the period April 2019 to March 2020. The previous invoice had covered the period August 2018 to July 2019

The DPFR stressed that at the time the invoice was received the focus of the Head of Quality had been on ensuring all learner completions were on track to be completed by the end of the summer term 2019. Consequently, the invoice did not get immediate attention. The invoice was, though, paid in early August 2019.

The DPFR advised that actions had been put in place to ensure that future deadlines were met, and that the need for payment to be a requirement in the quality cycle and in future would receive high priority attention.

It was RESOLVED that the reasons for late payment and actions taken to avoid a repetition in the future be noted, and that the relevant minute (Minute 1045) of this meeting be forwarded to the OfS as required by them. (Proposed by Mike Howe, Seconded by Steve Fussey)

ITEMS FOR INFORMATION

(6.18pm)		ACTION
1046.	<p>STRATEGIC PLAN KPIs</p> <p>A written report was received for information and noted. The DPFR took members through the KPIs and advised that the key points were:</p> <ul style="list-style-type: none"> • Achievement rates for 2018/19 were as reported by the DPCPI. National averages and national position were not yet available • Attendance rates were low compared to the previous two years • In-year retention data would not be available until mid-December • 11 teaching observations had been undertaken • There had been a good increase in 16-18 full-time students, but the Basingstoke market share was down on the previous year • Short-term sickness in Oct and Nov was higher than in previous years • Applications, after a slow start, were now at a similar level to the previous year 	
1047. (6.27pm)	<p>WBTC UPDATE</p> <p>The Principal (as Chair of the WBTC Board of Trustees) advised that:</p> <ul style="list-style-type: none"> • Recruitment of apprentices had not been as planned and that the Management of WBTC had recognised there was a need for remedial action to reduce costs, • The current ICT system was in need of updating and that WBTC and the College Director of IT were jointly reviewing matters, • There had been a very good 'awayday' at WBTC that had developed a robust vision, and recognised that the organisation needed to keep on top of costs vis-à-vis income • The College's auditor had been asked to review WBTC's financial data to ensure it was fit for purpose. <p>Chris Moore also advised that despite the lower than anticipated enrolment, there had been a good start to the year, and that the Board had set-up various link roles for trustees with different areas within WBTC.</p>	
1048. (6.31pm)	<p>PRINCIPAL'S REPORT</p> <p>The Principal updated Members on a wide range of activities that had been undertaken since the previous meeting and outlined various ongoing discussions with external organisations regarding opportunities for the future.</p> <p>In particular, he advised on the details of two recent safeguarding incidents, one related to a 14-16 year old pupil attending the College and the second related to an ex-student of the College. Both instances had been resolved with no action required by the College.</p>	
1049. (6.37pm)	<p>ANY OTHER BUSINESS</p> <p>1. Safeguard Training</p> <p>The Chair advised that several Members had not yet completed their online safeguarding training, and that the Clerk had emailed those concerned. The importance of completing the training was stressed.</p> <p>2. Curriculum Strategy</p> <p>It was noted that a draft Curriculum Strategy would be reviewed by the Curriculum & Quality Ctte in January 2020, and that all Members of the Corporation would be invited to attend that meeting. The Clerk would circulate details to all Members in due course.</p>	Clerk

1050.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 26 February 2020 Additional meeting. Start time: TBC Wed 1 April 2020 (Only on an 'if required' basis) Wed 6 May 2020 (3.00pm Development Day) (Venue: TBA) Wed 1 July 2020</p> <p>It was noted that there was a need to hold an additional meeting of the Corporation in February 2020 in order to receive and approve a new financial return. It was proposed to use the additional meeting to replace the scheduled meeting (1 April 2020) but that if there was an urgent need the meeting on 1 April 2020 would be convened.</p> <p>The Meeting Schedule 2019/20 was received and noted.</p>	
(6.40pm)	Part 1 meeting closed	