

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CORPORATION

### MINUTES OF A MEETING HELD ON WEDNESDAY 13 DECEMBER 2023

|                            |     |                |                          |                 |            |
|----------------------------|-----|----------------|--------------------------|-----------------|------------|
| <b>Membership (20):</b>    | 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.  | *              | Beryl Huntingdon         | External Member |            |
|                            | 10. |                | Adam Lupton              | External Member |            |
|                            | 11. | *              | Nicole Martin            | External Member |            |
|                            | 12. | *              | Arun Mummalaneni         | External Member |            |
|                            | 13. | *              | Dave Murray              | External Member |            |
|                            | 14. | *              | Martin Slatford          | External Member |            |
|                            | 15. | *              | Barry Smith              | External Member |            |
|                            | 16. | i              | Toby Sole                | Student Member  |            |
|                            | 17. | *              | Ian Ward                 | Staff member    |            |
|                            | 18. | *              | Colin Willoughby         | External Member |            |
|                            | 19. | *              | Pamela Woolgrove         | External Member |            |
|                            | 20. |                | Vacancy (AMi)            | External member |            |
| <b>Quorum:</b>             |     |                |                          |                 |            |
|                            |     | 8 required     | 14 present at start      | Meeting quorate |            |
| <b>In Attendance:</b>      |     |                |                          |                 |            |
|                            | *   | Simon Burrell  | Clerk to the Corporation |                 |            |
|                            | *   | Lorraine Heath | Deputy Principal (DPCPI) |                 |            |
|                            | *   | David Moir     | Deputy Principal (DPFR)  |                 |            |
| <b>Present at meeting:</b> |     |                |                          |                 |            |
|                            | *   |                |                          |                 |            |
| <b>From Minute 1315:</b>   |     |                |                          |                 |            |
|                            | i   |                |                          |                 |            |

### PRE-MEETING DEVELOPMENT BRIEFING Artificial Intelligence and its Impact for the Curriculum

An update from Scott Hayden, Head of Digital Learning (HDL)

The HDL outlined the chronological development of AI in the College since February 2023. Specifically, an AI ethics group had been created and a great deal of progress made. The College was seen as a leading developer of the use of AI in an educational environment. A range of policies, practices and staff development had been undertaken on the use of AI in the teaching environment. The College was hosting a national conference in February 2024 (both in-person and on-line) and he invited all Members to attend.

The HDL also advised that the College had been shortlisted for two awards related to the development of AI.

## PART 1 – NON-CONFIDENTIAL MINUTES

| (5.13pm) |  | ACTION      |
|----------|--|-------------|
| 1313.    | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Joy Bibby, Priya Brown, Kevin Croombs, Adam Lupton.</p>   |             |
| 1314.    | <p><b>MEMBERSHIP OF THE CORPORATION</b></p> <p><b>1. Toby Sole</b> (Student Member)</p> <p>It was noted that Toby had been nominated by the students to serve as the Student Member.</p> <p style="text-align: center;"><b>It was RESOLVED that Toby Sole be appointed as the Student Member for a term of office ending 31 July 2024</b><br/>(Proposed by Pamela Woolgrove, Seconded by Terry Clarke)</p>   |             |
| 1315.    | <p><b>DECLARATION OF INTERESTS</b></p> <ol style="list-style-type: none"> <li>1. Anthony Bravo declared an interest regarding WBTC,</li> <li>2. Arun Mummalaneni declared an interest that he was an elected Member for Hampshire County Council and for Basingstoke &amp; Deane Borough Council,</li> <li>3. There were no other declarations of interest made at the meeting.</li> </ol>   |             |
| 1316.    | <p><b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Urgent Business notified.</p>  |             |
| 1317.    | <p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meetings held on 11 October 2023 and 2 November 2023 were confirmed as correct records and were signed by the Chair.</p>   |             |
| 1318.    | <p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.</p>   |             |
| (5.15pm) | <b>COMMITTEES OF THE CORPORATION</b>   |             |
| 1319.    | <p><b>Audit Committee</b></p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 29 November 2023 were received and noted.</p> <p style="text-align: center;"><b>Matters Arising from the Minutes</b></p> <p><b>1. Health &amp; Safety Report 2022/23</b> (Minute 810)</p> <p>A written report was received and considered. The Chair of the Audit Ctte advised that the Audit Ctte had considered the Health &amp; Safety Annual Report 2022/23 and recommended it to the Corporation for approval.</p> <p>In reviewing the report, a question was raised regarding the RIDDOR reportable injury. It was confirmed that this related to a child in the College nursery who had sustained a fracture to an upper limb. The Principal advised that there was a possibility that the injury had, in fact, been received outside of the College. In addition, a Member raised a concern at the number of visitors (5) that had sustained an injury whilst on the College's premises. The DPFR was requested to let the Corporation have a summary of those concerned.</p> | <b>DPFR</b> |

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| 1319.<br>(cont)   | <p><b>It was RESOLVED that the Health &amp; Safety Annual Report 2022/23 be received and agreed.</b><br/>(Proposed by Charles Cardiff, Seconded by Pamela Woolgrove)</p>   |       |
| 1320.             | <p><b>Curriculum &amp; Quality Committee</b></p> <p>The unconfirmed Minutes of the meeting of the Curriculum &amp; Quality (C&amp;Q) Committee held on 23 November 2023 were received and noted.</p> <p><b>Matters Arising from the Minutes</b></p> <p><b>1. Artificial Intelligence (AI) (Minute 784)</b></p> <p>The Chair of the C&amp;Q Ctte advised that because of the fast-moving pace of developments related to AI he had asked that AI be a standing item on future C&amp;Q Ctte agendas.</p>   | Clerk |
| 1321.             | <p><b>Finance &amp; Resources Committee</b></p> <p>The unconfirmed Minutes of the meeting of the Finance &amp; Resources Committee meeting held on 30 November 2023 were received and noted.</p>   |       |
| 1322.<br>(5.18pm) | <p><b>FINANCIAL STATEMENTS 2022/23</b></p> <p>Written reports were received and considered. The Chair advised that the Financial Statements Auditor had reviewed the accounts in detail and issued a clean audit opinion with no matters being raised.</p> <p>The DPFR referred the Corporation to the Consolidated Statements of Comprehensive Income and Expenditure (page 33 of the Financial Statements) and advised that overall income for the Group had increased by £1m on 2021/22, overall expenditure had only increased by £5k on the same period, resulting in a surplus (before pension adjustments) of £184k. In addition, he highlighted the Consolidated Balance Sheet (page 35) that showed the College Group to be in a very positive position with a good level of cash reserves.</p> <p>It was noted that both the Audit Ctte and the Finance &amp; Resources Ctte had scrutinised the various reports in detail and recommended that all be received, accepted and signed on behalf of the Corporation.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. The Internal Auditor’s Annual Report 2022/23, the Financial Statements Auditor’s Management Letter 2022/23 and the Audit Ctte’s Annual Report 2022/23 be received and accepted,</b></li> <li><b>2. The BCoT Group Financial Statements 2022/23 (based on an operating surplus of £184k before pension adjustments) be received and accepted, and be signed by the Chair of the Corporation and the Principal on behalf of the Corporation,</b></li> <li><b>3. The BCoT Professional Services Limited Financial Statements 2022/23 be received and noted,</b></li> <li><b>4. The Regularity Audit Self-Assessment Questionnaire be agreed and signed by the Chair and the Principal on behalf of the Corporation,</b></li> <li><b>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.</b></li> </ol> <p>(Proposed by Dave Murray, Seconded by Colin Willoughby)</p> |       |

1323.  
(5.21pm)

### SELF-ASSESSMENT REPORT (SAR) 2022/23 AND QUALITY IMPROVEMENT PLAN (QIP) 2023/24

A written report was received and considered. The DPCPI advised that the SAR validation process had been very thorough and detailed and that the overall judgements made were:

|  |             |
|--|-------------|
| Overall effectiveness                      | Good        |
| Quality of education                       | Good        |
| Behaviour and attitudes                    | Outstanding |
| Personal development                       | Outstanding |
| Leadership and management                  | Good        |
| Contribution to meeting skills needs       | Strong      |
| Education programmes for young people      | Good        |
| Adult learning Outstanding Apprenticeships | Good        |
| Provision for learners with high needs     | Good        |

The DPCPI highlighted that the key points that led to the grading of 'Good' for the Quality of Education were:

- Curriculum was well planned and managed,
- There were clear progression routes for learners,
- Most areas of teaching were strong with most teachers well qualified and experienced industry experts,
- Extensive collaboration with schools and pupil referral units,
- Teachers know their students well,
- Continuous development of English and maths embedded effectively,
- Most teachers use questioning and assessment effectively,
- Extensive personal and professional staff development,
- Governors provide strong financial and strategic guidance and hold leaders to account.

In reviewing the SAR, the Corporation sort clarification on various matters, especially related to GCSE Maths higher grades, as it was noted that these were at a lower level than in previous years, GCSE English, Functional Skills maths and English had improved. The DPCPI advised that the impact of the COVID pandemic was still very prevalent as the students past three years at school had been disruptive with various changes to teaching and assessment practice.

In addition, the DPCPI and the Principal highlighted that behaviour (especially amongst female students) was a growing cause for concern along with lower GCSE achievement for students entering the College from school because of post-COVID school disruption.

In response to a question from a Member the DPCPI confirmed that all the elements of concern highlighted in the SAR had been incorporated in the QIP. In response to a further question from a Member the DPCPI confirmed that there were still recruitment issues related to staffing, especially in Engineering and Health & Social Care, Hairdressing and Beauty Therapy.

Those Members who had attended SAR validation events expressed how pleased they were to see the continuing improvements being made and were very complimentary about the quality and competence of the staff.

With regards to the QIP, the DPCPI advised that the first update to the QIP was scheduled by the end of the current term.

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|---------------------------------------|--|--|
| <p><b>1323.</b><br/><b>(cont)</b></p> | <p><b>It was RESOLVED that the Self-assessment Report 2022/23 be agreed.</b><br/>(Proposed by Steve Fussey, Seconded by Beryl Huntingdon)</p>  |  |
| <p><b>1324.</b><br/>(5.50pm)</p>      | <p><b>STRATEGIC PLAN 2021-25: KPIs</b></p> <p>A written report was received for information and noted. The DPFR took the Corporation through the report and highlighted that:</p> <ul style="list-style-type: none"> <li>• Staff sickness (long and short term) absence had reduced slightly,</li> <li>• The financial health score remained 'outstanding',</li> <li>• Market share of Basingstoke school leavers was back up to the 2016 level,</li> <li>• New course provision had been 'patchy', but more new T Levels were anticipated to start in 2024*,</li> <li>• HE programmes had struggled to recruit*,</li> <li>• 88.5% of staff observed had been graded 'advanced practitioner' or 'progressing practitioner',</li> <li>• The adult funding grant used continued to decrease post-COVID*,</li> <li>• Although there had been an increase in full time 16-18 enrolment numbers, overall student numbers had declined*,</li> <li>• There had been a surge in applications for 2024 starts following a very successful Open Weekend held recently,</li> <li>• The achievement gap was above the national average (based on 2021/22 national data),</li> <li>• GCSE English and Maths were nearly all showing improvements and graded as 'green',</li> <li>• In-year retention (excluding T Levels) was good and above the last national average data published for 2020/21</li> </ul> <p>* It was noted that these areas of concern mirrored that of the national position and were not just a specific issue at BCoT.</p> |  |
| <p><b>1325.</b><br/>(6.19pm)</p>      | <p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal updated the Corporation on various matters. In particular, he advised that:</p> <ul style="list-style-type: none"> <li>• 2022/23 had been a good year overall,</li> <li>• Data had been 'strong' and was continuing to improve,</li> <li>• The College had been nominated for two Beacon Awards and an award for Careers Guidance,</li> <li>• There were no issues regarding staff morale, the pay rise having had a very positive impact on staff,</li> <li>• Staff recruitment was still causing some concerns in some areas.</li> </ul> <p>In response to a question from a Member the Principal advised that his biggest concerns currently were related to staff recruitment (specifically in Engineering), maths and that low-level behavioural issues were on the increase.</p>   |  |
| <p><b>1326.</b></p>                   | <p><b>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</b></p> <p>The Principal advised that WBTC was ahead of its budget forecast, staff moral was good, a new Managing Director had been appointed, and that there were no matters currently causing concerns.</p>   |  |

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|----------------------------------|--|-------------------------------|
| <p><b>1327.</b><br/>(6.30pm)</p> | <p><b>CHAIR'S UPDATE</b></p> <p>The Chair updated the Corporation on a range of matters including:</p> <ul style="list-style-type: none"> <li>• BCoT was hosting a national conference on AI on 9 Feb 2024, and all Members were invited to attend (on-line or in person),</li> <li>• He was due to meet with the Chair and the Principal of Activate Learning in January 2024,</li> <li>• He was due to discuss arrangements for the External Board Review with the AoC nominee in the new year,</li> <li>• The Chair stressed that all Members should continue to undertake Link Visits during the Spring Term.</li> </ul> | <p><b>ALL<br/>Members</b></p> |
| <p><b>1328.</b></p>              | <p><b>ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Urgent Business considered.</p>  |                               |
| <p><b>1329.</b></p>              | <p><b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 27 March 2024<br/> Wed 8 May 2024 (3.00pm Development Day)<br/> Wed 3 July 2024</p> <p>The Meeting Schedules for 2023/24 and 2024/25 were received and noted.</p>   |                               |
| <p><b>1330.</b></p>              | <p><b>EXCLUSION OF MEMBERS AND/OR NON-MEMBERS</b></p> <p>No Members or Non-Members were excluded from the Meeting.</p>   |                               |
| <p><b>1331.</b></p>              | <p><b>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 11 October 2023 were confirmed as a correct record and were signed by the Chair.</p>  |                               |
| <p><b>1332.</b></p>              | <p><b>CONFIDENTIAL MATTERS ARISING</b></p> <p>There were no Confidential Matters Arising discussed.</p>  |                               |
| <p>(6.36pm)</p>                  | <p>Meeting closed</p>  |                               |