

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 11 OCTOBER 2023

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.		Beryl Huntingdon	External Member	
	10.	*	Adam Lupton	External Member	
	11.		Nicole Martin	External Member	
	12.	i	Arun Mummalaneni	External Member	
	13.	*	Dave Murray	External Member	
	14.	*	Martin Slatford	External Member	
	15.	*	Barry Smith	External Member	
	16.	*	Ian Ward	Staff Member	
	17.	*	Colin Willoughby	External Member	
	18.	*	Pamela Woolgrove	External Member	
	19.		Vacancy (AMi)	External Member	
	20.		Vacancy (DH)	Student Member	
Quorum:					
		8 required	15 present at start	Meeting quorate	
In Attendance:					
	*	Simon Burrell	Clerk to the Corporation		
	*	Lorraine Heath	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPFR)		
Present at meeting:					
	*				
From Minute 1300:					
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(4.33pm)

PRE-MEETING DEVELOPMENT BRIEFING Safeguarding Update

A presentation by Alexis Smith, Assistant Principal for Foundation Learning and Student Voice (AP)

The AP gave a presentation updating the Corporation on safeguarding matters. In particular she highlighted a number of matters that the Corporation should ensure that:

- Appropriate policies and procedures were in place including filtering and monitoring
- Safeguarding policy reviewed annually, and safeguarding report agreed
- All other policies reviewed regularly

- Keeping Children Safe in Education (KCSIE) Part 1 and Annex B - Members have to register to say they have read and understood
- Hampshire Annual Audit reviewed and accepted
- Action taken in a timely manner to safeguard and promote children's welfare
- Clear processes in place
- All staff complete online training and have safeguarding induction

Ofsted inspection in March 2023 saw positive feedback from the inspectors to the College's safeguarding policies and practices.

KCSIE had been update in July 2023, the AP highlighted the changes that had been made.

Statutory requirements related to the use of College IT equipment and internet use had been updated and monitoring systems in operation.

The number of students (aged 16+) with disclosed mental health conditions had increased and that 82% of colleges had reported a significant number of students experiencing mental health difficulties.

Threats from terrorism were enduring and evolving, being more diverse, dynamic, and complex. There had been a significant increase nationally in under 18s being arrested for terrorism-related offences.

Areas for further consideration and action during 2023/24 included:

- Finances continue to have an impact on many students and their families with the impact of the cost of living
- Concerns about refugees and asylum seekers
- Vaping
- Andrew Tate and other influencers
- Awaiting Government legislation on guidance on supporting Transgender students in education.

Specific actions being taken at BCoT include:

- Young people taught about safeguarding, including online, through teaching and learning opportunities
- Inductions in PD sessions
- Awareness days
- British values embedded in schemes of work
- Marketing campaigns

Safeguarding Annual Report 2022/23 and Audit Return

The Corporation received and considered the Safeguarding Annual Report 2022/23 and Audit Return.

It was RESOLVED that the Safeguarding Annual Report 2022/23 be agreed, and Audit Return be received and noted. (Proposed by Charles Cardiff, Seconded by Steve Fussey)

PART 1 – NON-CONFIDENTIAL MINUTES

(5.07pm)		ACTION
1294.	<p>APOLOGIES FOR ABSENCE</p> <p>Beryl Huntingdon, Nicole Martin.</p>	
1295.	<p>DECLARATION OF INTERESTS</p> <ol style="list-style-type: none"> 1. Anthony Bravo declared an interest regarding WBTC 2. Arun Mummаланeni declared an interest that he was an elected Councillor for Hampshire County Council and for Basingstoke & Deane Borough Council 3. There were no other declarations of interest made at the meeting 	
1296.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>The Chair notified one item of Any Other Urgent Business.</p>	
1297.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 5 July 2023 were confirmed as a correct record and were signed by the Chair.</p>	
1298.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.</p>	
1299. (5.10pm)	<p>ACHIEVEMENT DATA 2022/23</p> <p>The DPCPI gave the Corporation an update on the headline achievement results for 2022/23. She stressed that they would be finalised in the near future but did not anticipate any significant changes.</p> <p>Overall headline results for 2022/23 showed an improvement on 2021/22 for retention (89.7% to 90.8%), pass rate (90.3% to 93.4%), and achievement rate (81.4% to 84.7%). However, she stressed that sub-contractors (Learning Curve and WBTC) had not performed well and that this had had a negative impact on the overall headline achievement rate.</p> <p>With regards to GCSE Maths and English, both had improved on 2021/22: with Maths at 94% (2021/22 = 88.2%) and English at 89.2% (2021/22 = 88.4%).</p> <p>Functional Skills results for Maths and English had also shown improvements, with retention, pass rate and achievement rate all being better than 2021/22 for 16–18-year-olds, 19+ (all learners including sub-contractors) and 19+ (BCoT only).</p> <p>The DPCPI took the Corporation through the detailed breakdown of the GCSE results showing the progress made.</p> <p>The Chair was pleased to note that the overall results showed that the College was continuing to move in the right direction.</p> <p><i>[Subsequent to the meeting, a copy of the un-finalised results referred to by the DPCPI has been added to the agenda papers for the meeting]</i></p> <p><i>(Arun Mummаланeni joined the meeting)</i></p>	

<p>1300. (5.20pm)</p>	<p>ENROLMENT REPORT 2023/24</p> <p>A written report was received, considered, and noted. The DPFR advised that the headline data was that the budgeted growth target for 16-18year olds of 82 had been exceeded by a further 103 enrolments. Adult full-time enrolment was down by 19, adult part-time broadly no change, but ESOL was higher, apprenticeship starts were down by 35, and there had been no change to higher education.</p> <p>With regards to T Levels, the DPFR advised that there had been limited progress. A new T Level in Business had started in Sept and enrolled 17. Two out of four T Levels being offered for the second year (Engineering and Education & Childcare) were being run but two others (Healthcare and Design, Surveying & Planning) had not enrolled sufficient numbers to run.</p> <p>In reviewing the data for 'new' and 'progressing' 16-18year olds the DPFR advised that there continued to be a reduction in the number of students progressing from year 12 to year 13 and from year 13 to year 14. In response to a question from a Member he advised that the destination data for those not progressing was being collated and reviewed and would be completed in December 2023/January 2024. The Corporation requested that the destination report be presented to it at its March 2024 meeting.</p> <p>It was noted that the College's 16-18 market share had increased, from the Basingstoke secondary schools by 6.2%points, and from Basingstoke & Deane Borough's secondary schools by 4.1%points. The DPFR advised that the most significant increases had come from Cranborne School, Everest Community College, The Costello School and The Vyne School. However, when reviewing the demographic trend for year 11 cohort numbers, it was noted that there was an anticipated drop of 5% in 2024 before a rapid rise of 23% between 2025-2027.</p> <p>Apprenticeship numbers had seen a decrease in enrolments from Thames Water, the gas standards course had only started a single group, and that Aspiral's work-placed delivery had declined.</p> <p>The DPFR advised that the EMT had reviewed the enrolment data and had developed an action plan based on:</p> <ul style="list-style-type: none"> • Recruiting a new Business Development team in Aspiral with a new performance incentive scheme introduced • Strategic review of delivery of Programmes of Study (English and maths, personal development, Future Pathways, timetables) • Internal progression – analyse data, identify areas and patterns, targeted improvement • A focus on marketing at level 3 students – technical as an alternative to A levels 	<p>DPFR</p>
<p>1301. (5.53pm)</p>	<p>FINANCIAL UPDATE 2023/24</p> <p>The DPFR gave the Corporation an update on current financial matters:</p> <p>1. 2022/23 Financial Year</p> <p>The external audit of the accounts was due to commence the following week. The DPFR advised that the end of year position had improved from the last forecast following a number of factors such as the continued high level of interest rates, lower than anticipated staffing costs, and reduced energy costs. He stated that these combined factors had had a positive impact on the accounts, and he anticipated that the financial health of the College would remain 'outstanding'.</p>	

<p>1301. (cont)</p>	<p>2. 2023/24 Financial Year</p> <p>Additional funding of £520k had been received from the ESFA. The large increase in student numbers in Sept 2023 would have a positive impact through lagged funding in 2024/25 of a further c£500k. Again, the DPFR anticipated that the College's financial health grade would remain as 'outstanding'.</p> <p>The Chair was pleased to note the improved position the College was in for the current year. He reminded the Corporation that the F&R Cttee and the Corporation, when agreeing to the current pay award, had agreed to review it again at their respective meetings in the Autumn Term should the financial position be better than expected.</p>	<p>F&R Cttee/ Corp</p>
<p>1302. (6.00pm)</p>	<p>FINANCIAL REGULATIONS UPDATE</p> <p>A written report was received and considered. The DPFR advised that as the UK was no longer part of the EU (European Union) the rules relating to the publishing of tenders in the Official Journal of the European Union (OJEU) did not now apply.</p> <p>The DPFR advised further that UK buyers who had previously published notices in OJEU were now required to use the UK's Find a Tender service, and that the College's Financial Regulations needed to be updated to reflect on this change.</p> <p>It was RESOLVED that section 16.10 of the Financial Regulations be amended by removing reference to OJEU requirements and replacing it with the Find a Tender service thresholds. (Proposed by Colin Willoughby, Seconded by Martin Slafford)</p>	
<p>1303. (6.03pm)</p>	<p>LOCAL SKILLS IMPROVEMENT FUND (LSIF) PROJECT: AGREEMENT OF PROCUREMENT ROUTE</p> <p>A written report was received and considered. The DPCPI advised that the Local Skills Improvement Plan (LSIP) outlined key priorities for Hampshire and Surrey. Four key priority areas had been identified that covered: i. improving information, advice, and guidance, ii. facilitating responsive and inclusive curricula, iii. co-ordinating networks, and collaboration, and iv. building dynamic relationships between business and providers.</p> <p>The DPCPI advised further that the LSIF provided capital funding to enable FE providers across a geographic area to respond collectively. The Hampshire LSIP area colleges (led by Sparsholt College) had secured capital funding to meet the needs of the LSIP, that BCoT's share of the funding was £650,244, and that it was proposed to utilise that funding towards the total cost of the three key priority areas identified:</p> <ul style="list-style-type: none"> • Engineering and Advanced Manufacturing (£180,172) • Creative Industries (CreaTech) (£462,156) • Cross-cutting Skills (Digital) (£80,717) <p>The DPCPI took the Corporation through the three specific proposals and outlined how the funding would be spent. She confirmed that appropriate quotes had been received for each element, and that the College's financial regulations would be met.</p> <p>In response to a question from a Member the DPCPI confirmed that the specification of the lathes proposed to be acquired from Colchester Machine Tool Solutions were relevant to meet current and future needs.</p> <p>It was RESOLVED that the procurement route outlined in the report be agreed. (Proposed by Pamela Woolgrove, Seconded by Priya Brown)</p>	

<p>1304. (6.17pm)</p>	<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"> • Enrolment had seen a 14% increase • The College's market share of year 11 leavers had increased • Student behaviour was generally better but that there had been three serious issues that had been dealt with by College staff • The Green Energy Centre had been opened by the local MP earlier that day • Artificial Intelligence continued to be rolled-out across areas of the College • There were still difficulties in recruiting staff <p>Overall, the Principal advised that all was going well within the College.</p>	
<p>1305. (6.20pm)</p>	<p>WEST BERKSHIRE TRAINING CONSORTIUM UPDATE</p> <p>The Principal advised that a new MD had now been appointed and was making good progress at WBTC, and as a consequence staff happiness was higher than previously.</p>	
<p>1306.</p>	<p>CHAIR'S ANNOUNCEMENTS</p> <p>The Chair advised that he had met recently with the Chairs of two local colleges (QMC and Activate) and discussed a number of matters including future consultations and collaborations.</p>	
<p>1307. (6.22pm)</p>	<p>ANY OTHER URGENT BUSINESS</p> <p>1. External Governance Review</p> <p>The Chair reminded the Corporation that it was required (as part of the ESFA Funding Agreement) to undertake an external governance review once every three years. The deadline to undertake a review within the current period was 31 July 2024.</p> <p>The Chair advised that there were a number of organisations and individuals who offered their services to undertake such a review. He had discussed the matter with other chairs, and with the Vice-Chair and with the Clerk.</p> <p>In reviewing the number of potential providers, the Chair advised that the AOC offered a service tailored to the needs of colleges, and that they were a very well-established organisation working solely in FE. They (AOC) had a 'pool' of suitably qualified and experienced individual who would undertake the review. In response to a question from a Member the Chair confirmed that any contract placed by the College would be directly with the AOC and not the individual undertaking the review.</p> <p>The Chair stressed that whilst there were a wide range of others offering to undertake the review process, such as firms of solicitors, other governance individuals and consultants, he felt that the best option for BCoT was to contract directly with the AOC. He anticipated the cost of the review to be £3k-£5k, and that the College's Financial Regulations regarding the need to obtain three quotes be waived.</p> <p>It was RESOLVED that the AOC be contracted to undertake the external governance review, and that the College's Financial Regulations be waived with regards to not needing to seek three competitive quotes. (Proposed by Martin Slatford, Seconded by Colin Willoughby)</p>	

1308.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Thur 2 November 2023 (3.00pm Development Day) Wed 13 December 2023</p> <p>The Meeting Schedules for 2023/24 and 2024/25 were received and noted.</p>	
(6.28pm)	Part 1 Meeting closed	

NOTE: General acronyms used in Minutes:

AEB	Adult Education Budget	KPIs	Key Performance Indicators
AOC	Association of Colleges	HCC	Hampshire County Council
BDBC	Basingstoke & Deane Borough Council	WBTC	West Berkshire Training Consortium
ESFA	Education & Skills Funding Agency		