

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 3 JULY 2024

Membership (20):	1.	*	Mike Howe	External Member	Chair
	2.	*	Anthony Bravo	Principal	
	3.		Priya Brown	External Member	
	4.	*	Charles Cardiff	External Member	
	5.	*	Terry Clarke	Staff Member	
	6.	*	Kevin Croombs	External Member	
	7.	*	Steve Fussey	External Member	Vice Chair
	8.	*	Beryl Huntingdon	External Member	
	9.		Nicole Martin	External Member	
	10.	*	Arun Mummalaneni	External Member	
	11.		Dave Murray	External Member	
	12.		Martin Slatford	External Member	
	13.	*	Toby Sole	Student Member	
	14.	*	Ian Ward	Staff Member	
	15.	*	Colin Willoughby	External Member	
	16.	*	Pamela Woolgrove	External Member	
	17.		Vacancy (AMi)	External Member	
	18.		Vacancy (BS)	External Member	
	19.		Vacancy (JB)	External Member	
	20.		Vacancy (AL)	External Member	
Quorum:			8 required	12 present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation		
	*	Lorraine Heath	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPFR)		
Present at meeting:	*				

PRE-MEETING DEVELOPMENT BRIEFINGS

Student Voice Update Alexis Smith, Assistant Principal (AP)

The AP gave an update on the Student Voice and End of Year Student Survey. In particular, she outlined the various ways used to collect the views of the students, that included:

- Identifying student reps and nominating the Student Governor
- Events to support reps
- Induction survey, focus groups, end of year survey
- Learner parliament

The AP outlined a wide range of improvements undertaken by the College in response to matters raised through the various forums used.

% responses to the various questions from the student survey were highlighted. Most showed a consistent position and improvements over the previous year.

Following her presentation the Members sought and received clarification on a number of matters highlighted by the presentation.

[Post Meeting Note: a copy of the AP's presentation has been added to the Corporation agenda papers on Trust Governor]

Awards Achieved by the College Sarah Steele, Head of Marketing (HM)

The HM advised that the College had achieved a number of awards during the year, including:

- Beacon Awards – two finalists, at least one bronze award achieved
- FE Lecturer of the Year – Silver Award for Maria Thorne, with a possible for Gold Award at next round
- UK Google – won for impact on well-being
- College Restaurant achieved AA Highly Commended Status – only college in SE England to have achieved that status and also No 1 on Trip Advisor in Basingstoke
- Nominated for EduFuturist Award
- AoC Young Person of the Tear – nomination in
- Many other accolades throughout the year

PART 1 – NON-CONFIDENTIAL MINUTES

(5.09pm)		ACTION
1354.	<p>APOLOGIES FOR ABSENCE</p> <p>Priya Brown, Nicole Martin, Dave Murray.</p>	
1355.	<p>DECLARATION OF INTERESTS</p> <ol style="list-style-type: none"> 1. Anthony Bravo declared an interest regarding WBTC. 2. Arun Mummalaneni declared an interest that he was an elected Councillor for Hampshire County Council and for Basingstoke & Deane Borough Council. 3. Kevin Croombs declared that his employer (Champion Scaffolding) had donated scaffolding to the Construction Department. 	
1356.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business notified.</p>	
1357.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Resignation</p> <p>The resignation of Adam Lupton (External Member) was noted.</p> <p>2. Toby Sole (Student Member)</p> <p>It was noted that Toby's term of office was due to expire on 31 July 2024. The Clerk advised that Toby had been nominated by the student body to serve for a second one-year term of office.</p> <p style="text-align: center;">It was RESOLVED that Toby Sole be appointed as the Student Member for a one-year term of office commencing 1 August 2024 (Proposed by Steve Fussey, Seconded by Pamela Woolgrove)</p> <p>3. Kevin Croombs (External Member)</p> <p>Kevin's term of office was due to expire on 13 October 2024. The Clerk advised that the Search Cttee had considered Kevin's appointment and recommended that he be appointed for a second term of office.</p> <p style="text-align: center;">It was RESOLVED that Kevin Croombs be appointed as an External Member for a four-year term of office commencing 13 October 2024</p>	
1358.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meetings held on 27 March 2024 and 8 May 2024 were confirmed as correct records and were signed by the Chair.</p>	
1359.	<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>	
(5.12pm)	<p>COMMITTEES OF THE CORPORATION</p>	
1360.	<p>Audit Committee (AC)</p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 12 June 2024 were received and noted.</p>	

<p>1360. (cont)</p>	<p>Matters Arising from the Minutes</p> <p>1. Internal Audit (IA) Plan 2024/25 (Minute 831)</p> <p>Details of the proposed IA Plan 2024/25 had been outlined in the AC minutes.</p> <p>It was RESOLVED that the Internal Audit Plan, based on 35 days be agreed.</p> <p>2. Risk Report and Risk Register (Minute 836)</p> <p>A copy of the Risk Report and Risk Register was received for information and noted.</p> <p>3. Appointment of Internal Auditors (Minute 844)</p> <p>It was noted that the Audit Ctte had now met with the (then) proposed new internal auditor and was satisfied with the outcome of their meeting.</p> <p>It was RESOLVED that Scrutton Bland be confirmed as the College’s internal auditor for the five-year period 2024/25 to 2028-29 be confirmed.</p>	
<p>1361.</p>	<p>Curriculum & Quality Committee (CQC)</p> <p>The unconfirmed Minutes of the meeting of the Curriculum & Quality Committee held on 13 June 2024 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Quality Strategy (Minute 818)</p> <p>The Chair of CQC Ctte advised that the Ctte had received and reviewed the proposed Quality Strategy 2024/25. He advised further that the previous version was working well and that only minor updates (highlighted in the report) had been made to the 2024/25 proposal.</p> <p>It was RESOLVED that the Quality Strategy 2024/25 be agreed.</p> <p>2. Quality Improvement Plan (QIP) 2023/24 (Minute 819)</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>1362.</p>	<p>Finance & Resources Committee (FRC)</p> <p>The Minutes of the meetings of the Finance & Resources Committee held on 15 May 2024 (confirmed) and 19 June 2024 (unconfirmed) were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Budget 2024/25 (19 June 2024 - Minute 1052)</p> <p>See Minute 1364 below.</p>	

<p>1362. (cont)</p>	<p>2. Castle Fields Partial Land Sale (19 June 2024 - Minute 1054)</p> <p>The DPFR advised that the Corporation had previously agreed in principle to the sale of a strip of land at Castle Fields to allow the Basingstoke Sports and Social Club (BSSC) to undertake a development of their clubhouse. However, that plan had not progressed for various reasons, and they (BSSC) are now seeking agreement to acquire the strip of land to allow for the creation of four new padel tennis courts. The DPFR confirmed that the sale would not adversely impact on the existing use of the field for rugby..</p> <p>It was RESOLVED that, subject to further negotiations, the receipt of planning approval and the agreement of Heads of Terms, the sale of a strip of land at Castle Fields be re-affirmed and agreed in principle, noting that the Basingstoke Sports and that the Social Club would meet all the College's legal costs.</p>	
<p>1363.</p>	<p>Search Committee (SC)</p> <p>The unconfirmed Minutes of the meeting of the Search Committee held on 12 June 2024 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Membership of the Corporation (Minute 350)</p> <p>It was noted that the Principal had identified several potential new members and that the Search Ctte was due to meet with them before the next meeting of the Corporation and would make recommendations accordingly.</p> <p>2. Committee Membership 2024/25 (Minute 351)</p> <p>The committee membership for 2024/25 was noted.</p>	
<p>1364. (5.24pm)</p>	<p>BUDGET 2024/25</p> <p>A written report was received and considered. The Chair advised that the FRC had considered the detailed proposals on two separate occasions and had recommended it to the Corporation for adoption. He stressed that it was a very positive budget, and that the financial position of the College was very good.</p> <p>The DPFR advised that, overall, the financial position remained strong, the combination of growth in 16-19 student numbers and increased funding rates had been transformational. However, pay costs continued to rise as fast as income, and with a higher than usual capital programme the budget was cash neutral for the year, before funding the F block project.</p> <p>The DPFR advised further that, excluding WBTC, the College's ESFA financial health assessment was 'Good' for both 2023/24 and 2024/25. However, two of the FE Commissioner's financial benchmark targets would not be achieved with the budget. WBTC's budget was shown separately and shows an improving position.</p> <p>The DPFR took the Ctte through a number of key headlines (listed in the report) that had been used in developing the proposed budget.</p> <p>With regards to capital expenditure plans, the DPFR advised that he had received a large number of requests from the departments, based on increasing student numbers. The F Block project would continue through 2024/25 and was expected to be</p>	

<p>1364. (cont)</p>	<p>completed by the end of September 2025. Because of the increased number of requests, and with healthy cash reserves, he proposed that the level of capital expenditure be increased in 2024/24 to £1,178k (consisting of £178k underspend in 2023/24 and £1,000k for new capital items).</p> <p>The balance sheet showed a strong liquidity and solvency position. Other than the F Block project that would transfer asset value from cash to fixed assets there were no significant changes envisaged in the balance sheet.</p> <p>Cash flow would be slightly cash negative, with cash reserves forecast to reduce from £10,711k (at 1.8.2024) to £8,097k (at 31.7.2025) and to £7,579k (by 31.7.2026) due to self-funding the majority of the F Block project costs.</p> <p>The DPFR also highlighted a range of risks and opportunities (listed in the report) that could have further impacts on the College finances over the next 2-3 years.</p> <p>With regards to the proposed budget for WBTC the DPFR advised that the solvency position of the company had improved steadily in 2023/24 and was now well above the critical level of £250k net current assets. WBTC was forecasting a surplus of £52k in 2024/25 and a surplus of £188k in 2025/26.</p> <p>The DPFR advised that it was proposed to develop a Reserves Policy and that it would be presented to the FRC and the Corporation during the Autumn Term.</p> <p>Overall, the positive forecast over the next 2-3 years was noted, with the key improvements being rising student numbers and an increase in the revenue per student.</p> <p style="text-align: center;">It was RESOLVED that the College budget 2024/25, based on the following be agreed:</p> <table border="1" data-bbox="475 1137 1007 1361" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: right;">£'000s</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td style="text-align: right;">19,779</td> </tr> <tr> <td>Pay costs</td> <td style="text-align: right;">(13,832)</td> </tr> <tr> <td>Non-pay costs</td> <td style="text-align: right;">(4,789)</td> </tr> <tr> <td>Operating Surplus/ Cash Generated</td> <td style="text-align: right;">1,158</td> </tr> </tbody> </table>		£'000s	Income	19,779	Pay costs	(13,832)	Non-pay costs	(4,789)	Operating Surplus/ Cash Generated	1,158	
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<p>1365. (5.41pm)</p>	<p>ELECTION OF VICE CHAIR OF THE CORPORATION</p> <p>The Clerk advised that the term of office of the Vice Chair was due to end on 29 July 2024. He called for nominations. One nomination was received.</p> <p style="text-align: center;">It was RESOLVED that Steve Fussey be elected Vice Chair of the Corporation for a two-year term of office commencing 29 July 2024.</p>											
<p>1366. (5.42pm)</p>	<p>STRATEGIC PLAN 2021-25: KPIs</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"> • Staff sickness (long and short term) absence was lower than in 2023, • The student survey showed a slight decline in some areas such as access to a PC, laptop or Chromebook, access to resources and suitability of rooms. • 95% of lesson observations conducted were 'Good/Outstanding', • Applications for Sept 2024 were 16% above the same period in 2023, • In-year retention for 16-18 was above 2021/22 and 2022/23 and 0.4%points below the national average, 											

1366. (cont)	<ul style="list-style-type: none"> 19+ retention was above the national average by 0.8%points, Attendance (as of May 2024) was very slightly down (-0.4%) against 2023. 	
1367. (6.05pm)	<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"> There was a 16% increase in student applications (compared to a 12% increase in 2023), HNC Engineering (validated by the Uni of Portsmouth) had achieved a 100% pass rate, The Apprenticeship Fair had been very well attended by prospective students and visitors, Staff morale was very good, especially following the recent pay award, A Head of Apprenticeships had been appointed, The College had hosted an AoC conference for Southeast Principals, Pay as a % of income at BCoT was 70% compared to other similar colleges at 72%, If there was a change of government at the general election it was widely understood that the Labour Party would delay the qualifications review, 	
1368.	<p>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</p> <p>The Principal advised that morale at WBTC was very good and that 2023/24 had been a good year for it. Budget proposals for 2024/25 were positive.</p>	
1369. (6.13pm)	<p>CHAIR'S UPDATE</p> <p>The Chair highlighted the forthcoming tour and buffet event for Corporation members, scheduled for 25 Sept 2024.</p>	
1370.	<p>CODE OF GOOD GOVERNANCE</p> <p>The Chair advised that he was in the process of reviewing Principle 1 and that the Clerk would circulate the updated version to all Members in due course.</p>	Chair/ Clerk
1371.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p>Wed 25 September 2024 (4.00pm Tour of college and buffet) Wed 9 Oct 2024 Wed 6 Nov 2024 (3.00pm Development Day) Wed 11 Dec 2024</p>	
1372.	<p>CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING</p> <p>The Confidential Minutes of the Meeting held on 27 March 2024 were confirmed as a correct record and were signed by the Chair.</p>	
1373.	<p>CONFIDENTIAL MATTERS ARISING FROM THE MINUTES</p> <p>There were no Confidential Matters Arising discussed that had not been considered elsewhere at the meeting.</p>	
(6.18pm)	Meeting closed	
Confirmed as a correct record		9 Oct 2024