

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## CORPORATION

### MINUTES OF A MEETING HELD ON WEDNESDAY 11 DECEMBER 2024

<b>Membership (20):</b>	1.	*	Mike Howe	External Member	Chair
	2.		Caroline Baker	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.	i	Nicole Martin	External Member	
	11.	*	Maria Miller	External Member	
	12.	ii	Arun Mummalaneni	External Member	
	13.	*	Dave Murray	External Member	
	14.		Rowena Prenderville	External Member	
	15.	*	Martin Slatford	External Member	
	16.		Toby Sole	Student Member	
	17.	*	Sam Swinstead	External Member	
	18.	*	Ian Ward	Staff Member	
	19.	*	Colin Willoughby	External Member	
	20.	*	Pamela Woolgrove	External Member	
<b>Quorum:</b>			8 required	13 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 1394:</b>		i			
<b>From Minute 1398:</b>		ii			

## PRE-MEETING DEVELOPMENT BRIEFING

### An Overview of the SAR, Quality Circle and QIP

A presentation by Lorraine Heath, Deputy Principal

The DPCPI gave the Corporation an update on the student learner journey for 2024/25 (from before joining the College to completion), an outline of the Quality Strategy, and the outcomes of the Self-assessment Report (SAR) and its impact on outcomes.

With regards to the SAR, the DPCPI highlighted that the key strengths arising:

- Accessible, ambitious curriculum informed by local and regional needs
- Planning was robust and showed not only sequencing but scaffolding of skills to build long-term memory
- Most teachers implement effective teaching strategies in lessons to build learning in small, logical steps and use questioning well to check learning
- Digital resources and industry standard facilities used well to enhance engagement in learning
- Learners develop high quality skills on their vocational courses
- Most learners develop a range of personal and social skills that equip them well for life, future learning and employment
- English and Maths is weaved expertly into vocational classes in most areas
- Continuous Professional Development is valued and used to enhance teaching, learning and assessment
- Teachers know their learners well and adapt learning to help them succeed
- Most learners make good progress and achieve their qualifications
- Governance is highly effective

Looking at how the College aimed to achieve 'outstanding', the DPCPI advised that the College's strategy would include:

- Further improve teaching, learning and assessment to ensure all learners benefit from a high-quality learning experience leading to a higher proportion of learners achieving merit and distinction grades
- Further improve English and maths to support the development and application of these skills to increase the proportion of learners who make good progress from their starting points
- Ensure that all learners with high needs, SEND and learning difficulties benefit from adaptive teaching strategies and effective support in all lessons so they make the progress they are capable of and achieve as well as their peers at College
- Embed competition pedagogy throughout the college to support learners to develop resilience and refine their skills working under pressure in a low stakes environment.

[A copy of the DPCPI's presentation has been added to the agenda papers on Trust Governor]  
[The Clerk was not present during part of the presentation]

## PART 1 – NON-CONFIDENTIAL MINUTES

(5.09pm)		<b>ACTION</b>
<b>1387.</b>	<p><b>WELCOME</b></p> <p>Maria Miller and Sam Swinstead were welcomed to the Corporation.</p> <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Caroline Baker, Priya Brown, Kevin Croombs, Nicole Martin (late arrival), Arun Mummalaneni (late arrival), Rowena Prenderville, Toby Sole.</p>	
<b>1388.</b>	<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 Councillor for Hampshire County Council and for Basingstoke &amp; Deane Borough Council.</li> <li>3. Pamela Woolgrove declared an interest in Agenda Item 5: Membership of the Corporation (Minute 1390 below).</li> </ol>	
<b>1389.</b>	<p><b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Urgent Business notified.</p>	
<b>1390.</b>	<p><b>MEMBERSHIP OF THE CORPORATION</b></p> <p><b>1. Appointment of New Members</b></p> <p>The Chair of the Corporation advised that the Search Cttee had met earlier that afternoon to consider the re-appointment of Pamela Woolgrove for a new term of office. He advised that the Search Cttee had recognised the long service that Pamela had given to the College, along with a high level of commitment, dedication and experience that she brought to the Corporation.</p> <p style="text-align: center;"><b>It was RERSOLVED that Pamela Woolgrove be appointed as an External Member for a four-year term of office.</b> (Proposed by Mike Howe, Seconded by Beryl Huntingdon)</p>	
<b>1391.</b>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the Meeting held on 9 October 2024 were confirmed as a correct record and were signed by the Chair.</p>	
<b>1392.</b>	<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>	
	<p><b>COMMITTEES OF THE CORPORATION</b></p>	
<b>1393.</b> (5.19pm)	<p><b>Audit Committee (AC)</b></p> <p>The Minutes of a joint meeting of the Audit and the Finance &amp; Resources Committees held on 27 November 2024 were received and noted.</p> <p>The Minutes of the meeting of the Audit Committee held on 27 November 2024 were received and noted.</p>	

<p><b>1393.</b> <b>(cont)</b></p>	<p><b>Matters Arising from the Minutes</b></p> <p><b>1. Internal Audit Service</b> (Minute 853)</p> <p>The Chair of the AC advised that the outgoing Internal Auditor (TIAA) had not attended the meeting (either in person or online) and had also not completed the agreed Internal Audit Plan (one report was outstanding). In response to a question from a Member the DPFR advised that the College only paid TIAA for work actually undertaken. The DPFR was requested to raise the matter with TIAA.</p> <p>The Chair of the AC also advised that the role of the Financial Statements Auditor was due to be re-tendered in 2025.</p> <p><b>2. Risk Report and Risk Register</b> (Minute 855)</p> <p>A written report was received for information and noted.</p> <p>In response to a question from a Member it was noted that the greatest risk to the College at the present time was the ongoing national review and reforms to curriculum developments etc. It was, though, also noted that the ‘mood music’ of the new government seemed to indicate that there was the possibility of colleges still being able to offer alternatives to T Levels. The results of the review were not due until later in 2025.</p> <p><b>4. Health &amp; Safety Annual Report 2023/24</b> (Minute 856)</p> <p>The Health &amp; Safety Report 2023/24 was received and considered. Concern was expressed at the number of staff that had not started their health and safety training and/or manual handling training. It was stressed that staff joined the College at various times throughout the year, that training was undertaken on a rolling process, and that because of this 100% completion could never be achieved.</p> <p style="text-align: center;"><b>It was RESOLVED that the Health &amp; Safety Report 2023/24 be received and agreed.</b> (Proposed by Charles Cardiff, Seconded by Pamela Woolgrove)</p>	<p><b>DPFR</b></p>
	<p><i>(Nicole Martin joined the meeting)</i></p>	
<p><b>1394.</b> (5,21pm)</p>	<p><b>Curriculum &amp; Quality Committee (CQC)</b></p> <p>The Minutes of the meeting of the Curriculum &amp; Quality Committee held on 21 November 2024 were received and noted. There were no Matters Arising discussed that were not due to be considered later in the meeting.</p>	
<p><b>1395.</b> (5,24pm)</p>	<p><b>Finance &amp; Resources Committee (FRC)</b></p> <p>The Minutes of the meeting of the Finance &amp; Resources Committee held on 28 November 2024 were received and noted. There were no Matters Arising discussed that were not due to be considered later in the meeting.</p>	
<p><b>1396.</b> (5.26pm)</p>	<p><b>Search Committee (SC)</b></p> <p>The Chair of the SC advised that the Search Ctte had met earlier that afternoon and gave a verbal update.</p>	

<p><b>1396.</b> <b>(cont)</b></p>	<p><b>Matters Arising from the Verbal Report:</b></p> <p><b>1. Membership of the Corporation - New Members (Appointment of Buddies)</b></p> <p>The Search Ctte had identified possible 'buddies' for the new Members. The Chair of the Corporation and the Clerk would discuss with those concerned and confirm arrangements in due course.</p> <p><b>2. Corporation Self-assessment 2024</b></p> <p>A summary of the returns from all Members had been reviewed. There were no significant matters arising from them. The Induction Program had been reviewed and updated, and additional training was available through the Education Training Foundation (ETF). The Chair advised that the online training available through ETF had improved vastly since its original inception and was very good, comprehensive, and free. The Clerk would circulate a link to all Members.</p> <p>The Chair also highlighted the need to look at succession planning for senior roles on the Corporation. He suggested that anyone who would like to consider options should advise the Clerk.</p> <p><b>3. Committee Membership</b></p> <p>The new Members had been allocated to appropriate committees.</p>	<p><b>Clerk</b></p>
<p><b>1397.</b> <b>(5.30pm)</b></p>	<p><b>FINANCIAL STATEMENTS 2023/24</b></p> <p>Written reports were received and considered. The Chair of the Corporation advised that the Financial Statements Auditor had reviewed the accounts in detail and issued a clean audit opinion with no qualifications.</p> <p>The DPFR referred the Corporation to the Consolidated Statements of Comprehensive Income and Expenditure (page 34 of the Financial Statements) and advised that overall income for the Group had increased by c£0.75m on 2022/23, overall expenditure had increased by a greater margin owing to the significant increase in enrolments in September 2023.</p> <p>In addition, he also highlighted the Consolidated Balance Sheet (page 36) that showed the College Group to be in a very positive position with a good level of cash reserves, and a very positive net current asset value.</p> <p>It was noted that both the Audit Ctte and the Finance &amp; Resources Ctte had held a joint meeting (see separate Minutes referred to above in Minute 1393) and had scrutinised the Financial Statements Auditor's management report in detail.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. The Internal Auditor's Annual Report 2023/24, the Financial Statements Auditor's Management Letter 2023/24 and the Audit Ctte's Annual Report 2023/24 be received and accepted,</b></li> <li><b>2. The BCoT Group Financial Statements 2023/24 (based on an operating deficit of -£200k after 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 2023/24 be received and noted,</b></li> </ol>	

1397. (cont)	<p><b>4. The Regularity Audit Self-Assessment Questionnaire be agreed and signed by the Chair and the Principal on behalf of the Corporation,</b></p> <p><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></p> <p>(Proposed by Martin Slatford, Seconded by Ian Ward)</p>	
	<i>(Arun Mummalaneni joined the meeting)</i>	
1398. (5.41pm)	<p><b>SELF-ASSESSMENT REPORT 2023/24 (SAR) AND QUALITY IMPROVEMENT PLAN 2024/25 (QIP)</b></p> <p><b>1. Self-Assessment Report 2023/24</b></p> <p>A written report was received and considered. The Chair of the CQC advised that the CQC had considered the SAR in detail. He also thanked those members that had participated in the SAR validation process during the preparation of the SAR.</p> <p><b>It was RESOLVED that the Self-assessment Report 2023/24 be agreed.</b> (Proposed by Steve Fussey, Seconded by Pamela Woolgrove)</p> <p><b>2. Quality Improvement Plan 2024/25</b></p> <p>A written report was received for information and noted. The Chair of the CQC advised that the QIP was updated regularly and presented to the CQC for review at every meeting.</p>	
1399. (5.44pm)	<p><b>STRATEGIC PLAN 2021-25 (KPIs)</b></p> <p>A written report was received for information and noted. The DPFR took Members through the report. In particular, he highlighted:</p> <ul style="list-style-type: none"> <li>• Short-term staff sickness absence had reduced slightly compared to the two previous years,</li> <li>• The Staff Satisfaction Survey had produced good results – “I achieve job satisfaction” had declined slightly due mainly to student behavioural matters and added workload due to covering for sickness,</li> <li>• Teacher Observations: 50 staff observed to date, with 47 (93%) being ‘graded’ as Advanced Practitioner or Progressing Practitioner,</li> <li>• Market share of school leavers had returned to the same levels as in 2016 and 2020. In response to a question from a Member the Principal advised that the level fluctuated mainly because of the variability of QMC’s admissions policy on entry requirements,</li> <li>• In addition to those courses shown in the KPIs for starts in 2024/25, there had been a lot of other new courses started in previous years,</li> <li>• Number of employers engaged with the College – it was requested that data from previous years be included in future editions in order to see any trends, plus an indication of how many employers were based in Basingstoke,</li> <li>• Apprenticeship achievement improving year-on-year and was getting closer to the national averages,</li> <li>• Continuing improvements in GCSE and Functional Skills in English and maths achievements,</li> <li>• Changes in the eligibility regime for work experience had seen a reduction in completions but it was expected to improve during the remainder of the year.</li> </ul> <p>The Chair advised that a new Strategic Plan was due to be developed in 2025 and that any Member who would be interested in joining a Working Group should advise the Clerk.</p>	<p><b>DPFR</b></p> <p><b>All Members</b></p>

<b>1400.</b> (6.30pm)	<b>PRINCIPAL'S REPORT</b>  The Principal updated the Corporation on various matters. In particular, he advised that: <ul style="list-style-type: none"> <li>• Applications for 2025 were up against 2024</li> <li>• Withdrawals had also increased against the 2023 level</li> <li>• Newbury College was looking at options for partnership arrangements or merger</li> <li>• Student behaviour had improved, following the ban on mobile phones in classrooms students were now more focused</li> <li>• The CCTV system had been extended and showed positive outcomes</li> <li>• JISC had visited the College earlier that day to review the College's entry for a Beacon Award</li> <li>• Two additional engineering staff appointed</li> <li>• A second Community Officer appointed</li> <li>• The College had won a contract from the NHS related to engineering training</li> </ul>	
<b>1401.</b> (6.39pm)	<b>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</b>  The Principal advised that the end of year financial results for WBTC had exceeded the financial plan, and all other matters were good.	
<b>1402.</b> (6.40pm)	<b>CHAIR'S UPDATE</b>  The Chair advised that he had attended the AoC National Conference in Nov 2024.	
<b>1403.</b>	<b>ANY OTHER URGENT BUSINESS</b>  There had been no items of Any Other Urgent Business notified or discussed.	
<b>1404.</b>	<b>DATES OF FUTURE MEETINGS</b> <i>[Meetings commence at 4.30pm unless stated]</i>  Wed 2 Apr 2025 Wed 7 May 2025 (3.00pm Development Day) Wed 2 Jul 2025	
(6.43pm)	Part 1 meeting closed	

Confirmed as a correct record		2 April 2025
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