

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CORPORATION

MINUTES OF A MEETING HELD ON WEDNESDAY 27 MARCH 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.		Adam Lupton	External Member	
	10.	*	Nicole Martin	External Member	
	11.	*	Arun Mummalaneni	External Member	
	12.	*	Dave Murray	External Member	
	13.	*	Martin Slatford	External Member	
	14.	*	Toby Sole	Student Member	
	15.	*	Ian Ward	Staff Member	
	16.	*	Colin Willoughby	External Member	
	17.		Pamela Woolgrove	External Member	
	18.		Vacancy (AMi)	External Member	
	19.		Vacancy (BS)	External Member	
	20.		Vacancy (JB)	External Member	
Quorum:					
			8 required	13 present	Meeting quorate
In Attendance:					
	*	Simon Burrell	Clerk to the Corporation		
	*	Lorraine Heath	Deputy Principal (DPCPI)		
	*	David Moir	Deputy Principal (DPFR)		
	*	Julie Dougill	External Board Review Consultant		
Present at meeting:					
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PRE-MEETING DEVELOPMENT BRIEFING

Apprenticeship Update by Judi Hobson, Head of Aspiral (HoA)

The HoA highlighted that the current position (2023/24) was that there were 169 leavers with 127 continuing, and, currently, 90 overstayers – nearly all of whom were due to complete by July 2024. Areas of concern with the largest number of overstayers were Electrical and Aspiral.

In response to a question from a Member the HoA confirmed that there were plans in place for each overstayer, and that the number of overstayers was primarily related to staff turbulence, especially following the pandemic.

Specific matters highlighted during the HoA's presentation were:

- Forecast success rate for 2023/24 was 55%, an improvement on 2022/23 at 54.6% (national average 54.3%),
- A new business development team had been appointed with targets to enrol 20 new Aspiral apprentices per month, with 200 curriculum apprentices for September 2024,
- Most successful National Apprenticeship Week yet with 510 people attending,
- Construction breakfasts for carpentry very well received,
- New enrolment system for apprentices instigated,
- Engineering now on a 'roll-on/roll-off' basis with starts spread throughout the year,
- End Point Assessment grades – 19 distinction 8 of which were Aspiral apprentices.

The HoA outlined various challenges that she was currently working on, including:

- Staffing still turbulent and variable in Engineering,
- Recruitment of more permanent and flexible staff for Aspiral,
- Issues around growth – enrolments delayed as no delivery staff,
- Compliance was improving overall but biggest issues was still with Engineering,
- A pilot funding simplification initiative had been put in place through Project S.

Priorities to be achieved by the end of the academic year included:

- Clear overstayers
- Quality testing of the new enrolment system,
- Focus on contacting new employers and TNAs,
- Thorough preparation for IAG and enrolment in all areas.

Following the presentation the Members questioned the HoA on a range of matters raised in her presentation and sought clarification on various points.

PART 1 – NON-CONFIDENTIAL MINUTES

(5.23pm)		ACTION
1333.	<p>APOLOGIES FOR ABSENCE</p> <p>Charles Cardiff, Beryl Huntingdon, Adam Lupton, Pamela Woolgrove.</p>	
1334.	<p>WELCOME</p> <p>Julie Dougill was welcomed to the meeting. The Chair advised that Julie was attending the meeting as an observer as part of the External Board Review process.</p>	
1335.	<p>MEMBERSHIP OF THE CORPORATION</p> <p>1. Terry Clarke (Staff Member)</p> <p>Terry Clarke's term of office was due to expire on 31 March 2024. The Clerk had sought nominations from the staff of the College. One nomination had been received for Terry to serve a further term of office.</p> <p style="text-align: center;">It was RESOLVED that Terry Clarke be appointed as the Staff Member for a four-year term of office commencing 1 April 2024 (Proposed by Colin Willoughby, Seconded by Ian Ward)</p> <p>2. Resignations</p> <p>The resignations of Joy Bibby and Barry Smith (both External Members) were noted.</p>	
1336.	<p>DECLARATION OF INTERESTS</p> <p>Anthony Bravo declared an interest regarding WBTC.</p>	
1337.	<p>NOTIFICATION OF ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business notified.</p>	
1338.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The Minutes of the Meeting held on 13 December 2023 were confirmed as a correct record and were signed by the Chair.</p>	
1339.	<p>MATTERS ARISING FROM THE MINUTES</p> <p>1. Destinations Analysis 2022/23</p> <p>A written report was received for information and noted. The DPCPI advised that destination data was collected from leavers twice in a six-month period. The results of the survey showed an increase in leavers going into work, an increase in those attaining work directly related to their course of study, and at a level appropriate to the level of the qualification. There had also been an increase in those progressing to a higher level of study at BCoT.</p> <p>The DPCIP advised further that some of the main themes arising from the analysis were:</p> <ul style="list-style-type: none"> • Given the current employment market, a surprising 7.6% of leavers reported that they were looking for work (higher than in 2021/22), • An increasing proportion of students were going into work in areas related to their area of study. 	

<p>1339. (cont)</p>	<ul style="list-style-type: none"> • A higher proportion of learners were going into employment at a level appropriate to their level of qualification, • An increasing proportion of learners progressed onto a higher level of study at BCoT, • Of those learners who progressed in education at another institution, a slightly higher proportion progressed to HE and, for those progressing to another FE institution, a slightly lower proportion progressed to a higher level. <p>The DPFR advised that provisional enrolment data for October 2023 showed that there had been a decrease in internal progression. Initial thoughts were that this was linked to the introduction of T Levels (a two-year programme rather than individual one-year programmes) and there not being any appropriate higher-level programmes available at BCoT to progress onto.</p> <p>Members sought clarification on a range of matters raised in the analysis. It was noted that there were no major issues highlighted by the analysis.</p>	
<p>(5.39pm)</p>	<p>COMMITTEES OF THE CORPORATION</p>	
<p>1340.</p>	<p>Audit Committee</p> <p>The unconfirmed Minutes of the meeting of the Audit Committee held on 13 March 2024 were received and noted.</p> <p style="text-align: center;">Matters Arising from the Minutes</p> <p>1. Risk Report and Risk Register (Minute 823)</p> <p>A copy of the Risk Report and Risk Register was received for information. It was noted that since the last review in November 2023 there had been no changes to risk scores other than a reduction for Data Security (Risk R8) following various changes implemented to the backup and failover processes over the Christmas 2023 period.</p>	
<p>1341.</p>	<p>Curriculum & Quality Committee</p> <p>The unconfirmed Minutes of the meeting of the Curriculum & Quality (C&Q) Committee held on 7 March 2024 were received and noted.</p> <p style="text-align: center;">Matters Arising from the Minutes</p> <p>1. Qualification Reforms (Minute 807)</p> <p>A copy of the presentation made to the C&Q was received and noted. The DPCPI took the Corporation through the presentation and highlighted the government's current advice and proposals on changes that were being planned for implementation from September 2025. However, she stressed that the advice and guidance issued by the DfE was often subject to change and that that made it very difficult to plan.</p> <p>The Principal also stressed that the lack of clarity around Level 2 programmes was worrying and that he had raised his concerns with the DfE.</p> <p>It was also noted that any change of government at the next general election would also have a major impact on the future provision, with the Labour Party advising that they would not continue with the proposed reforms, and that this led to even more uncertainty within colleges.</p>	

<p>1341. (cont)</p>	<p>2. National Achievement Rates 2022/23 (Corp meeting 11 Oct 2023, Minute 1299)</p> <p>A written report was received for information and noted. The DPCPI advised that the DfE had now issued some national average (NA) data, but that they (DfE) had not produced some of the progress measures.</p> <p>The NA data produced by the DfE was very positive for the College and showed that it had improved on its 2021/22 position, and that 2022/23 was above the NA for overall pass rate and for achievement, but very slightly below the NA for retention.</p> <p>When reviewing the NA data by age (16-18 and 19+), the retention rate was slightly below average (0.8%) for both 16–18-year-olds and adults. However, the pass rate was significantly higher for 16–18-year-olds (2.2%) and slightly higher for adults (0.8%). The DPCPI advised that it was pleasing to note that the achievement rate for 16–18-year-olds had continued to improve and was now 1.3% higher than comparable providers. At 19+, it was still higher than the NA despite the issues previously reported with Learning Curve.</p> <p>The DPCPI was pleased to advise that when compared to other local providers, BCoT was ranked second for achievement at 16–18-year-olds and third for 19+.</p> <p>The Corporation recorded its pleasure on seeing such good continuing improvements to the College’s data.</p>	
<p>1342.</p>	<p>Finance & Resources Committee (FRC)</p> <p>The unconfirmed Minutes of the meeting of the Finance & Resources Committee held on 4 March 2024 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. IT Infrastructure Review and Procurement (Minute 1022)</p> <p>The Chair advised that a revised IT Strategy had been developed as the previous strategy had not worked-out as anticipated. The revised IT Strategy was based on a mix of server-based and cloud-based options. It had been reviewed by JISC <i>[a membership organisation that provided digital solutions and services for the UK education and research sector]</i> who had supported the revised IT Strategy proposals. Arun Mummalaneni (External Member) had also been asked by the FRC to offer any advice and comments on the proposals as appropriate.</p> <p>The Chair advised further that the FRC had had a detailed discussion regarding the proposals and supported fully the revised IT Strategy. With regards to funding the revised IT Strategy it had been proposed that it be brought forward from the 2028 capital programme to 2024, and was costed at £350k incl VAT. The F&R Ctte had been advised that the cost of the proposals would have a NIL net effect over a ten-year period.</p> <p>It was RESOLVED that approval of £350,000 capital IT expenditure during 2023/24 for storage and servers be agreed. (Proposed by Colin Willoughby, Seconded by Arun Mummalaneni)</p>	

<p>1343.</p>	<p>SEARCH COMMITTEE</p> <p>The unconfirmed Minutes of the meeting of the Search Committee held on 21 March 2024 were received and noted.</p> <p>Matters Arising from the Minutes</p> <p>1. Membership of the Corporation (Minute 341)</p> <p>The Chair advised that the Search Ctte continued to identify potential new Members who had an educational background, someone from the skills area, and someone from a large employer in the Basingstoke area.</p> <p>2. Committee Membership 2024/25 (Minute 344)</p> <p>The Chair advised that Martin Slatford (External Member) had requested if he could move to serve on the Curriculum & Quality Ctte. He (the Chair) suggested that other Members might also wish to serve on other committees. Any changes would, though, be subject to ensuring that each committee continued to have the necessary skills and experience to function effectively.</p> <p>Any Member(s) who would like to be considered for a move should advise the Clerk accordingly. The Clerk was requested to also email all absent Members offering them an opportunity to advise if they would wish to consider serving on another committee.</p> <p>The Chair also reminded all Members that they all had access to view all committee papers on Trust Governor and were also welcome to attend other committee meetings as an observer.</p>	<p>Clerk</p>
<p>1344. (6.19pm)</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, • F Block programme contractors had been appointed and preparatory works in hand, • 91% of lesson observations conducted were 'Good/Outstanding', • Applications for Sept 2024 were 12% above the same period in 2023, • In-year retention for 16-18 and 19+ was above 2021/22 and 2022/23, • Attendance was very slightly down (-0.3%) against 2023. 	
<p>1345. (6.24pm)</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"> • The LSIP meeting held at the College had been very good, • The College restaurant had been awarded an AA Rosette – the only college in the south-east and the only restaurant in Basingstoke to have achieved that designation, • The College had been a finalist in two Beacon Awards, • A member of staff was a candidate in the Pearson Awards, • The staff wellbeing survey showed that staff were generally very happy at the College, • The College was part of 'Project S', a DfE pilot scheme involving 8 colleges and designed to simplify funding and improve areas of provision – BCoT to offer skills boot camps for local employers. 	

1346.	<p>WEST BERKSHIRE TRAINING CONSORTIUM (WBTC) UPDATE</p> <p>The Principal advised that a new accountant had been appointed, and that the finances for WBTC were looking good.</p>	
1347. (6.30pm)	<p>CHAIR'S UPDATE</p> <p>The Chair updated the Corporation on a range of matters including:</p> <ul style="list-style-type: none"> • He had attended all three LSIP meetings related to Surrey & Northeast Hampshire, • The annual Accountability Statement would be reviewed at the forthcoming Development Day. 	
1328.	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business considered.</p>	
1329.	<p>DATES OF FUTURE MEETINGS <i>[Meetings commence at 4.30pm unless stated]</i></p> <p style="padding-left: 40px;">Wed 8 May 2024 (3.00pm Development Day) Wed 3 July 2024 Wed 9 Oct 2024 Wed 6 Nov 2024 (3.00pm Development Day) Wed 11 Dec 2024</p> <p>The Meeting Schedules for 2023/24 and 2024/25 were received and noted.</p>	
(6.28pm)	Part 1 Meeting closed	