



**BURY COLLEGE**  
**FURTHER EDUCATION CORPORATION**  
**MINUTES OF THE MEETING HELD VIA ZOOM ON**  
**TUESDAY, 23<sup>rd</sup> MARCH 2021**

Corporation Meeting Commenced: 5.00 p.m.  
 Corporation Meeting Closed: 6.22 p.m.

**PRESENT:**

Liaqat Ali	Independent Member
Jamie Brown	Student Member
Peter Bury	Independent Member
Emily Cowburn	Independent Member
Angela Davies	Independent Member
Charlie Deane	Principal
Jeannie Frodsham	Staff Member (Academic)
Jade Glazer	Student Member
Mark Granby	Independent Member
Anne Holt	Staff Member (Business Support)
Jafar Iqbal	Independent Member
Philip Johnson	Independent Member
Peter Nicol	Independent Member - Chair
Paul Smith	Independent Member
Chris Trees	Independent Member – Vice Chair

**IN ATTENDANCE:**

Andrew Harrison	Deputy Principal Finance and Corporate Services
Lisa Matthews	Curriculum Director - Adult Provision & Higher Education
Becky Tootell	Deputy Principal Curriculum, Quality and Standards
Peter Ryan	Clerk to the Corporation
Sarah Walton	Director of Personal Development

<b>20/21.53</b>	<b><u>APOLOGIES (AGENDA ITEM 1)</u></b>
	There were no apologies for absence and the Chair welcomed Lisa Matthews who was attending the meeting as part of her induction.
<b>20/21.54</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	As Trustees and Members of the BCET Board the Chair, the Vice Chair, the Principal/CEO and Mark Granby declared their interest in any discussions that might arise relating to the Bury College Education Trust or College-sponsored Academies. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
<b>20/21.55</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the Corporation Board Meeting on 26 <sup>th</sup> January 2021 were approved to be signed as a true record.
<b>20/21.56</b>	<b><u>MATTERS ARISING (AGENDA ITEM 4)</u></b>
	The Clerk introduced the report which provided an update on matters arising from the Corporation meetings held on 20 <sup>th</sup> October 2020 and 26 <sup>th</sup> January 2021.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.57</b>	<b><u>COVID UPDATE (AGENDA ITEM 5)</u></b>
	The Deputy Principal Curriculum, Quality and Standards provided the following update:

	<ul style="list-style-type: none"> <li>• <b>Return to face to face education</b> - The College returned to face to face teaching w/c 8 March in line with Government guidance. All risk assessments had been reviewed, updated and shared in accordance with the latest guidance. Classrooms and offices had been inspected to ensure that control measures were in place. The College continued to communicate arrangements frequently with staff and encourages feedback. All staff and students had been re-inducted back to College which included a reinforcement of behaviour expectations supported by staff training.</li> <li>• <b>Cases</b> - Governors continued to receive a weekly update regarding Covid-19 cases at the College. Due to the control measures in place, the number of close contacts had remained relatively low, therefore minimising the wider health risks and impact on learning.</li> <li>• <b>Testing</b> - The onsite Mass Asymptomatic Testing Centre had been operational since 4<sup>th</sup> January, when testing of staff commenced. In accordance with government guidelines, students must be tested 3 times on their return to face to face education (from 8<sup>th</sup> March), with the first of these tests to be completed prior to their return to learning. Robust arrangements in the testing centre have enabled this and have identified a small number of students who were positive. Circa 7000 tests had been carried out and home testing kits were being distributed to staff and students to enable ongoing testing to take place. A scaled down testing centre on site would remain in operation.</li> </ul> <p>As a result of questions, the following was highlighted:</p> <ul style="list-style-type: none"> <li>• Face to Face teaching was currently at 86%;</li> <li>• GCSE's would be internally assessed and the results day had been brought forward to 12<sup>th</sup> August. The College was reviewing enrolment processes and timescales for new and continuing students;</li> <li>• The Staff Governors confirmed that the return to face to face learning had on the whole been a positive experience for both staff and students. This was reinforced by two Independent Governors who had visited the College the previous week; and</li> <li>• The College did not hold records of staff who had been vaccinated.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.58</b>	<b><u>SAFEGUARDING AND PREVENT UPDATE (AGENDA ITEM 6)</u></b>
	<p>The Director of Personal Development introduced the report as follows:</p> <ul style="list-style-type: none"> <li>• <b>Lockdown</b> - Following the government guidance on a staggered return to education. All students categorised as vulnerable had been invited to attend college to continue with their education. All of the students in this category had received weekly welfare calls. If the team were unable to contact the student a home visit would be made. There was safeguarding support on site at all times.</li> <li>• <b>Referrals</b> – From September there had been 351 safeguarding referrals and 474 vulnerable students had been identified for weekly phone calls.</li> <li>• <b>Missing in Education Data</b> - 6 Home visits had taken place since January 2021.</li> <li>• <b>Staff and Student Training</b> - A schedule of termly safeguarding induction training would be delivered by the Safeguarding and Prevent Manager to new starts throughout the academic year. Student teachers also received specialist safeguarding training on 8<sup>th</sup> March 2021. In addition, training had been provided to all staff to ensure they were aware of the process around managing allegations against staff.</li> <li>• <b>Informal training, newsletters and e- bulletins</b> - A Safeguarding Newsletter had been circulated to staff to raise awareness and a safeguarding update was delivered in Directorate meetings to all staff.</li> <li>• <b>Prevent</b> - The prevent steering group met on 25 February 2021 to prioritise actions for 2021. The main focus was around online safety and radicalisation. Information has been sent to all college staff, students, parents and carers to support in identifying how misinformation and disinformation is being used to radicalise people on line.</li> <li>• <b>Bury Encompass Protocol</b> - the College had signed up to the Protocol and letters would now be issued to parents.</li> </ul> <p>As a result of questions, the following was highlighted:</p> <ul style="list-style-type: none"> <li>• Although there had not been an increase in referrals of radicalisation, the issue had been addressed at tutorial sessions and communication with parents;</li> <li>• The volume of referrals via the Encompass protocol would be included in future reports;</li> <li>• Support arrangements were in place for members of the safeguarding team; and</li> <li>• A Governor safeguarding session had been held on 26<sup>th</sup> January 2021 and the Chair asked Members to contact the Clerk to highlight if further training was required.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.

20/21.59	<p><b><u>CURRICULUM – QUALITY IMPROVEMENT PLAN (AGENDA ITEM 7)</u></b></p>
	<p>The Deputy Principal Curriculum, Quality and Standards introduced the report and confirmed that the headline Quality Improvement Plan tracked progress against 37 key Areas for Improvement. In addition, Directorate level and then Team level QIPs monitored progress closely. The report detailed progress against key areas for improvement identified in the SAR 2019/20.</p> <p>The Clerk confirmed that Governors had been invited to attend the mid-year SAR and other curriculum and Quality meetings where more detail of the QIP would be discussed. At the C&amp;Q Committee Members had identified the following keys risk to the plan:</p> <ul style="list-style-type: none"> <li>• The continuing impact of Covid-19 on Apprenticeship provision;</li> <li>• The future impact of end of year assessment arrangements; and</li> <li>• Concerns regarding performance of Construction Team.</li> </ul> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> <li>• A number of Members had attended mid-year panel meetings;</li> <li>• The line management of Apprenticeship and Employer Engagement provision had been transferred to the Directorate of Adult Skills and HE;</li> <li>• The line management of Construction provision had been transferred to the Quality Directorate; and</li> <li>• A level applications were significantly higher than the previous year.</li> </ul>
	<p>It was <b>Resolved</b> that the contents of the report should be noted.</p>
20/21.60	<p><b><u>APPOINTMENT OF GOVERNORS (AGENDA ITEM 8)</u></b></p>
	<p>The Clerk confirmed that on 9<sup>th</sup> March 2021 the Search Committee had reviewed the membership of those Members whose terms of office would end in 2021. Members of the Committee had considered the attendance and contribution that each Member had made to the Corporation and the recommendation for each Member – was outlined within the report.</p> <p>Members of the Search Committee had also discussed the potential of all members meeting individually on an annual basis with the Chair. It was recognised that this would place a high time demand on the Chair for potentially little evaluative impact. Current arrangements including the annual self-assessment/health check of governance and the evaluation of each meeting were deemed to be effective. Members also had the opportunity to discuss any governance concerns with the Clerk.</p>
	<p>It was <b>Resolved</b> that:</p> <ol style="list-style-type: none"> <li>a) <b>The contents of the report should be noted; and</b></li> <li>b) <b>The Recommendations from the Search Committee meeting held on 9<sup>th</sup> March 2021 are approved.</b></li> </ol>
20/21.61	<p><b><u>FE WHITE PAPER (AGENDA ITEM 9)</u></b></p>
	<p>The Clerk introduced the report which provided a summary of the FE White Paper – Skills for Jobs. It was noted that in relation to governance, Government intended to deliver a series of reforms that will:</p> <ul style="list-style-type: none"> <li>• Enable college boards to deliver more effective recruitment into college leadership teams, and stronger overall governance of college finances and strategic investment to meet local skills need;</li> <li>• Set out clear expectations for college corporation boards on recruitment, retention and development of principals and board members, to ensure they have the skills they need;</li> <li>• Refresh existing guidance on appointments, communicating a clear Government position on what constitutes good leadership, and make it clear that an independent person should be included on college leader interview panels to ensure objectivity and due diligence;</li> <li>• Work with the sector to develop a framework of skills and competencies to improve development for college corporation board members and governance professionals once in post;</li> <li>• Set new requirements for annual board self-assessment and regular external governance reviews</li> <li>• Work with the Charity Commission to review how the existing system operates for paying board chairs, to consider the possibilities for enabling board chairs to be paid in specific circumstances within the confines of charity law;</li> <li>• More support for boards to develop capacity and build a diverse membership that reflects their local area will be developed – including strengthening board recruitment guidance and learning from best practice, together with identifying under-represented groups;</li> </ul>

	<ul style="list-style-type: none"> <li>• There will be strong expectations that college leaders and board members undergo suitable training, with support for those with high potential to progress building on the existing Education and Training Foundation offer; and</li> <li>• Collaboration will also be critical to driving improvement, building on the work of the College Collaboration Fund.</li> </ul> <p>Following questions, it was confirmed that wider issues in respect of the White Paper will be considered as part of the review of the College Strategic Plan in May 2021.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.62</b>	<b><u>PROPERTY STRATEGY UPDATE (AGENDA ITEM 10)</u></b>
	<p>The Deputy Principal Finance and Corporate Services provided an update on:</p> <ul style="list-style-type: none"> <li>• New Build: progress of site clearance / demolition;</li> <li>• New Build: RIBA Stage 3 design; and</li> <li>• Master planning / new Estates Strategy.</li> </ul> <p>The preparation of the site was proving time-consuming and expensive but should be finally complete by the end of April 2021. The New Build was now at RIBA Stage 3 and was entering the public consultation and planning application phase. The cost plan was at the revised budget of £8.6m, but due to Covid and Brexit large uncertainties remained regarding construction pricing. It was estimated that construction inflation could rise by circa 10%.</p> <p>It was noted that capital bids now required Colleges to provide at least an overview of their future Estates Strategy. The first draft of the Estates Strategy Masterplan had been reviewed at the Resources Committee on 9<sup>th</sup> March 2021. In addition, on 9<sup>th</sup> March 2021 the Resources Committee had approved a stage one bid to the FE Transformation Fund, the details of which were outlined within the report.</p> <p>The Chair asked Members to review the Estates Strategy Masterplan in preparation for the Strategic review at the May Corporation meeting.</p>
	It was <b>Resolved</b> that:
	<ul style="list-style-type: none"> <li>a) <b>The contents of the report should be noted; and</b></li> <li>b) <b>Members supported the approval of the stage one bid to the FE Transformation Fund.</b></li> </ul>
<b>20/21.63</b>	<b><u>FINANCE/AUDIT (AGENDA ITEM 11)</u></b>
	<p><b>a) <i>Management Accounts January 2021</i></b></p> <p>The Deputy Principal Finance and Corporate Services confirmed that the College had made a steady start to 2020/21, with an underlying operating surplus to 31st January 2021, of just over £1.0m (excluding pension adjustments) which is ahead of budget. This was despite Covid PPE expenditure of £206k in the first 6 months, with only a £50k grant to support.</p> <p>As anticipated in last month's management accounts, the January Covid-19 lockdown was forecast to hit apprenticeship annual income by £236k, again without Government transitional protection, which has had an inevitable similar impact on the forecast operating surplus. Despite this, the College still forecasted £2m operating cash generation in the year and the overall position remained strong.</p> <p>The Chair drew Members attention to the Financial Health calculations and congratulated the management team on the Outstanding grade.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b>b) <i>Strategy for BCE Ltd</i></b>
	The Deputy Principal Finance and Corporate Services confirmed that BCE Limited was a dormant wholly-owned subsidiary company of the College. It was incorporated on 9th March 1993 as a 'design & build construction company' and was used to minimise tax during the College's developments. Such tax advantages no longer applied and the company had no activity for over 5 years.

	Following discussions at the Resources Committee on 9 <sup>th</sup> March 2021 it was agreed that a recommendation be made to the Corporation that this subsidiary company was no longer needed and that formal wind-up procedures should be implemented.
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted; and</b> b) <b>Formal wind-up procedures should be implemented in respect of BCE Ltd.</b>
	<b>c) <i>Bury College/GMCA/Barclays – Deed of Priorities and Authorities</i></b>
	The Deputy Principal Finance & Corporate Services confirmed that a requirement of the GMCA capital grant of £2.25m towards the Health & Life Sciences Building was for the Combined Authority to have a legal charge over the new building for a period of 15 years. To achieve this requirement, the College's lending bank, Barclays had to give their consent as a condition of the College's Facilities Agreement. Barclays considered that they did not have enough security to cover the outstanding loan so have required a charge over Woodbury which was valued at £2m.  The College was ready to complete all documentation regarding the security held by both Barclays and GMCA. Barclays have insisted on a Deed of Priority & Authorities to ensure their interests are protected and they have first access to the College's assets in the event of loan default /liquidation.  Following discussions at the Resources Committee on 9 <sup>th</sup> March 2021 it was agreed that a recommendation be made to the Corporation that the Deed of Priority, Legal Charge, Waiver Letter and Officers Certificate should be approved and signed and sealed where appropriate.
	It was <b>Resolved</b> that: a) <b>The contents of the report should be noted; and</b> b) <b>The Deed of Priority, Legal Charge, Waiver Letter and Officers Certificate should be signed and where appropriate sealed by the Chair and/or the Vice Chair and /or the Principal.</b>
<b>20/21.64</b>	<b><u>PERFORMANCE (AGENDA ITEM 12)</u></b>
	The Deputy Principal Finance and Corporate Services introduced the report and highlighted the position in the following areas: 2019/20 Actuals and outturn; 2020/21 Allocations; 2020/21 Full Time enrolment update and 2020/21 Funding Update.  The report had been reviewed by the Resources Committee on 9 <sup>th</sup> March 2021, when it was noted that the College had very recently implemented an internal restructure in order to maximise adult funding.  Following a question, it was confirmed that HE income was similar to the previous year, however applications for the next year had increased significantly.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.65</b>	<b><u>BURY COLLEGE MULTI ACADEMY TRUST (AGENDA ITEM 13)</u></b>
	Mark Granby introduced the report which provided an update on the Trust's activities, in particular, Members noted that:  <ul style="list-style-type: none"> <li>• Radcliffe Primary School was the subject of a section 8 monitoring inspection on 3<sup>rd</sup> and 4<sup>th</sup> February 2021. This was conducted remotely. The report was very positive in its findings and the inspector judged that leaders and those responsible for governance were taking effective action to provide education in the current circumstances;</li> <li>• Schools had fully re-opened to all pupils on Monday 8<sup>th</sup> March. This has gone very well with no incidents of concern and with excellent attendance levels. There has been excellent staff engagement and commitment to this. The revised risk assessments were signed off by the Trust Board;</li> <li>• In respect of the growth strategy, the Trust Board would notify the Regional Schools Commissioner of the intent for another school to join the Trust and this would trigger a due diligence process and consultation with staff and parents.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.

<b>20/21.66</b>	<b>COMMITTEE MINUTES (AGENDA ITEM 14)</b>
	<ul style="list-style-type: none"> <li>• Resources Committee, 9<sup>th</sup> March 2021</li> <li>• Audit Committee, 9<sup>th</sup> March 2021</li> <li>• Search Committee, 9<sup>th</sup> March 2021</li> <li>• Curriculum and Quality Committee 10<sup>th</sup> March 2021 - (It was noted that at this meeting the 2020/21 Careers Programme was approved and assurance was given that the College remained compliant with OfS condition C1 – Guidance on Consumer Protection Law).</li> </ul>
	It was <b>Resolved</b> that the contents of the Minutes and actions therein should be noted.
<b>20/21.67</b>	<b>MEETING EVALUATION FORM (AGENDA ITEM 15)</b>
	The Clerk presented the Post Meeting Evaluation summary from the Corporation Board meetings held on 26 <sup>th</sup> January 2021, which were noted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>20/21.68</b>	<b>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 15)</b>
	<ul style="list-style-type: none"> <li>• 5.00pm Tuesday, 4<sup>th</sup> May 2021</li> <li>• 5.00pm Tuesday, 6<sup>th</sup> July 2021 (potential move to 29<sup>th</sup> June 2021)</li> </ul>
	<i>Members of staff and staff and student governors withdrew from the meeting at 6.15 p.m.</i>
<b>20/21.69</b>	<b>REPORT FROM THE REMUNERATION COMMITTEE (AGENDA ITEM 16) - CONFIDENTIAL</b>
	The Chair of the Remuneration Committee confirmed that the Remuneration Committee had met on 26 <sup>th</sup> January 2021 and 23 <sup>rd</sup> February 2021 and a copy of the minutes were appended to the report. Members are asked to consider the recommendations as outlined within the minutes.
	It was <b>Resolved</b> that: <ul style="list-style-type: none"> <li>a) The contents of the report should be noted; and</li> <li>b) The recommendations arising from the meetings of the Remuneration Committee held on 26<sup>th</sup> January and 23<sup>rd</sup> February 2021, are agreed.</li> </ul>

*There being no further discussion the meeting closed at 6.22 p.m.*

Signed and approved as an accurate record of the meeting:.....Date.....

Summary of Actions – Corporation Meeting on 23 <sup>rd</sup> March 2021			
Item	Action	Person Responsible	Timescale
20/21.60 Appointment of Governors	The Recommendations from the Search Committee meeting held on 9 <sup>th</sup> March 2021 are approved	Clerk	31 <sup>st</sup> March 2021
20/21.63b Strategy for BCE Ltd	Formal wind-up procedures should be implemented in respect of BCE Ltd.	Deputy Principal Finance and Corporate Services	TBC
20/21.63c Bury College/GMCA/Bar clays – Deed of Priorities and Authorities	The Deed of Priority, Legal Charge, Waiver Letter and Officers Certificate should be signed and where appropriate sealed by the Chair and/or the Vice Chair and /or the Principal.	Deputy Principal Finance and Corporate Services/Clerk	25 <sup>th</sup> March 2021
20/21.69 Report from the Remuneration Committee	The recommendations arising from the meetings of the Remuneration Committee held on 26 <sup>th</sup> January and 23 <sup>rd</sup> February 2021, are agreed	Clerk	April 2021