



Minutes
Meeting of the Corporation
Wednesday 22 March 2017 at 4.30pm
William East Room

PART 1

Present:	Pippa Goodwin (<i>Chair</i>)	Neil Prior
	Gillian May (<i>Principal</i>)	Janet Robertson
	Gareth Osborn	Sylwester Rzeminski
	John Petitt	Dave Snowden
	Frank Pitkin	Andrew Try
In attendance:	Anne Entwistle	<i>VP Curriculum & Students</i>
	Richard Munday	<i>Finance Director</i>
	Tracy Reeve	<i>Clerk to the Corporation</i>
Apologies:	Samantha Kilgour	
	George Garbett	
	Amanda Gee	<i>Commercial Director</i>

36/17 Chair's Welcome

Pippa Goodwin opened the meeting as Chair.

37/17 Apologies

Apologies had been received from Samantha Kilgour, George Garbett and Amanda Gee.

38/17 Notification of any other business

The Clerk notified the meeting that she had a recommendation from the Search Committee to bring to the meeting.

There was no other business.

39/17 Notification of Members interests

There were no interests notified.

40/17 Minutes of the meeting held on 8 February 2017

The minutes were approved and signed by the Chair as a correct record.

41/17 Matters Arising

There were no matters arising that were not already included on the agenda.

GOVERNANCE ISSUES

42/17 Student Voice Report

This item was deferred due to the absence of the Student Governor. The meeting sought, and was given, confirmation that a replacement second student governor had now been appointed. After discussion it was agreed that an improved process

should be put into place for 2017/18 to get the Student Governors in place earlier in the year.

NOTED

ITEMS FOR APPROVAL

43/17 Link Governor Scheme

The meeting noted an update to the Link Governor Scheme which was now focussing the links to curriculum areas in line with the Assistant Principal structure. It was confirmed that any vacancies would be filled when some new governors were appointed (target date was May 2017).

NOTED

ITEMS FOR INFORMATION

44/17 Principal's Report

This item was taken as read as it had been circulated by e-mail several weeks earlier. The report covered the following key items: Applications and Open Day numbers; in-year retention for 2017/18; attendance; other activities; property and estate; Financial Notice of concern; and the land-based area Review. GM highlighted the continued improved attendance in GCSE since the prior year: English 88.9% at February 2017 compared with 84.8% in February 2016; and Maths at 87.2% at February 2017 compared with 82.9% in February 2016. The Chair sought, and was given, additional information on all the Activities that would be available during the BCA Goes to Town Event to be held in Maidenhead on Saturday 29th April 2017. The meeting discussed the World-Skills event and BCA's Floristry Department's participation. Governors were very pleased to note that the College would be hosting one of the very prestigious Chelsea Fringe Events and the floristry department's contribution to this.

NOTED

45/17 Ofsted Inspection Feedback

The meeting noted feedback from the Ofsted Inspection of BCA undertaken on 7-10th March 2017. As all Governors had been previously informed the College was delighted to have maintained its 'Good' Ofsted grade. Governors were reminded that this outcome must remain confidential to the College until the formal report was published. The CIF element grades were noted as:

- | | |
|---|------|
| • Overall effectiveness | Good |
| • Effectiveness of L& M | Good |
| • TLA | Good |
| • Personal Development Behaviour and Welfare (PDBW) | Good |
| • Outcomes | Good |

The sub-grades were also noted:

- | | |
|-----------------------------|----------------------|
| • 16-19 study programme | Good |
| • Adult Learning Programmes | Good |
| • Apprentices | Requires Improvement |
| • High Needs | Good |

The initial feedback from Ofsted had highlighted the following strengths at BCA:

- ✓ Students have exceptional knowledge and understanding of PREVENT and British Values.

- ✓ The behaviour and conduct of students is outstanding.
- ✓ Good Teaching and Learning (T&L) develops practical skills and skills for employment.
- ✓ Care, guidance & support received by students is very good.
- ✓ Good enrichment – trips, visits & activities.
- ✓ Leadership is very cohesive and the communication and care for staff and students is excellent.
- ✓ Self-assessment is strong and accurate and staff are good role models for students.
- ✓ Students develop good technical language and knowledge.

Governors discussed the four key areas which had been highlighted during the inspection as forming the basis of the Post-Ofsted Action Plan:

- Apprenticeships – assessment, college training and British Values & PREVENT.
- Students in maths are making improved progress compared to previous years however there is still some work to do.
- Quality and timeliness of written feedback.
- T&L to better raise the aspirations of students (value-add).

The meeting was reminded that SLT had recognised the issues with Apprenticeship delivery during 2015/16 and had put changes in place in autumn 2016 to bring the Apprenticeship programme back to in-house delivery (November 2016). Ofsted had recognised that improvements had been secured but had acknowledged that there was insufficient evidence to demonstrate positive change yet. Governors were reminded about the additional funding and focus which had been allocated to this area of provision since November 2016.

The Governors commended the whole staff team effort for securing the 'Good' result and for demonstrating ongoing progress in driving up quality of provision since the last Ofsted 'Good' was secured (2015). The Principal highlighted that two areas came very close to securing an 'outstanding' grade - PDBW and High Needs provision – these had been moderated down due to the overall need to improve maths and feedback to learners. Particular thanks was given to the College nominee Anne Entwistle who had worked very effectively with the Ofsted inspection team in a calm and convincing way; she had done a fantastic job in representing BCA. Governors thanked SLT for the effective preparation for their meeting with the Leadership and Management Inspector; they had felt calm, cohesive, well-briefed and all understood their role in the process. The value of the College undertaking an internal 'Mocksted Inspection' during the week commencing 28 February was asserted; this had been a fortunate coincidence with the official Ofsted inspection being completely unexpected. The meeting commended the very positive learner and parent feedback that Ofsted had received about BCA.

- ***Post-Ofsted Inspection Plan***

The meeting discussed the detailed Post Ofsted Action Plan (POAP) which had been drawn up to reflect the quality improvement required by the Ofsted inspection. The Principal reminded the Governors that there was nothing on this POAP which had not already been identified as an ongoing area for improvement through the college's own self-assessment process. The Chair sought confirmation on how progress against the POAP would be monitored; the Principal confirmed that this would be reviewed on a monthly basis by the curriculum leadership team and would feed in to the overall College Quality Improvement Plan (QIP).

The Ofsted feedback was Noted.

46/17 Academic Report

• Performance to date 2016/17

The meeting noted the academic report and Governors were reminded of the whole college KPIs for the year: attendance 92%; pass rate 94%; achievement 87%; retention 93%; positive destinations 98%; and the progress target for more than at least 75% to achieve or exceed their target grade, 50% to exceed their target grade.

QAR Data: The meeting considered the in-year QAR data (predicted achievement) for the current year as well as the QAR data for the previous 3 years. VPC&S highlighted that the focus for the current academic year was to ensure that all of those who are retained pass their qualifications. The in-year data was looking positive with retention on main programmes at 96.6%.

Attendance: Governors noted that attendance for study programmes was currently at 90.3% i.e. just below the college target of 92% (91.6% reported in February 2017). The dip since the last report was due to work-placements. Although attendance for maths and English was still not in line with attendance for the rest of the college, governors were pleased to note the improvement at 86.6% with no significant difference between the two subjects (prior year attendance had been maths 76% and English 77%). Governors sought confirmation on whether attendance excluding maths and English was at target; it was noted to be slightly below even when this was removed from the calculation. However, the meeting commended the fact that the gap between overall attendance and English/ maths attendance had closed compared with the prior year.

Progress against target grade: Governors were reminded that more rigorous progress tracking was informing much earlier intervention work with learners. The meeting sought, and was given, assurance that the College was on target to meet the progress targets. AE confirmed that she was confident that the target for 75% to achieve or exceed their target grade would be met but was slightly less so on the target of 50% exceeding their target grade. The meeting discussed the importance of this KPI for the College to secure a positive value-add score. The Principal reminded the meeting of the variations in value-added performance between curriculum areas; Sport were underperforming. The gender difference was discussed with governors noting that boys were performing less well in value-add scores. Governors were given assurance that the issues around value-added were reflected in the College QIP and an action plan was in place to secure improvement and consistency across all areas of the curriculum at BCA. NP (Staff Governor) gave the meeting an update on how the College was using the ALIS and ALPS systems in setting target grades for learners. The meeting noted that all learners would receive a 'period 3' check on their progress against target grade before the Easter break; any required targeted intervention would then be put in place straight after Easter. Governors sought confirmation on how the progress data was fed-back to learners; this information was confirmed as being on the front page of each learner's Individualised Learning Plan (ILP). The Principal also confirmed that the College performance management system for teaching staff took account of how well learners performed against their ILPs and target grades. AE informed the meeting that training was being undertaken on an ongoing basis with teaching staff to improve the setting of 'smart' targets. Governors suggested that the ILP could be amended to provide a reflective document of students' achievements and progress which would help their future employability. ***The idea of using the Google documents system to create a portable document for learners to take with them when progressing from BCA was discussed and would be considered further by the College e-learning team.***
The Academic Report was RECEIVED

47/17 Finance Report

- **Finance Director's Report**

The meeting noted the report from the Finance Director (FD) which summarised progress in all areas under his control and highlighted the main areas for focus going forward.

Internal audit: Eight reviews had been completed by the College internal auditors ICCA to date during 2016/17: learner records (substantial assurance), Financial controls/ payroll (substantial) management accounts (substantial assurance), High Needs and ALS funding (substantial), procurement policies (reasonable), safeguarding (assurance level to be announced), Higher Education (assurance to be announced) and support costs (a benchmarking advisory review only with no assurance grade). The members of the Audit Committee confirmed that ICCA continued to add considerable value to the College with their helpful insights and recommendations.

The Finance Director's report was NOTED.

- **College Management Accounts: February 2017**

The meeting was reminded that a comprehensive reforecast for 2016/17 and 2017/18 had been presented at the last meeting. Governors discussed the error with the points calculation on the spreadsheet (which had been advised to all Governors since the last meeting); this meant that the current expectation was that the College would be graded 'inadequate' for the current year, as opposed to 'satisfactory'. The FD confirmed that this had been discussed with the SFA and that there was no change to the predicted surplus for 2016/17 of £129,000 and 2017/18 of £180,000 (figures after reforecast).

The FD presented the Management Accounts to 28 February 2017. The meeting discussed the highlights including the fact that the Year to date operating surplus was £165K, which was £1,000 below the reforecast. Members noted that: income was £23K more than reforecast; pay costs were £28K less; and non-pay costs were £50K more. Explanations of the main variances were noted in the management accounts commentary. Governors were given assurance that the College had passed all the bank covenant tests based on the 12 months to February 2017. As previously noted, the SFA calculated Financial Health grade (inadequate) was in line with the reforecast but the points were slightly lower (100 not 110). This was due to a larger overdraft than expected; this would be reversed in March 2017.

The meeting noted the dashboard of financial and HR key performance indicators which accompanied the management accounts on a monthly basis and a detailed cash-flow forecast. This showed that the College would remain well within the overdraft facility to the end of July 2018. Governors were reminded that the current overdraft limit was £950,000; this would revert back to £200,000 on 31 May 2017. The meeting was pleased to note that the FD had already secured agreement from the College bankers around the need for an overdraft in spring 2018 to cover the tight cash-flow period that was experienced each year from February to May.

The February 2017 management accounts were RECEIVED.

- **SFA Financial Health Letter**

The meeting was pleased to note a letter from the SFA which confirmed that following review of the College's financial statements for the year ending 31 July 2016 the College's grade for financial health 2015/16 was 'satisfactory'.

The SFA letter was RECEIVED.

- **Financial Recovery Plan**

The meeting noted the Financial Recovery Plan which was now a standing item on the Corporation agenda to enable governors to monitor progress against the Recovery Plan. It was noted that this was now largely rated amber or green for progress.

The Financial Recovery Plan was NOTED

- **Board Assurance Report/ Risk Register**

The meeting considered the updated Board Assurance Report/ Risk Register. There had been no change since last reviewed.

The Board Assurance Report was RECEIVED and APPROVED

48/17 Applications 2017/18

The meeting considered applications by curriculum area at 17th March 2017 compared with the same point in the prior year. Applications were currently at 1,168 compared with 1,124 at the same point in the prior year; it was confirmed that there was a broad spread across departments. The meeting considered the curriculum areas which were behind compared with the prior year: Equine, Foundation, Land, Media and Science. The meeting was reminded that there was another Open Evening scheduled for Wednesday 7th May and marketing would continue. Governors expressed surprise at the shortfall in Media applications but it was noted that the schools were very competitive in this curriculum area. The Principal confirmed that there was no application deadline; applications would be taken all the way up to enrolment. Governors were reminded that any return of a further 1% salary to staff would again be contingent on the enrolment target of 1,550 being hit (1480 retained at the 6 week census point).

The applications report was NOTED

49/17 Health & Safety (H&S) Update

The Principal gave the meeting a verbal update and assurances around this important area. An update written report would be brought to the next Corporation meeting in May 2017.

The H&S Report was RECEIVED.

50/17 Report from Audit Committee

The meeting was given verbal feedback from the Audit Committee meeting which had been held on Friday 17th March 2017. The members of the Audit Committee commended the really useful input from ICCA as internal auditors to the College; their sector knowledge and benchmarking data was continuing to provide real value in the audit process. The meeting discussed the Audit Committee debate about whether it would cost too much for BCA to become 'outstanding' rather than 'good'; this had been a 'devil's advocate' comment from the lead partner at ICCA (SW) to provoke discussion. Corporation Members were adamant that BCA should not curb any ambition for excellence but agreed that considering this further would enable the College to better understand its financial strategy and to focus tight resources where they would make the biggest positive impact.

It was suggested that SW should be invited to attend the Governors' next Strategy Day to facilitate a discussion on BCA's Strategy for Growth and Quality Improvement.

It was NOTED that the Audit Committee minutes from 17/03/17 would be circulated as soon as completed.

ANY OTHER BUSINESS

51/17 Any Other Business

- **Search Committee Recommendation**

The meeting considered a proposal to re-appoint John Petitt as a Governor until 17th December 2017; his current term of office would end in March 2017. The meeting was reminded that JP would be retiring from the Corporation, and his role as Vice-Chair after the December 2017 Corporation.

The meeting APPROVED the proposal to re-appoint John Petitt as a Corporation member at BCA until 17th December 2017.

- **Apprenticeship Update**

In the absence of the Commercial Director, the Principal presented an update report for the in-house delivery of Apprenticeships for BCA during 2016/17. Governors were reminded of the importance of this area of provision which was very much a Government priority for the next few years. The meeting noted details of numbers of apprentices and forecast success rates 2016/17.

The Apprenticeship Report was RECEIVED

It was AGREED that the new Apprenticeship Manager would attend the July Corporation meeting to give the governors a comprehensive update.

There was no other business.

52/17 Date of Next Meeting

The future meetings in 2016/17 were noted as:

- Wednesday 17th May 2017 at 4.30pm
- Wednesday 5th July 2017 at 4.30pm