



Minutes
Meeting of the Corporation
Wednesday 5 July 2017 at 4.30pm
William East Room

PART 1

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

[The Governors had a pre-meeting which was not formally minuted but the Chair asserted the need for ongoing challenge from Governors as 'critical friends' to be a focus moving forward. The meeting agreed that there was a lot of anecdotal evidence to demonstrate the deterioration in the financial and qualitative performance of colleges that could occur if Governing Bodies became complacent and over-reliant on key personnel. Governors agreed to have a 5 minute session at the end of the meeting for them to review how well the meeting had gone and how effectively they had challenged the SLT.]

80/17 Chair's Welcome

The Chair and the other governors welcomed Neil Dew-Gosling, Daniela Shanly and Ian Thomson to their first Corporation meeting since they were formally appointed to the BCA Corporation in May 2017.

81/17 Apologies

Apologies had been received from Samantha Kilgour (SK), Bryn Aldred (student governor), Dave Snowden and Richard Munday. The Chair reminded the meeting that SK would be leaving the Governing Body at the end of her current term of office (9th July 2017); in her absence, the meeting thanked Sam for her commitment and contribution to BCA over the last 4 years.

It was AGREED that the Clerk would send SK a gesture of thanks from the College for her service as a Governor.

82/17 Notification of any other business

The Principal informed the meeting that she had an item to report around a recent ESFA survey on building cladding.
 There was no other business.

83/17 Notification of Members interests

There were no interests notified.

84/17 Minutes of the meeting held on 17 May 2017

The meeting went through the minutes in detail and they were subsequently approved and signed by the Chairman as a correct record.

85/17 Matters Arising

- **Link Governor Apprenticeships** (*minute 72/17, page 9*). The Clerk confirmed that a new Link Governor for Apprenticeships would be sought in the autumn term following the end of SK's membership of the Corporation.

NOTED

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

ITEMS FOR DECISION**86/17 Governance**

- **Draft Meeting Timetable 2017/18**

The meeting noted the proposed Corporation and Committee meeting schedule for 2017/18. The Clerk asked members to notify her of any non-availability to enable dates to be finalised. The dates for the strategy days in 2017/18 would be agreed in September 2017 and confirmed by the end of the autumn term. The Clerk informed the meeting that she would send 'Outlook Calendar' invitations for the meetings to all attendees to enable them to schedule their electronic diaries.

The meeting timetable 2017/18 was AGREED, all Governors to notify the Clerk of any non-availability for meetings by 21 July 2017.

- **Student Governors' Report**

The Student Governor (GG) informed the meeting that the student governors had met with the Executive Team earlier in the day to take forward improvements to the way the Student Council and the formal Student Voice processes at BCA were organised. For 2017/18 there would be an earlier election of Student Governors to maximise their input (for 2018/19 this would include a June election); more frequent student council meetings to aid communication; and the introduction of suggestion boxes to get student feedback. The Governors thanked GG for his input as student governor during 2016/17 they wished him well in his future university studies.

The meeting NOTED the Student Governor feedback and thanked the Student Governors for their input and contribution over the last year.

- **Link Governor Feedback**

Governors updated the meeting on recent Link Governor activity that they had undertaken. This had included Link Governor visits, attending the College led Agricultural Forum meetings and attendance at end of term events including the recent Student Graduation events for FE and HE learners. FP gave the meeting an update on his recent Link Governor visits to Sport and Motor Vehicle. PG informed the meeting that she had recently met with the Human Resources team and was really impressed with the professionalism of the HR Team and the increased offering for staff in terms of the following: a regular HR newsletter; an occupational health service available to all staff; and better tracking of holiday and staff absence.

The Link Governors' Feedback was NOTED.

- **Finance Regulations**

The meeting considered an updated version of the BCA Finance Regulations and an annex which clearly showed the levels of delegated authorisation in relation to the different categories of expenditure. It was confirmed that this revision had been based on sector good practice but no major changes had been made compared with the College's previous Finance Regulations. The meeting noted that this document had been considered in detail by the Audit Committee in June 2017 who had suggested several revisions; these were confirmed as now included in the draft as presented.

The revised Finance Regulations were APPROVED as recommended by the Audit Committee.

87/17 Budget 2017/18 and Plan Year 2018/19

In the absence of the Finance Director, the Principal presented the budget 2017/18 and financial plan 2018/19 along with a full commentary. It was noted that as in the prior year, the budgeting model had been constructed based on the College curriculum planning model. It also linked to the ESFA schedules to enable any amendments to flow-through and show any resulting change to the Financial Health category. The meeting noted that the Budget pack had been reviewed in detail when the FD met governor NDG on 30 June as the Link Governor for Finance; this meeting had included a focus on the key risks underlying the budget and financial plan.

- **Year-to-date performance and full year forecast**

In the absence of the Finance Director the Principal informed the meeting that the forecast 2016/17 was as presented in the May 2017 management accounts and had not varied for the last few months. The full year forecast operating surplus was £129k on turnover of £12.570m.

- **College Budget 2017/18 and Plan 2018/19**

The meeting considered the budget and supporting commentary for 2017/18 which clearly outlined the rigour of the budget process and the underlying assumptions. The meeting considered the following documents for the four years from 2015/16 to 2018/19: Statement of Comprehensive income; Balance Sheet; Cash-flow statement; Sensitivities; and Statement of Ratio analysis and Financial Health Grade.

Statement of Comprehensive Income:

Members noted that the budget 2017/18 showed projected income of £12.839m and an operating surplus of £194,000 at year-end. Members sought, and were given, assurance that the budget for income and pay expenditure had been constructed using the very comprehensive College Curriculum Plan which had proved accurate during 2015/16 and 2016/17. The meeting noted that the projected total income figure would rise to £13.011m by the end of the two year period with an operating surplus of £165,000 in 2018/19. The reduction in surplus for 2018/19 was due to the LGPS lump-sum repayments which were being requested by the LGPS Fund Manager. Governors sought and were given confirmation that this was a realistic financial plan and had been subjected to detailed sensitivity analysis; GM confirmed that this was required within the SFA template for the budget and financial plan. The meeting had a lengthy discussion around High Needs Learners and the contribution that they made to income at BCA. Governors sought and were given additional clarification around the impact of holistic Education and Health Care Plans (EHCPs) which were drawn up for high needs learners by their local authority. Other key points were noted:

- ESFA income in 2017/18 had been taken from confirmed allocations; there was no increase in ESFA agency income assumed in 2018/19.

- The budget included an increase in 16-18 and 19+ apprenticeships in 2017/18 followed by a further increase in 2018/19.
- Staff costs as a percentage of income were expected to rise to 65.3% in 2017/18 (compared with 65.0% in the current year) due to increased pension and NI contributions.
- Non-pay costs were forecast to be £11,000 lower in 2017/18 than in the current year.
- Teaching staff pay costs based on curriculum planning model. All pay costs included higher pension contributions and a 1% salary increase in both years as repayment of the remaining 2% deduction (or 4% for SLT). However, the Principal confirmed that this pay increase of 1% would only be given to staff if enrolment targets for 2017/18 were met; otherwise it would be unaffordable. Governors sought clarity on the cost of a 1% salary increase; this was highlighted as circa £65,000 per annum.
- A detailed line-by-line review of all non-pay costs had been carried out by the Finance Director and budget holders.

Balance Sheet:

The meeting considered the Balance Sheet over the three year period and it was noted that the FRS17 Pension Liability had only been increased by the value of the annual charge in the two budget years.

Key points noted were:

- The Fixed Asset additions were assumed to be £270k in each of the years which was in line with purchases in 2016/17.
- Current assets remained largely constant throughout the two year period.
- The profile of the College's loan repayments had improved significantly during the last few years following the restructuring of debt in November 2015. This would mean that current liabilities would be much lower in July 2018 at £1.4m compared with £6.6m at July 2015.
- No movement in the FRS17 pension liability had been included; the confirmed liability would be notified in late August each year.

Cash Flow:

The meeting considered the cash-flow statement over the three year period and noted the following key points:

- Underlying cash flow was expected to be positive in 2017/18 (£208,000) and 2018/19 (£168,000). Cash-flow forecasts included all non-operating income and costs/payments referred to in Statement of Comprehensive Income and Balance Sheet sections above.
- The in-year phasing was based largely on historical data.

The meeting was given full assurance that careful management would mitigate any risk around the tight cash-flow pinch points during spring 2018; the meeting was reminded that these occurred due to the phasing of SFA income payments. Governors were pleased to note that the FD had already negotiated an overdraft facility with Lloyds bank to cover the tight period in spring 2018.

Ratio Analysis and Financial Health:

The meeting noted a summary of all ratios and financial health grades used in the ESFA financial forecast model. Governors were pleased to note improvements in ratios over the two years of the 2017/18 budget and 2018/19 plan. The College was predicted to return to a 'satisfactory' health grade in 2017/18 and maintain this into 2018/19. Governors were reminded that the BCA Financial Health Grade for 2015/16 had been moderated to 'satisfactory' from 'inadequate' by the SFA; management were hopeful that this would also occur in 2016/17 as the College's financial position had improved further. The Principal assured the meeting that the budget was prudent and based on what the SLT knew at the moment. However, she reminded Governors that the FE sector and future funding continued

to be very uncertain. It was noted that the budget 2017/18 would be reviewed in autumn 2017 after the first six weeks of term when the final enrolment for the year was confirmed and HE recruitment was known. Governors noted all the detailed calculations and worksheets which supported the budget presentation and the SFA Financial Health calculation. The Vice-Chair (JP) highlighted the fact that the College budget as presented meant that BCA did not meet any of the FE Commissioner's 'Sector Financial Objectives' which were shown on page 1 of the commentary. Whilst this was unavoidable he suggested that the Corporation needed to note this and the narrative should acknowledge it.

The meeting noted the Annex A Financial Planning Checklist issued by the SFA and agreed that the budgeting process as undertaken for 2017/18 met the criteria within the checklist. The FD had undertaken a very thorough process and his narrative report was commended.

The Governors NOTED the Financial Planning Checklist for the budgeting process. The Budget 2017/18 and Plan 2018/19 were APPROVED.

88/17 Risk Register/ Board Assurance Framework

The meeting considered the Board Assurance Framework which clearly detailed the key strategic risks against the four strategic priorities for BCA. Governors noted that this document had been discussed in detail at the recent Audit Committee meeting (21 June 2017). As a result of these discussions Audit Committee members had asked the Senior Leadership Team (SLT) to review the BCA Risk Register to ensure that it was not overly optimistic in terms of the effect of mitigation. It was also agreed that areas of risk highlighted in the external audit plan 2016/17 should be cross-checked for inclusion on the College Risk Register/ Board Assurance Framework. The Principal confirmed that this work had been undertaken and built into the document now presented to Governors. The following updates had been made post Audit Committee; all areas of risk highlighted in the external audit 2016/17 plan and internal audit plan 2017/18 had been included; the impact of mitigation had been reviewed by the SLT to ensure that final RAG ratings and scores were not overly optimistic; and the ongoing risk around the LGPS pension scheme deficit had been added.

The meeting discussed the following key risks which were currently rated as 'red' and the ongoing mitigation that was being provided against their crystallisation:

Risk 1 'Failure to Retain independent Status' (Risk score of 20 'red' after mitigation): The Principal asserted the need to keep this risk as 'red' even though the planning application for the care village had been approved in principle by the recent RBWM Planning Panel. Governors agreed that there was still a great deal of uncertainty about the final outcome of the planning application which necessitated a high risk score around possible 'forced' merger.

Risk 2 'LGPS deficit expected to be significant' (Risk score of 20 'red' after mitigation): This had been added as a new risk. The meeting was reminded that this risk was essentially outside the control of the College but governors were given assurance that College management were doing all possible to mitigate the increases and any future demands for 'top-up' payments. The FD was working with other local FE College Finance Directors to meet local pension fund managers to gain additional clarity on the College's long-term exposure, to challenge the actuarial assumptions and to minimise any actual short-term financial impact on the College. Governors were reminded that the LGPS financial liability was not included when the ESFA calculated the financial health of colleges.

Risk 6 'Insufficient capital investment in the listed assets, specifically the mansion house' (Risk score of 15 'amber' after mitigation): The ongoing risk around the ongoing cost of maintaining the listed heritage assets – specifically Hall Place mansion – was discussed by

the meeting. The meeting accepted the positive move towards securing the planning permission for the Care Village on site at BCA following the approval of the application by the RBWM Planning Panel. However, Governors agreed that securing the requisite funding for the future maintenance of the heritage assets was still very uncertain following the referral of the application to the Secretary of State for Communities and Local Government (DCLG). The Principal highlighted the recent discussions with the ESFA and the possibility of securing some funding from the FE Commissioners Transaction Unit; more would be known about the viability of this option after the FE Commissioner's visit to BCA in August 2017. ***The meeting AGREED that the Governors should be given additional information moving forward about the costs involved in running the BCA estate and the buildings; any diversion of expenditure would directly affect learners so should be a major focus for Governors. Staff Governors (JR and SR) highlighted the work done within the college on the annual audit of furniture and the cost of office moves as well as space utilisation.***

Risk 8 'Insufficiently developed succession planning/ staff retention strategies (Risk score of 20 'red' after mitigation): The Principal informed the meeting that she was very aware that the tight control of expenditure over the last 3 years now meant that staff were all stretched and that some senior staff had not had more than 2% returned following the 4% (or 6% for SLT members) pay cut applied cross-college in January 2014. Governors were assured that the budget 2017/18 included a cross-college pay increase of 1%, but this was predicated on the enrolment target of 1500 being achieved. Staff Governors confirmed that all staff understood the importance of the enrolment target being achieved and that there was ongoing transparency around any pay increase being based on securing target learner numbers. The meeting noted recent CPD and management training programmes which had been run in-house to ensure that staff succession planning and the opportunity for internal promotion was catered for. The FD reminded the meeting of all the recent initiatives put in place by the HR team which did not cost the College a lot of money but provided benefits for staff, e.g. social events, pension and finance advice, access to counselling services, and a range of different sports and activity taster sessions.

Governors agreed that the Risk Register was a vitally important document for the Corporation to monitor closely on an ongoing basis as it was crucial to the successful operation and strategic direction of the College. The meeting agreed that the Board Assurance Framework/ Risk Register should be considered in detail at every future Corporation meeting as it provided a useful framework for assurance and challenge. AT suggested that the impact of the GDPR regulations around Freedom of Information - which would come into force in April 2018 - should be added to the Risk Register. JP challenged on the 'green' risk rating and score of 10 which was assigned to Risk 13 'Safeguarding and Health & Safety'. The Principal assured the meeting that the College H&S Manager provided a very strong sense of assurance for the SLT as she was very knowledgeable and thorough in her role. Since her appointment there had been a step-change in H&S Management at BCA which was now embedded throughout the organisation. However, governors felt that the considerable potential for 'unforeseen H&S incidents' warranted an 'amber' risk rating and a higher score post-mitigation. NP (Staff Governor) suggested that all the recent work around the re-siting of the students Coach Park on campus should be included in the narrative to demonstrate Safeguarding action.

The Board Assurance Framework/ Risk Register was RECEIVED.

It was AGREED that:

- i) Consideration of the Risk Register / Board Assurance Framework should be a standing item at all future meetings of the Corporation.***

ii) The Risk Register should be reviewed in September in relation to GDPR and the 'green' rating for Health and Safety and brought to the first Audit Committee meeting of 2017/ 18 for review.

iii) In order to validate the Risk Register it should be subjected to external review during 2017/18

ITEMS FOR INFORMATION

89/17 Principal's Report

This item was taken as read as it had been circulated by e-mail earlier in the month; all items for action were included elsewhere on the agenda.

NOTED

90/17 Academic Report

• **Post Ofsted Action Plan**

The meeting noted the detailed Post Ofsted Action Plan (POAP) which had been drawn up to reflect the quality improvement required by the Ofsted inspection. This document was now presented as a one-page dashboard of progress against the three key priorities within the POAP: apprenticeship provision; quality of teaching, learning and assessment in GCSE maths; and stretch and challenge. The meeting commended the progress made against each of these during 2016/17 and noted that final grades were currently being input to the College MIS system so an update would be provided in September 2017. The meeting discussed the changes to the management of English and maths which had been put in place for 2017/18; there would be a Head of Department for each of English and maths which would provide a strong focus on securing ongoing improvement. Governors challenged the SLT on whether an 'amber' grading for TL&A in GCSE maths was appropriate and the principal explained the rationale for this assessment which would be confirmed once the year-end success rates were confirmed.

• **In-Year Performance 2016/17**

The meeting considered the report which was presented by the Vice Principal Curriculum and Students. Governors were pleased to note the increase in overall attendance during 2016/17 which was at 89.7% compared with 86.2% in the prior year. There had also been an increase secured in attendance at English and maths which were now at 85.8% and 85.2% respectively (79.5% and 77% in prior year). The meeting also noted the retention rate of 92.5%. Governors considered data which outlined progress by gender and level at May 2017; the gender gap had closed to circa 4% compared with the 9% difference in 2015/16 (with boys lagging behind girls). The meeting noted benchmark data from other land-based colleges for maths and English progress in 2015/16 and was pleased to note the positive residual for BCA on English; all other colleges listed were showing negative progress. The mid-point table position for BCA in maths progress was also noted; the focus on improving maths success had already been discussed within the Post Ofsted Action Plan. Governors sought, and were given, additional clarification on the ongoing challenges around securing success in maths; this included the constraint of trying to deliver maths in 2 or 3 hours a week for one year when learners had already failed to achieve after 11 years in school where more time was allocated to English and maths.

- **Apprenticeships Update**

The meeting noted the current overall (74%) and timely (74%) success rates for 2016/17; this was a considerable improvement on the prior year (when timely had been 38.8%). AG confirmed that the year-end predicted timely success was still holding at 74%.

2016/17 Quality Improvements: Governors were reminded that the key areas for improvement in apprenticeships had been identified as:

- Timely and robust completion of Progress reviews
- Narrow the lines of communication within the curriculum, assessor and employer team.

Progress against both of these areas of improvement was noted. It was noted that the College's internal auditors ICCA had just undertaken a review of apprenticeship provision at BCA and had concluded that there had been considerable progress in-year since the College took the provision back in house. The meeting was pleased to note that these findings validated the Corporation's decision to commit additional funding to apprenticeship provision during 2016/17. It was noted that the ICCA report included 3 recommendations on reporting to governors to give them clarity and additional assurance on apprenticeships performance. These were to provide the Corporation with: targets for enrolment; tangible results from tele-marketing; and performance compared with the funding allocation (as submitted to the ESFA). ICCA had also recommended that the College Apprenticeship Strategy should be brought to the Corporation for review in the autumn of 2017.

The meeting noted the enrolments against target for 2016/17 and governors commended the increase to 122 apprentices compared with 103 in the prior year. The tangible results from tele-marketing during 2016/17 were also noted. NDG sought clarity on why Business and Administration was not included in the tele-marketing data and it was noted that this was not yet seen as a financially viable option to run separately. Governors noted that BCA was collaborating with East Berks College and passing on requests for Business and Admin apprentices in exchange for receiving referrals from EBC for Horticulture apprentice requests.

Governors sought clarification on whether the apprenticeship provision would make a bottom line contribution to profit in 2016/17 and noted that a break-even position was forecast to be reached during 2017/18 with a move to profit after that.

- **Higher Education Update**

Applications: The meeting noted the standing HE Update report. The overall HE enrolment target for 2017 was 44 and the College had received 65 applications via UCAS to date. The meeting noted that a decision had now been taken to not offer the FdSc Equine Entrepreneurship as there was low uptake.

Partnerships: The meeting was pleased to note that the Royal Agricultural University (RAU) had now formally confirmed validation of the BSc (Hons) Veterinary Physiotherapy.

The meeting noted that the formal report on the University of Reading Partnership Meeting held at BCA in April had now been released and the findings were positive about its College partnerships. Governors were informed that Bucks New University was still in the throes of re-structuring exercise. There had been no further development in connection with BCA's potential involvement in BNU's development of a Police Degree Apprenticeship and it had been advised that this position was unlikely to change until the restructure was complete. Governors noted that BNU had opened a new "Human Performance, Exercise & Wellbeing Centre" at Bucks and there had been some positive interest in the development of an Outdoor Education HE programme. BCA would explore this option further with the potential to develop for 2019/20 or 2018/19.

Higher/Degree Apprenticeships: The meeting noted that the National Land-Based College had issued a statement at the beginning of June, confirming that: *‘There is much enthusiasm and opportunity within the land based sector for the development of higher and degree apprenticeships. There is also a willingness to develop collaborations between industry and the network of specialist land based colleges and HEIs.’* Governors noted that this would provide another opportunity to explore the ‘conversion’ of the Equine Entrepreneurship FdSc into a Level 5 / Foundation Degree Apprenticeship.

QAA Inspection: Governors were reminded that HEFCE had advised that the QAA Quality Review Visit (QRV) which would inspect HE provision at BCA would take place during week commencing 9th October 2017. This would be a ‘light touch’ inspection comprising a desk based review of published metrics and a ‘reduced’ submission from the HE provider (a maximum of 40 pages plus no more than 100 pieces of supporting evidence), followed by a shorter one or two day QRV. It was noted that the VPC&S (AE) would be the College’s quality nominee for the QRV visit supported by the Head of HE and the Link Governor for HE (PG). Governors noted that the College’s written submission would be prepared over the summer and would be submitted to HEFCE to meet the deadline of 22nd September. The draft submission would be brought to the Corporation meeting in September before it was sent to HEFCE. It was also noted that the Governing Body review of the formal BCA Higher Education strategy document for 2017-20 would now also take place at the September Corporation meeting, as the pre-QRV submission may influence strategy moving forward.

The Academic Report was RECEIVED.

91/17 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.

EFA and SFA funding: It was noted that monthly reviews of SFA performance to monitor performance against the SFA allocation (19+) were in place. The College was currently £47,000 below the full year allocation but the meeting was assured that this gap would be closed before the year end.

Overdraft facility: It was noted that the overdraft limit had reverted back to £200,000 at the end of May 2017. Governors were pleased to note that Lloyds had already confirmed that they would provide a £650,000 facility throughout spring 2018 when the phasing of ESFA income was lower.

Internal audit: Governors noted that two internal audit reviews (from ICCA) had been published since the last Corporation meeting. These had been discussed in detail at the Audit Committee meeting in June 2017 but a summary of findings was as follows:

Report	Grading			Recommendations			
	Design	Application	Assurance	High	Medium	Low	Advisory
Learner records/funding	Good	Adequate	Substantial	0	1	2	0
Follow up of previous recommendations	N/A	N/A	Substantial	0	0	0	0

Pension deficit repayments: Governors noted that the College had been asked to make additional payments of £165,000 towards the Royal Borough of Windsor and Maidenhead’s LGPS deficit in the local authority’s 2018/19 financial year and £380,000 in 2019/20, in addition to normal contributions. As previously noted, the FD (RM) was doing all he could to

understand the rationale for and to limit these payments; he would be meeting with the Pension Fund Manager on 27 July to follow up on the initial meeting held in March 2017.

The FD's report was NOTED.

- **College Management Accounts: May 2017**

The meeting took the Management Accounts to 31 May 2017 as read. The meeting had already discussed the year-to-date performance and full-year forecast under consideration of the Budget 2017/18. Governors were reminded that the forecast surplus for 2016/17 was £129,000 which was in line with the mid-year reforecast but £54,000 below the budget as a direct consequence of investment in apprenticeships and marketing approved by the Corporation in autumn 2016. The confirmed operating surplus year-to-date (May 2017 management accounts) was at £345,000 which was exactly in line with the revised forecast. Governors sought, and were given assurance that the College was on track to meet the year-end forecast. The meeting considered the explanations of the main variances which were in the narrative to the accounts and noted that the College had passed all the bank covenant tests based on the 12 months to May 2017. Governors also noted that the College's ESFA Financial Health grade was 'satisfactory' compared to 'inadequate' in the reforecast but the performance based on the ratios was in fact only marginally better than expected. It was noted that circulation of the management accounts for June 2017 would be delayed due to annual leave in the Finance Department; these would be sent to Governors in early August.

The meeting considered the most recent cash flow forecast to the end of July 2018 which was included in the management accounts pack; this showed that the College remained well within the overdraft facility. Governors noted that the year-end balance 2016/17 was expected to be £145K as opposed to £104K as shown in the reforecast.

The meeting noted the dashboard of financial key performance indicators, the Human Resources KPI dashboard and a detailed Quality Dashboard which accompanied the management accounts on a monthly basis. Governors commended this comprehensive pack of information which gave them a good overview of all aspects of BCA's performance on a monthly basis. Governors noted that the HR Dashboard now separated out 'career progression' as a reason for leaving BCA; the SLT had instigated this as they had identified a possible challenge around internal promotion in a smaller college such as BCA.

The May 2017 management accounts were RECEIVED.

92/17 Learner Numbers 2017/18: Applications

The meeting noted the most recent applications report for 2017/18 enrolment as at 27th June 2017. The report stated that the number of applications was currently at 1,521 compared with 1,508 at the same point in the prior year; it was confirmed that there was a broad spread across departments. The only departments which were lagging behind prior year were Floristry, Equine Land and Science. The forecast enrolment including year 2 returners and the prior year conversion factor was also noted. Curriculum areas forecast to be below target were; Floristry, Land, Science and Sport. Governors were informed that most of the secondary schools in RBWM were now offering a BTEC in Sport alongside A levels so competition was fierce. The meeting was reminded that the target enrolment for 2017/18 was 1,510. Governors sought additional clarification on the percentage of BCA provision that was now land-based; this was noted as approximately 50% in terms of learner numbers. Governors sought additional explanation on how the financial viability of a course was established when numbers were low; the Principal reminded the meeting of the comprehensive curriculum planning process and the use of the software package 'Forecast' which enabled the SLT to make informed decisions about class sizes and viability. As

previously discussed this course costing work was closely linked to the financial planning process within the College.

The applications update was RECEIVED

93/17 Health & Safety Update

Governors received the standing H&S update and noted that there had been one RIDDOR reportable accident in the last quarter; which was a fall and broken wrist. There had been 157 incidents reported to date during 2016/17. The meeting noted the recent launch of the 'Run, Hide, Tell' initiative with learners and staff; this outlined the procedure to follow if there was a threat to life on campus. Governors were pleased to note that a third defibrillator was now available at the Skills Centre; this would serve the north end of the campus. FP sought clarification on whether staff reported 'near misses' in terms of H&S incidents; it was noted that the Equine department and several other areas of high risk kept a full log of 'near misses'. Governors sought, and were given, confirmation that the annual H&S report would be brought to the September 2017 Corporation meeting.

The Health and Safety update was NOTED.

94/17 Feedback from Audit Committee, 21 June 2017

The Clerk informed the meeting that the minutes from this meeting would be circulated as soon as they had been finalised and cleared in draft format by the Committee Chair.

The minutes of the Audit Committee meeting would be circulated as soon as finalised.

95/17 Date of Next Meeting

- Wednesday 20th September 2017 at 4.30pm.

NOTED

96/17 Any Other Business

ESFA Survey on FE College's Building Cladding: The Principal informed the meeting that following the fire at the Grenfell Tower all colleges had been required to survey their buildings to provide details of any cladding. BCA had submitted a nil return as the Sports Hall cladding had been tested and was not the type of cladding that was a cause for concern.

NOTED

There was no other business. The meeting closed at 7.00pm.