



Minutes
Meeting of the Corporation
Wednesday 8 February 2017 at 4.30pm
William East Room

PART 1

Present:	Pippa Goodwin (<i>Chair</i>)	Frank Pitkin
	George Garbett	Neil Prior
	Samantha Kilgour	Janet Robertson
	Gillian May (<i>Principal</i>)	Sylwester Rzeminski
	John Pettitt	Dave Snowden
		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:	Gareth Osborn	
	Amanda Gee	<i>Commercial Director</i>

The formal meeting was preceded by a presentation from Keith Hardee, lecturer PS and three learners who were participating in the recently launched Duke of Edinburgh Scheme at BCA. Governors asked the learners what the benefits were of participating and were told that: it had developed their interpersonal skills; enabled them to meet a great group of friends; and opened up a new range of activities which had led to them developing new skills. Destinations for two of the learners were noted as the RAF and joining the Royal Military Police on an Officer training scheme. Governors commended the work which had been done over the last academic year and challenged KH on what would be done to drive this opportunity across College. KH informed the meeting that BCA would become a direct licence holder for the DofE Scheme from September 2017 so would be able to offer 28 places on the Bronze Award during the next academic year; this would enable it to be rolled out across College. Governors spoke from their perspective as employers and asserted the value of the scheme in increasing young people's employability.

10/17 Chair's Welcome

Pippa Goodwin opened the meeting as Chair.

11/17 Apologies

Apologies had been received from Gareth Osborn and Amanda Gee. John Pettitt would be arriving just after the start of the meeting.

12/17 Notification of any other business

The Chair asked the SLT to pass on congratulations to the HR Department for the recently issues Staff Newsletter; this was a great resource for staff and provided an interesting insight for governors.

There was no other business.

13/17 Notification of Members interests

There were no interests notified.

14/17 Minutes of the meeting held on 7 December 2016

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

15/17 Matters Arising

- ***Solutions Lab Funding*** (Minute 123/16, page 2)

The meeting noted that the funding from the LEP for the Solution Lab project had now been deferred until the outcome of the Land-based Area Review was known.

NOTED

- ***Standard Press Response*** (Minute 126/16, page 3)

Governors were assured that this was now a working document and was being taken to SLT for approval before it was brought to the Corporation in March 2017.

NOTED

- ***Underperformance of Looked After Children*** (minute 129/16, page 6)

The Chair sought, and was given confirmation that the action plan for underperformance in this sub-group of students was being implemented. The Principal confirmed that the performance of LAC learners was being picked up by senior SLT links with HODs and checked on a weekly basis.

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

GOVERNANCE ISSUES

16/17 Student Voice Report

The Student Governor (GG) gave the meeting a verbal update on current issues within the student body. These included: a concern that he felt any proposed merger should not be to the detriment of SEN learners at BCA. GG expressed the worry about the loss potential loss of local autonomy if BCA merged. He was given assurance by the governors and the SLT that any merger would ensure that there were long-term safeguards in place around the College's SEN provision.

The meeting NOTED that the Student Governor report would be a standing agenda item at the start of each Corporation meeting

ITEMS FOR APPROVAL

17/17 Budget 2016/17 and Plan Year 2017/18 Reforecast

The meeting noted a comprehensive Budget re-forecast from the Finance Director (FD). The FD informed the meeting that the revised forecast for the current year was based on four months actuals (i.e. up to and including November 2016) and then eight months forecast, and has been prepared using the fully-encompassing excel model that was built in 2015. The income and expenditure account, balance sheet and cash flow forecast had all been updated and the new figures will be applied for variance-reporting purposes from the February 2017 management accounts onwards. Governors were reminded that as previously advised the operating surplus was forecast to be lower than the £183K shown in the budget. The net effects of all

the changes would be a reduction in the operating surpluses of £54K for 2016-17 and £209K in 2017-18.

The major changes were noted as follows:

Changes to the income and expenditure accounts 2016-17

- Increased high needs income (more students, recovery of Element 2 costs not expected in the budget).
- Reduced schools, HE and student accommodation income due to lower student numbers/uptake.
- Higher salaries, due to the provision of support for the additional high needs students. Also, higher apprentice-related costs, most of which are offset by a large favourable variance on the 'Activate commission' line following the termination of the sub-contracting arrangement.

2017-18

- Reduced EFA income resulting from lower student numbers in 2016-17 under the lagged funding arrangement.
- Increased high needs income in line with 2016-17.
- Increased pay costs relating the high needs and apprenticeship provision, offset by no Activate commission costs.

The FD highlighted that the most significant change, other than those included in the income and expenditure account list above, would be the reduction in cash at the year ends. This was a result of the removal of capital funds from Forest Bridge School (£380K in budget, which affected both years) and the lower surplus in 2017-18 (£209K). The meeting noted that the SFA health grade would remain at Satisfactory for the two years after the re-forecast but that the number of points in each year (120) is the lowest within that grade. The FD assured the meeting that the SLT would take all efforts to report satisfactory, given that this would be required in order for the Financial Notice of Concern to be removed in the near future. Governors expressed concern at how close to the bottom threshold for 'satisfactory' the College was and sought some additional clarification on how much headroom there would be within the forecast surplus before the College dipped into an inadequate grade. RM clarified that the surplus would need to drop by circa £40,000 to make the college score dip below 120; this was not seen as likely at this stage and the SLT would remain vigilant to ensure it did not happen. The meeting was also given assurance that tests relating to the bank covenants had been completed prior to the Corporation meeting and that BCA would pass all bank covenants in both years with some headroom. Governors sought, and were given, an update on the current loan position and interest rates that the College was paying.

The re-forecasted Budget 2016/17 and Financial Plan 2017/18 was APPROVED.

18/17 Draft Engagement letter (RSM UK)

The meeting considered a draft engagement letter with the College's external auditors RSM UK LLP for the recent work undertaken on the Bank Covenant Review. This was needed to meet the requirement of the Joint Audit Code of Practice (JACOP). The cost of this mandatory work was noted as being circa £1,500.

The Draft Engagement letter with RSM for the covenant review was APPROVED.

19/17 Contract Variation – Land sale for Care Village to NL Property Ltd.

The Principal asked the meeting to consider and approve changes to the original contract with NL Property for the land for the Care Village development. Details of the changes are minuted in Part 2 of these minutes (at 33/17) due to commercial sensitivity.

The changes to the contract with NL Property were APPROVED as presented.

20/17 Board Assurance Report/ Risk Register

The meeting considered the updated Board Assurance Report/ Risk Register. The only change since last presented was noted as being at Risk 1 'Failure to retain independent status'; the risk now remained at 25 even after the mitigation had been taken into account.

The Board Assurance Report was RECEIVED and APPROVED

21/17 BCA Landbase Ltd.

The meeting considered the annual accounts to 31st July 2016 for BCA Landbase Ltd. The meeting was reminded that BCA Landbase Ltd. had been dormant since 1st August 1998 so there was no requirement to have the accounts audited. The meeting considered and agreed that it would be sensible to keep the dormant company for the foreseeable future. The Clerk, as Company Secretary of BCA Landbase Ltd., informed the meeting that she would submit the annual return and the accounts to Companies House in advance of the deadline of 30th April 2017.

The annual accounts to 31 July 2017 for BCA Landbase Ltd were APPROVED

ITEMS FOR INFORMATION**22/17 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; property and estate; Financial Notice of concern; and land-based area Review. GM highlighted the improved attendance in GCSE since the prior year (87.8% at January 2017 compared with 80.8% in January 2016).

NOTED

23/17 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.

2015/16 Accounts and Finance Record: RM confirmed that the Financial Statements and Finance Record had been submitted to the SFA in the week commencing 19 December.

Internal audit: Four reviews had been completed by the College internal auditors ICCA so far this year – management accounts (substantial assurance), High Needs and ALS funding (substantial), procurement policies (reasonable) and support costs (benchmarking – advisory only). The recent success in securing payment of the element 2 funding for High Needs funding from the 12 different local authorities was commended; this had been an area of concern historically. The meeting noted that Higher Education, learner records and curriculum efficiency would be reviewed over

the next few months. A Safeguarding audit had also been added to the current year's programme. The members of the Audit Committee confirmed that ICCA continued to add considerable value to the College with their helpful insights and recommendations.

Apprenticeships Funding: Governors were pleased to note that the College's recent growth request for apprenticeships (£10,500 in-year) had been successful.

The Finance Director's report was NOTED.

- **College Management Accounts: December 2016**

The FD presented the Management Accounts to 31 December 2016. The meeting discussed the highlights including the fact that the Year to date operating surplus was £285K, which was line with the reforecast, although £22K below the original budget. Members noted that income, pay costs and non-pay costs were all above budget at £105K, £78K and £49K respectively. It was noted that the higher pay costs were directly related to higher High Needs income. The FD confirmed that the College passed all the bank covenant tests based on the 12 months to December 2016. Governors were given assurance that the Financial Health grade (satisfactory) and the points awarded (130) were both in line with budget.

Governors were reminded that the accounts now included a monthly accrual for the estimated FRS17 pension costs as suggested by Governors. 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. The most recent cash flow forecast to end of July 2018 was included in the management accounts pack and showed that the College remains well within the overdraft facility. Governors were reminded that Lloyds had agreed to increase the overdraft facility from £200K to £950K from 1 February to 31 May 2017 which would cover all expected need.

The December 2016 management accounts were 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

- **SFA / EFA Funding Update 2016/17**

The FD presented a paper which outlined the current progress against EFA and SFA targets 2016/17. The FD informed the meeting that there was a potential shortfall against the SFA contract but the College was working to reach the full allocation. Additional short-courses for ALFIE would be added in to the curriculum. The split by classroom learning and Apprenticeships funding was noted.

The report was NOTED.

24/17 Academic Report

- **Performance to date 2016/17**

The meeting noted the academic report and 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 at on main programmes at 96.8% and predicted achievement at 91.9%, (this was based on a 'best-case' pass rate of 95%). Governors were given assurance that tighter and more realistic progress tracking was informing much earlier intervention work in all areas. It was noted that this was proving more challenging in curriculum areas that rely on end point exams but formative assessment for these groups had been formalised and, where possible, testing was completed in an exam environment under exam conditions. This was helping to better prepare learners and it also gave staff a more realistic measure of how the student was actually performing at that time.

Attendance: Governors noted that attendance for study programmes was currently 91.6% i.e. just below the college target of 92%. 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 87.4% with no significant difference between the two subjects (prior year attendance had been maths 76% and English 77%). Governors sought additional clarification on how this increase had been effected and were informed that it was due to: a new maths team after the staffing had been amended using performance management; a positive buy-in from all vocational curriculum staff that maths and English attendance was crucial (in some cases vocational teachers even took their learners to English and maths classes); a better understanding within the learner cohort of the value of English and maths. VPF&CS assured the meeting that the focus on maths continued to be a high priority for the College. A number of students who were below target in maths were also attending additional lunchtime workshops. The Student Governor (GG) confirmed that learners were now much happier to attend maths classes as the teaching was more engaging. GG also said that moving the delivery to the Skills centre was also seen as positive as the students did not have to leave their vocational area for their maths lessons. VPF&CS told the meeting about the work being undertaken with ETF and Landex to help contextualise maths in the workplace. Work was also being undertaken with employers to make them understand how they could help apprentices develop their maths skills in the workplace.

Progress against target grade: The lack of a positive residual for value added in 2015/16 was noted; governors sought, and were given assurance that this was on the College action plan for 2016/17. Governors were informed that 2015/16 final progress grades indicated that 34% of all students exceeded their target grade; further analysis was underway to identify how the different levels of study contributed to this final figure. The meeting noted that the College target for the percentage of students to achieve or exceed their target grade had been raised from 70% to 75% for 2016/17. VPF&CS explained that in order to ensure that students and staff were aspirational a further measure had been introduced - 50% of all students to exceed rather than just reach their target grades. The meeting was pleased to note that curriculum staff had received training to ensure that the progress against target measures were robust and realistic. Staff were now entering progress against target grades for period 2 and the results would be brought to the next Corporation meeting (14/03/17).

Teaching, learning and assessment: Formal lesson observations were completed in November for all teaching staff and the results were shared with the meeting; 80% green, 16% amber and 4% red. **The Chair asked that future lesson observation reports should contain numbers of learning walks/ observations undertaken to**

give the governors context. The meeting noted that the focus of observations had moved away from judging teacher activity and was now firmly aimed at observing the learning taking place and developing the teacher. Governors challenged the VPC&S that as staff were given prior notification of this observation they should all be 'green'. AE agreed that the expectation should always be that 100% of lessons are rated green but reminded governors that lessons did not always go to plan and could be influenced beyond the control of the teacher. The Principal commented that she would be very suspicious if there were no 'red' observations; the data would not be believable. The meeting was given assurance that all staff who delivered a less than good lesson had been mentored and were being developed to improve. New staff, including those who had taught before, would be put onto a teacher development plan. The individual aspect of the plan was agreed after an initial lesson observation which was completed within the first two weeks by the curriculum Head of Department (HoD). In addition all new teaching staff were offered the support of an 'out of department' mentor and attended the six week Passport to Teach at BCA programme. This is delivered by experienced practitioners and the College Leadership Team (CLT). The college had also introduced a 'take a risk' week to encourage staff to try different methodologies in a safe and supportive environment. Governors were assured that unannounced learning walks would continue throughout the year to monitor day to day practice and to support and develop learning. As external assurance the governors were informed that the recent Landex peer visit and subsequent support days had agreed with SLT judgements.

Work was now being done to examine and evaluate more closely the strengths and areas for development identified in both classroom based learning and practical lessons. Ae highlighted that evidence would be sought to show the progression of skills development between L2 and L3 programmes and between L3 Year 1 and L3 Year 2. The key CPD priorities identified were noted and VPC&S highlighted the need to increase 'stretch and challenge' in classroom delivery by the use of higher order questioning techniques and aspirational expectations. Other CPD areas of focus would be: the development of English and maths skills within the curriculum areas and work placement; evidencing and measuring the impact of PDBW; developing staff confidence to discuss, debate and challenge behaviours i.e. British Values and Prevent. AE confirmed that all curriculum staff continued to attend weekly briefings which were being used to share best practice, to inform and to ensure a consistent quality message. Governors (FP and AT) confirmed the positive feedback on the value of the weekly curriculum briefings that they had received from staff in their link areas.

L3 Btec Award in Education and Training: The meeting noted a scheme of work for this new programme which would be delivered in house to 20 members of staff who are new to teaching and who have successfully completed the Passport to Teach at BCA programme. Teaching will be delivered through 12 weekly sessions comprising 12 x 2 hour theory plus 12 x 1 hour optional supported workshops.

Blended learning: The meeting discussed blended learning and noted that a blended learning element had been added to the Study Programme at Level 2 and Level 3 (year1) which represented 1 and 2 hours per week respectively. Governors were reminded that the aim of blended learning was to develop and improve students' ability to study and work independently; these were key employability skills. The meeting was informed that a 360° review of blended learning would inform development priorities for 2017/18. GG highlighted the need for the College to take account of learners' different styles of learning; he reminded the meeting that it

would be important for kinesthetic learners to be given more opportunities to learn through practical sessions.

Learning support: The meeting was given an update on this important area of work at BCA; the College currently employed over 50 learning coaches to support learning in the classroom and to deliver small intervention workshops. It was noted that the majority of support was for identified students who have recognised additional learning needs. VPC&S informed the meeting that good practice was observed when the support was spread to others within the group and the intense individual support became less as the year progressed; the individual student had gained strategies to develop a greater level of independence and understanding.

Governors noted that there were some outstanding learning coach practitioners within the college but there was a level of inconsistency between departments. With this in mind a developmental programme had been developed for all learning support called 'Passport to Support'. Learning support lesson observations were being completed by the additional learning support department to identify the challenges and training requirements. The areas identified for development were noted as: learning coaches were not always fully integrated into the classroom practice; learning coaches did not always encourage independent learning and were not confident in using questioning techniques to challenge learning and to check understanding; and ILP completion was not consistent. The meeting commended this new initiative and were pleased to note that Passport to Support for all new learning coaches would start at the beginning of March. The meeting noted a presentation (for information) which ensured a basic understanding of additional needs; this would be delivered to participants at the initial training session.

- **Personal Development Behaviour and Welfare (PDBW)**

The meeting noted an update on the 'new' aspect of the Ofsted Common Inspection Framework and the aspects of College and curriculum performance that would be considered within this area.

- **Progress against Quality Improvement Plan 2016/17**

The meeting noted an update on progress against the Quality Improvement Plan 2016/17 with the following key priorities flagged for improvement:

- Increase the proportion of high grades achieved at GCSE maths to at least 40% - 70% students to achieve target grade.
- Improve the level of tracking, support and intervention for apprentices. Increase the frequency of assessor visitors for motor vehicle.
- Improve the stretch and challenge in all lessons to ensure students make good progress across the college and secure high grade outcomes where ever possible.
- Focus on differentiation between theory and practical lessons. Ensure students continue to develop practical skills as they progress between levels and years.
- Evidence and measure impact of PDBW to include understanding of BV and Prevent.

Progress against most of these had been discussed previously when the meeting had considered in-year performance.

The Academic Report was RECEIVED

- **Higher Education (HE) Report**

Applications: The meeting noted the standing HE Update report. Governors were informed that although slightly behind last year in terms of applications for the FdSc Animal Behaviour and Welfare, enrolment targets were set to be achieved for September 2017. The overall HE enrolment target for 2017 was 62 and the College had received 40 applications via UCAS to date.

Partnerships: The meeting noted that the College's new relationship with the Royal Agricultural University (RAU) was now back on track after RAU reservations in relation to the validation of the new Veterinary Physiotherapy BSc(Hons). Governors were informed that following a meeting at the RAU on the 24th January the programme was now progressing through the validation process with the first students due to enrol in September this year. The smooth transfer of the validation of the FdSc ABW from Buckinghamshire New University (Bucks) to the RAU had taken place, attracting positive feedback from students following library trips to the RAU which have been both popular and useful. The meeting was pleased to note that further opportunities to forge closer links with the RAU for both validation and progression, and these will be explored over the coming months. Governors were reminded that the last cohort of Sport students was due to graduate at the end of this academic year; this is now the only Foundation Degree validated by Bucks. However, it was noted that there were other validation and progression opportunities to explore in non-land-based subjects and so the partnership would remain under review.

Website: The meeting noted that the HE pages of the BCA website were refreshed during the latter months of 2016 to present a more 'mature' and self-contained HE image and provide potential HE students with more detailed information about the courses. This was launched on 14th December.

CAWR: The meeting was reminded that Alessio Campanella (HE Lecturer in Animal Management) continues to lead the ongoing development of the BCA Centre for Animal Welfare Research (CAWR) and he currently had three further papers (co-authored following initial student research) in edit for publication. An Annual Animal Welfare Conference for students at RAU partner colleges was proposed last year. This was revisited at the recent meeting with the RAU and it is hoped that the first of these will be hosted by the RAU in June of this year, with hosting to be rotated around partner colleges in following years.

Programme Development: Governors were pleased to note that the RAU was keen to explore validation of HE programmes in land-based subjects closely linked with agriculture, food technology, conservation and countryside. Research was underway for the return of Veterinary Nursing to the HE portfolio; this might require an alternative validating partner as the RAU does not wish to be involved in programmes which require RCVS accreditation. The meeting was reminded that traditional undergraduate programmes in Sport subjects will not be offered in the foreseeable future at BCA as the quantity, quality and commitment of students has shown them to be non-viable. The meeting discussed what might be done and it was noted that switching to a different validating body was unlikely to fix such issues, but an alternative may be to pursue Higher and Degree Apprenticeships. Governors were pleased to note that Higher and Degree Apprenticeships in Public Services were also being investigated.

HE Strategy: The meeting was reminded that HE at BCA was still undergoing 'review & consolidation'; the HE Manager had attended SLT earlier in the day to present her initial thoughts. Governors were assured that a formal HE strategy document for 2017-20 was in the final stage of development and would be published during

February 2017 in advance of the HE audit scheduled for week commencing 13th March. Governors were informed that LANDEX HE representatives were recently invited (16th January) to meet at Moulton College to discuss the potential for Land-Based Higher and Degree Apprenticeships. Considerable interest was expressed and it was agreed in principle that a co-ordinated approach would be required in order to avoid duplication of effort and ensure delivery to yet-to-be-developed 'standards' was achievable by adapting existing provision. The meeting noted that this would be led by the National Land-Based College (UK) and the potential for Degree Apprenticeship provision would be taken into consideration within the overall HE strategy for BCA. Governors sought clarification on what the College ambition should be for HE provision; the Principal asserted that delivery of any agricultural HE qualifications was not possible without an in-house farm. Specialisation around the zoo and animal management would probably be the best option; this would be verified by further analysis by the HE manager. The Principal assured Governors that the HE Strategy would be brought to the next Corporation meeting in March.

The HE Report was RECEIVED

• 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.

2015/16 success rates: The meeting was disappointed to hear that the overall success rate was 62%, which was below the national average (NA) of 72% (all levels all qualifications). The figure for timely success at 39% was also below the 2015/16 NA of 51%. Governors sought additional explanation of the reasons for this poor performance and were informed that it was due to poor English and maths attainment as well as some retention issues caused by withdrawals after poor enrolments. The Principal confirmed that the SLT had now put in place measures to address this issue by bringing the delivery of apprenticeships back in-house. Governors noted that Growth in the land based apprenticeship provision has been steady with the College successfully applying for and receiving additional growth requests. Governors were reminded that BCA had recognised that in order to improve the quality of assessor activity and employer engagement the infrastructure base, training and development required significant improvement.

2016 Quality Improvements: Governors were given assurance that the key areas for improvement had been identified as:

- Improve the tracking and monitoring of apprenticeships in line with students on full-time FE programmes
- Ensure that a programme of personalised intervention supports those at risk of non-timely completion
- Improve the quality of feedback given by assessors in motor vehicle
- Increase the frequency and rigour of assessment visits in motor vehicle

The meeting noted that the successful TUPE transfer from Activate Enterprise of the Motor Vehicle and Horticulture Business Development Manager took effect from 1st November 2016. The College had also now appointed an Apprenticeship Manager who will manage the assessors and the levy changes due to come in force in April 2017. In addition, the admin support for the apprenticeship team has increased from a part-time to a full-time role. Governors were reminded that this additional expenditure had been approved by the Corporation earlier in the academic year.

All Apprentices enrolled on programme from 1st September 2016 had been initially assessed using an on-line learning resource specifically for functional skills. This tool develops individual learning plans specifically for functional skills. In addition, all learners were now interviewed by a BCA tutor prior to any offer being made. Smart Assessor had been extended to all new enrolments within BCA allowing a live reporting dashboard providing management information on assessor performance and learner progression. All learner visits were now recorded on-line, enabling transparency of learner progression and assessor output. This also limited the risk to BCA should an assessor become ill or leave the organisation. The rigorous assessment process prior to enrolment included the full involvement of ALS, welfare and support teams. A full audit trail ensures that the funding for additional learner support is fully recovered via the MIS department. The Principal confirmed that communication with employers was now much better and the College would be starting a new employer forum (similar to the successful agricultural forum run at BCA). Data on the enrolment to date and the known pipeline was presented to the meeting: 55 had come on role in September and October 2016; 5 in January; 4 in February; and a further 30 were in the pipeline for April. This would be supported by the successful growth request.

Business Development Activity and Monitoring: The meeting noted that in addition to the current curriculum areas (Agriculture, Floristry, Horticulture and Motor Vehicle) the College would offer Business Administration apprenticeship schemes from March 2017. The delay in implementation of this new programme had been due to a move from a framework to standards by City & Guilds. Governors were reminded that BCA would become a levy payer from April 2017. In order to understand the mechanics and processes for drawing down digital funds the College would take one new horticulture learner (employed by BCA) through this process before rolling out provision to other levy payers. Employer engagement had increased significantly over the first quarter; a successful horticulture employer forum hosted at BCA has increased our engagement with SMEs in this sector. Other activity includes forums and meeting with: BALI – British Association of Landscape Industries; BIGGA – British and International Golf Green keeps Association; BFA – British Florist Association.

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.

25/17 Applications 2017/18

The meeting noted a detailed spreadsheet showing applications by curriculum area at 1st February compared with the same point in the prior year. After the recent Open Day applications were currently at 32 higher than compared with 689 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: Floristry, Land, Motor Vehicle, and Science. GM informed the meeting that Equine and Sport were now amber rather than red after the recent Open Day.

The applications report was NOTED

26/17 Staff Survey Feedback

The meeting noted a very detailed report summarising the main themes emerging from a recent Staff Survey undertaken at BCA. Vice Principal Curriculum and Students informed the meeting that the areas for improvement had been identified

as: lack of a staff voice; employees treated as individuals; lack of tools and resources; and career development. Governors sought, and were given, full assurance that SLT would be acting on this feedback to remedy any negative findings. There was an action plan and a working group involving some members of SLT and HR to take forward the action plan. The meeting commended the useful Staff Voice information and asked whether more could be done to make people feel valued in the face of the Colleges limited resources. Governors also sought assurance around the 40% of staff who had not completed the survey; it was agreed that it would be sent out with a stronger message in December 2017 and the ongoing action plan would increase staff awareness of the impact and use of the survey. The FD informed the meeting that the HR department were working to establish some new ideas: employee wellness days; taster sessions for sport and exercise; an HR newsletter (which had been commended by the Chair at the start of the meeting); and a staff social club. Governors were assured that the Post Staff Survey Action Plan would be sent to all staff and monitored on a regular basis at SLT.

The Staff Feedback Report was NOTED.

It was AGREED that progress against the action plan should be brought to the Corporation in July 2017.

27/17 Health & Safety (H&S) Update

Accidents: The meeting noted the standing H&S Report to Governors. The total accidents for the period September to December 2016 numbered 84; these were mostly cuts, bruises and animal bites. Governors also noted the details of two RIDDOR reportable incidents which had occurred in November 2016.

Asbestos: Governors noted that asbestos management surveys took place during August and were completed in October; any significant findings had now been encapsulated. Lower risk identified areas would be left in situ and not disturbed. Governors sought, and were assured that this approach was in line with H&S best practice. Tenants have been reminded not to carry out any DIY on their properties. The asbestos register was now available on the Public Drive. Phase two of the survey was planned for February 2017.

Staff Wellbeing Week: As part of Wellbeing Week during October staff received the opportunity to have health care checks, 28 members of staff attended. This was so oversubscribed that it was repeated in December with a shorter appointment time, 35 attended. In addition 54 staff received a flu-jab in October.

Training: H&S training in 2016/17 to date had included; 115 staff received manual handling training during the September inset days and there were 8 at the mop-up session in the December. A third session was held in January 2017. Eight Senior Managers received A Guide to Good Practice, Legionnaires Disease awareness training in September and during the December inset the Facilities Team received a training day.

COSHH: Staff identified who wear respirators or disposable masks were offered a Face Fit Test (in line with COSHH regulations tight-fitting face masks must be tested to ensure each wearer has an accurate fit). This was also an excellent training opportunity to ensure that masks are put on correctly to minimise exposure to the reason why it is worn, 23 staff attended an appointment in December.

The H&S Report was RECEIVED.

ANY OTHER BUSINESS

28/17 Any Other Business

- **Overseas Learning Visits**

The meeting considered 2 proposals for overseas learning visits:

- Foundation Football team 'BCA Wildcats' visiting Barcelona 15-17th May 2017 (approximately 10 learners).
- Up to 38 Level 3 Creative Media Production 32 students visiting Berlin from 20th-23rd March 2017.

The Vice Principal Curriculum & Students (VPC&S) confirmed that all the requisite risk assessments were in place and that staffing levels accompanying the trips would meet all safeguarding guidelines. Additional staffing would be going with the Foundation learners to meet their needs. Both trips were confirmed as being offered on a full-cost basis to learners. Governors commended the wide range of trips and visits now offered within the Study programmes at BCA; these were a good addition to the College offer and made the courses more attractive to learners. It was confirmed that photos and blogs from the trips would be included in future College promotional literature.

The meeting APPROVED the proposals for learning visits to Barcelona (May 2017) and Berlin (March 2017) as presented.

There was no other business.

29/17 Date of Next Meeting

The future meetings in 2016/17 were noted as:

- Wednesday 22nd March 2017 at 4.30pm
- Wednesday 17th May 2017 at 4.30pm
- Wednesday 5th July 2017 at 4.30pm