



Minutes
Meeting of the Corporation
Wednesday 7 February 2018 at 4.30pm
MF3, Principal's Office

PART 1

Present: Pippa Goodwin (*Chair*) Janet Robertson
 Neil Dew-Gosling Ryan York
 Emily Hutt Ian Thomson
 Gillian May (*Principal*) Andrew Try (*via telephone-conference*)
 Frank Pitkin

Apologies: Gareth Osborn
 Neil Prior
 Daniela Shanly
 Dave Snowden

In attendance: Anne Entwistle *VP Student Services & Safeguarding*
 Richard Munday *Finance Director*
 Tracy Reeve *Clerk to the Corporation*

*[The Governors had a pre-meeting without members of SLT present which was not formally minuted. The Chair asserted the need for ongoing confidentiality from all Governors around the items discussed during the Part 2 section of the meeting. The meeting agreed that the focus of the meeting should be centred on the financial re-forecast and the Academic Report. Governors agreed that with the recent focus on property and finance there was now a need for the Corporation to provide more challenge to the SLT around the academic performance of the College on an ongoing basis. The Clerk reminded the meeting that the Search Committee was working to strengthen the Corporation membership with an 'educationalist'. The Governing Body needed to be completely assured about quality and progress with the post-Ofsted action plan. The meeting agreed that the Strategy Day planned for April 2018 should enable consideration of detailed performance data; this would be centred around the Governor curriculum links. The meeting also debated the speed at which they were being asked to make key decisions, especially around the issues of land disposal. The meeting agreed that in recent history this had been unavoidable due to external demands being placed on BCA, however, **it was agreed that wherever possible any key future decisions around planning and land disposal should only be finalised after allowing Corporation members a clear period – circa 48 hours – to enable thought and reflection after Corporation debate.**]*

1/18 Chair's welcome

The Chair (PG) welcomed student governors, Emily Hutt and Ryan York to their first meeting of the year.

2/18 Apologies

Apologies had been received from Gareth Osborn, Daniela Shanly and Neil Prior (who was accompanying a College overseas ski trip to Italy).

3/18 Notification of any other business

The Clerk that she had a paper to bring before the meeting in relation to the planned Governors' Strategy Day in April 2018.

There was no other business notified.

4/18 Notification of Members interests

There were no interests notified.

5/18 Minutes of the meetings held on 13 December 2017.

The FD highlighted an amendment which needed to be raised in relation to paragraph 151/17 regarding the audited financial statements 2016/17. The total income figure for the prior year 2015/16 had been £12.967m not £12.694m; this figure was wrong when presented to Corporation in December but the error had been spotted before the final accounts were submitted to the ESFA.

Subject to this amendment, the minutes were approved and signed by the Chairman as a correct record.

6/18 Matters Arising

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

ITEMS FOR DECISION/ APPROVAL**7/18 Residential Overseas Learning Visits**

- Wildcats Tour, Munich May 2018

The meeting considered a proposal for the 'Wildcats' Foundation Football Team to visit Munich from 22nd-24th May 2018. The cohort would include entry level 2 and 3 learners and some level 1s. This trip would provide a vital life lesson for the students; it will teach them how to travel, understand a different culture and to become more independent. Governors were reminded that a similar overseas visit for the 2017 Wildcats to Barcelona had been really successful.

The Vice Principal Student Services and Safeguarding confirmed that all the requisite risk assessments were in place and that staffing levels accompanying the trips would meet all safeguarding guidelines. The nature of the learners would require a staff ratio of 1 staff member to every 2½ learners. Governors were given assurance that all of these proposed learning visits were relevant to the course of study and were fully self-funded by the learners. Governors asked for some feedback on the recent trips to Italy and South Africa at the next Corporation meeting.

The meeting APPROVED the proposal for a Foundation cohort learning visit to Munich in May 2018 as presented.

It was AGREED that Neil Prior (Staff Governor) would present feedback to the Corporation on recent overseas trips (at the next meeting on 28th March 2018).

8/18 Budget 2017-18 and Plan 2018-19 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 two months actuals (i.e. up to and including September 2017) and then ten months forecast; this was to reflect the format required for submission to the

Transaction Unit. As in previous years the reforecast had been prepared using the fully-encompassing excel model that was built in 2015. The income and expenditure account (now known as the Statement of Comprehensive Income (SOI)), balance sheet and cash flow forecast had all been updated and the new figures would be applied for variance-reporting purposes from the January 2018 management accounts onwards. Governors were reminded that as previously advised the operating surplus was forecast to be lower than the £199,000 originally shown in the 2017-18 budget. The net effects of the changes would be a reduction in the operating surpluses to £145,000 for 2017-18 and £156,000 in 2018-19 (plan figure was £175,000).

The major changes were noted as follows:

Changes to the SOI

2017-18

- Reduced SFA income (£157K or 34%, the meeting discussed this in detail later in the meeting).
- Increased High Needs income (£204K, 17%), and higher HE income (£44K, 13%) but lower full course income (£51K, 26%). The meeting commended the growth in High Needs income which was predicated on the College's strong performance in this area and a very good reputation.
- Higher pay costs (£180K, 2%) linked to the increased High Needs income above, and very similar non-pay costs but these include a £71K saving on course costs

2018-19

- Reduced SFA income (£127K, 28%) but an increase of £261K in High Needs income (21%).
- Increased pay costs (£260K, 3%) relating to the High Needs provision. Note that both the budget and the reforecast include a further 1% repayment of the 4%/ 6% salary deduction for all staff that took place in January 2014.

The meeting noted the detail of SOI Variances against budget for both of the years. The meeting noted the impact on the metrics used to calculate the ESFA health grade including the 'current ratio' and EBITDA (which was clarified as earnings before interest, tax, depreciation and amortisation). The change in the current ratio was noted as being due the reduction in cash at the year ends; largely due to the repayment of the £275K deposit to the Care Village developers in December 2017. It was noted that the changes would reduce the ESFA health grade to 'inadequate' for each of the years (from 'satisfactory') as the point score dropped below the minimum threshold of 120 to 110. In discussion Governors expressed disappointment at this grade but agreed that it could support the case for accessing restructuring funds from the Transaction Unit. Governors sought, and were 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. RM confirmed that the reforecast would be shared with both the ESFA and the bank. The meeting was reminded that the SFA health grading had no impact with the College bankers Lloyds but they would be fully aware of it.

The Budget Reforecast 2017/18 and Financial Plan 2018/19 was APPROVED.

9/18 General Data Protection Regulation (GDPR) Action Plan

The meeting considered the outline Action Plan which had been developed to ensure that the College met the requirements of the new GDPR which would come into force

on 25th May 2018. It was noted that the Senior Leadership Team had now approved a Data Collection Policy; this was based on a good practice template from the Information Commissioner's Office. The Principal informed the meeting that she would be acting as the nominated Data Protection Officer (DPO) for the College; this was a role required under the new legislation. However, implementation of the Action Plan would be delegated to a number of College Managers with specialist remits including the Director MIS; they would form a GDPR Working Group. Governors commended this action plan which they described as 'thorough but understandable' and they confirmed that they were assured that the College was making progress in this important area of compliance. An update on the GDPR Action Plan would be brought to the next Corporation meeting.

The GDPR Action Plan was NOTED and RECEIVED.

10/18 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. This item was now a standing item for consideration at each Corporation meeting. Governors noted that this document had been updated since last presented to the Corporation in December 2017. The Principal assured the meeting that the risk associated with the impending General Data Protection Regulations (GDPR), which would come into effect on 25th May 2018, had now been added to the Risk Register. The risks around the quality of HE provision – as detailed in the post QRV Action Plan – had also been added to the Risk Register. Governors asked for future copies of the Risk Register to be highlighted to show where changes had been made since last presented.

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' due to the ongoing uncertainty about 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): 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. As previously advised the FD was continuing to work with other local FE College Finance Directors to challenge the actuarial assumptions and to minimise any actual financial impact on the College.

Risk 8 'Insufficient capital investment in the listed assets, specifically the mansion house' (Risk score of 20 'red' after mitigation): The meeting was reminded that the issue of securing the requisite funding for the future maintenance of the heritage assets was still very uncertain following the call-in of the planning application for the care village at BCA by the Secretary of State for Communities and Local Government (DCLG).

Risk 10 'Insufficiently developed succession planning/ staff retention strategies (Risk score of 20 'red' after mitigation): The FD reminded the meeting of all the recent initiatives put in place by the HR team which did not cost a great deal of money but provided benefits for staff.

Risk 17 'Failure to comply with GDPR requirements from May 2018 (Risk score of 20 'red' after mitigation): The meeting had already discussed this matter and received the GDPR Action Plan which would be a standing agenda item at future Corporation meetings in 2017/18.

The meeting discussed the training that could be provided for curriculum staff in order to help them 'sell' the College during Open Days and learner interviews. The Principal informed the meeting that this training would be provided for curriculum staff by the Business Development Officers in the Work-Based Learning Team. It was agreed that this should be added to the mitigating actions under Risk 3 'Failure to meet income targets'. The meeting discussed the ongoing CPD budget and the FD highlighted that the Transaction Unit model showed this as increasing by 10% a year over the next 3 years. This would result in a budget of £80,000 by the end of the plan period which would put BCA at the bottom end of the upper quartile compared with sector averages for CPD spend as a percentage of turnover. The VPC&S (AE) highlighted that having a more limited CPD budget meant that staff were necessarily being more creative and there was a lot of sharing good practice. Governors suggested that the risk around the Gender Pay Gap Reporting (coming into force on 31 March 2018) should be added to the Risk Register.

The Board Assurance Framework/ Risk Register was RECEIVED.

It was AGREED that:

- i) The 'sales' training for curriculum staff should be added to the actions under Risk 3.***
- ii) A risk around the Gender Pay Gap Reporting legislation should be added to the Risk Register.***
- iii) Future copies of the Risk Register should be highlighted to show where changes had been made to the narrative since last presented.***

11/18 BCA Landbase Ltd

The meeting considered the annual accounts to 31st July 2017 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 2018.

The annual accounts to 31 July 2017 for BCA Landbase Ltd were APPROVED by the Directors (PG, NDG and GM) and RECEIVED by the Corporation

ITEMS FOR INFORMATION

12/18 Academic Report

- **In-Year Performance 2017/18**

The meeting considered the report which was presented by the Vice Principal Curriculum and Students.

Performance against KPIs: Governors were pleased to note the small increase in the retention rate overall during 2017/18 which was at 96.1% compared with 96.0% in the prior year. The attendance figure for study programmes was noted as 90.8% against a College target of 92%; members were reminded that this did not include authorised absence. Governors noted the higher levels of learner sickness during

the year to date than in previous years. Governors were given assurance that there was no reason to think this was not genuine; staff sickness rates correlated with students. There had also been an increase secured in attendance at English and maths which was now at 87.3% with no significant difference between the two subjects. The meeting sought, and was given assurance that attendance at English and maths remained a high priority for improvement and specific actions – including timely follow-up emails for non-attendance from English and maths staff to tutors - were in place to further improve this rate. Governors sought detail on what had been done to elicit this improvement and it was noted that there had been a combination of actions including e-mails, a focus by the attendance co-ordinators and rewards for 100% attendance. The two areas underperforming in relation to attendance at English and maths were highlighted as Travel and Tourism and Performing Arts; the specific reasons and particular issues with these two cohorts were discussed by the meeting. The meeting was reminded that target grades for 2017/18 had been raised to meet the 25th percentile; the expectation was that 50% of all students exceeded their target grades and a minimum of 75% achieved their target grades. Governors noted that the Period 1 progress data indicated that 76.8% of learners were set to achieve or exceed their target grade; this was an improvement on the prior year. Period 2 progress against target grade data was currently being entered by staff but early indications were that a 78% figure could still be justified. The VPC&S urged some caution as this figure was based on tutors self-assessment of learners progress. The student governor (RY) informed the meeting that in his curriculum area tutors were using Google sheets for grade tracking so that learners could track their own progress.

Teaching Learning and Assessment (TL&A): Governors were reminded that the focus of lesson observation activity at BCA had now moved away from judging teacher activity and was now firmly aimed at observing the learning taking place and developing teachers. Formal lesson observations were now underway (29 completed year to date); this was noted as being later than usual but has allowed staff training and mentoring opportunities following Learning Walks. The focus of the formal lesson observations was noted as: challenge and differentiation; skills development (including English and maths); expectations and relationships; and the quality of classroom talk. Detailed data was noted for each aspect of these elements of the formal lesson observations 2017/18 year-to-date. Governors noted that a Landex peer visit was planned for March 2018 which would be used to provide external validation and moderation of lesson observation judgements. The meeting was informed that 210 Learning Walks had been undertaken during 2017/18 with 79.5% (167) being rated as 'good' or better i.e. 'green'; 15.2% (32) as 'amber'; and 5.2% 'red'. Governors sought additional detail on action taken in response to the 'red' and 'amber' learning walks. VPC&S clarified that the 11 'red' instances related to 6 members of staff who were on a development programme. VPC&S (AE) provided an update that 1 of these 6 was still on a teacher development plan, 1 was now a successful learning support assistant at BCA, 1 had left BCA and the remainder had all shown significant improvement and were now rated 'amber' or 'green'. Governors were reminded that staff who received an 'amber' grading were re-observed following feedback and being given development opportunities. AE confirmed that 15 of the 18 members of staff who had been judged as 'amber' had now demonstrated that they could deliver a 'good' lesson. The remaining 3 were confirmed as new members of staff who were attending the Passport to Teach at BCA course and had been assigned a mentor to aid their development. Governors were pleased to note that unannounced Learning Walks would continue to take place throughout the year to monitor day-to-day practice and to drive up the quality of TL&A. The student governors made some observations about their experience of

TL&A; there was a general feeling that enrichment lessons could be improved and should include subjects such as: CVs and preparation for work, first aid training, and managing personal finances (mortgages, tax etc.). AE confirmed that this was in line with feedback across College and work was currently underway to improve the central resources available to tutors for their delivery of enrichment.

It was AGREED that the VPC&S should seek specific feedback from learners on what they would like included in enrichment lessons.

- **Quality Improvement Plan (QIP) 2017/18**

The meeting noted the summary of progress at January 21018 against the 2017/18 QIP which had been based on the Self-Assessment 2016/17 and the detailed Post Ofsted Action Plan (POAP) which had been drawn up to reflect the quality improvement required by the Ofsted inspection in March 2017. This document was now presented as a one-page dashboard of progress against the four key priorities: quality of teaching, learning and assessment in GCSE maths; apprenticeship provision; stretch and challenge; and processes to comply with SEND Code of Practice. The meeting commended the progress made against each of these during 2017/18 year-to-date and noted the action planned for the remainder of the academic year. Governors discussed the work during the year with Landex providing Peer Review to the College. The Landex annual review was confirmed as very rigorous and useful for BCA as a source of external validation during the gaps between Ofsted inspections. The meeting sought clarity around why the quality of English provision was stronger than maths. AE confirmed that the English staff team was very strong; learners were more nervous about maths; and some staff were less confident in delivering maths. It was confirmed that CPD with staff was being undertaken to support them in the delivery of maths.

- **Academic Comparative Reports: Land-based colleges**

The VPC&S presented a report which gave Governors data on progress made by students in GCSE English and maths at BCA during 2016/17, benchmarked against other land-based Colleges.

- **Apprenticeships Update**

The meeting noted the year-to-date overall (43.5%) and timely (15.3%) success rates for 2017/18; the year-end predicted timely success was still holding at 74%. Governors were informed of enrolment and known pipeline by curriculum area for 2017/18. BCA now had 131 apprentices on programme; 63 new and 68 existing or continuing. Governors were pleased to note that the College had recently secured £233,138 of additional funding from the ESFA to fund new apprenticeship starts January 2018 to March 2019. The Principal informed the meeting that the College's internal auditors ICCA had just undertaken a follow-up review of the delivery of Apprenticeships which was positive in its findings around the BCA delivery; full details would be taken to Audit Committee in March. One issue identified by ICCA had been around the quality of assessors feedback to employers, this needed to be improved. AT highlighted some recent issues he had experienced as an employer with an apprentice.

It was AGREED that he should meet with the Principal and the Assistant Principal Land to talk about his experiences and suggestions for improvement to the BCA and employer relationship within the Apprenticeship experience.

English and maths performance: The meeting noted that BCA was now running a ten week programme with apprentices moving onto their next functional skills level after they had passed. It was noted that 42 apprentices to date, needed to complete their

functional skills to meet the new funding rules; 40 of which sat the exams in December 2017.

Apprenticeship standards: Governors were reminded that January 2018 saw the launch of the new horticulture standards. BCA had 4 enrolled onto the new green-keeping standard with a further two planned for February 2018. The meeting was pleased to note that three apprenticeship trainers were now End Point Assessors for City and Guilds.

Online pilot: The meeting was informed that February 2018 would see the launch of an online learning pilot for the green-keeping apprenticeships; the College had just taken on 4 female green-keeping apprentices. The College currently had 6 golf clubs who had expressed an interest to work with the College in this way. Governors were pleased to be assured that BCA's new apprenticeship trainer, had experience of online delivery and he would be managing the apprentices and employers.

New apprenticeship programmes: Governors were reminded that the College would launch its new arboriculture apprenticeship programme in April 2018; initial support was coming from four business looking to employ eight apprentices. The first College arboriculture forum was held on January 30th to provide employers with information on the programme.

Tangible Results/New business (telemarketing): The meeting noted that a new 20 day campaign (costing £8,000) had begun which focussed on Horticulture (60%) and Motor Vehicle (40%). The impact of this campaign would be seen in the generation of new business leads. Governors noted that to date the College had received 14 live leads in motor vehicle with a further 18 generated in horticulture.

Strategic update - Apprenticeship Marketing Strategy: The meeting received an update on the Apprenticeship Marketing Strategy. BCA's Apprenticeship Manager and Marketing Manager met with East Berkshire College (EBC) to discuss collaborating with them to raise the profile of apprenticeship (LEP results). The College would be supporting National Apprenticeship Week 5th - 7th March 2018; BCA would be sharing a stand at the National Apprenticeship Show at Sandown Park on the 5th & 6th March. In addition the BCA Marketing and Apprenticeship departments would be working on a town centre project to raise the profile of apprenticeships within the region. BCA and EBC would be in the Nicholson Centre, Maidenhead, on Friday 9th March with plans to visit Windsor, High Wycombe, Slough, Staines & Bracknell later in the year.

Governors commended the progress made in apprenticeship delivery during the year, the focussed delivery now met the specialism of BCA and was working towards providing a strong income stream. The strong team of specialist Business Development Officers (BDOs) were introducing the College to specialists in the sector to further strengthen the provision.

- **Higher Education (HE) Report**

Learner Surveys:

The meeting noted that a number of external learner surveys were currently underway. These included HEIFES (Higher Education in Further Education: Students Survey) and DHLE (Destination of Leavers from Higher Education) surveys; the results for both would be published in July or August 2018. Members were reminded that HEIFES was important as it would inform the allocation of teaching funds for 2018-19 by the Education and Skills Funding Agency. In addition students were actively being encouraged to complete the National Student Survey (NSS) and were showing much greater willingness to complete this survey than in the year. BCA

response rates to 31/1/18 were noted as: BCA current response rate 86.7%; National average response rate 13.2%; Highest FEC response rate 100%. Governors sought, and were given confirmation that the College was aiming to achieve 100% response rate with a considerably improved outcome, back to the high scores that BCA had achieved in 2015/16. Governors were assured that student feedback continued to be important; an internal survey had been circulated to all HE students during the current week via Google Forms which invited specific feedback on individual modules. The results would be reviewed at the next HEQRB meeting and included in the next HE report to Corporation.

September 2018 Entry: The meeting noted that the target for 2018 HE entry was 90 students enrolled across 3 courses. This compared with 2017 entry of 76 HE students on four courses and 2016 entry of 52 students on four courses. Interviews were in progress and a total of 64 applications had been received to date: 14 FdSc Animal Behaviour and Welfare; 6 FdSc Children's' Development and Learning; and 44 BSc (Hons) Veterinary Physiotherapy. Governors were reminded that the FdSc Equine Entrepreneurship and Business Management has been suspended for 2018 entry with a view to re-introducing it as a distance learning programme for either 2019 or 2020 (subject to further discussions with the Royal Agricultural University (as the validating body).

Update on post-QRV Action Plan: The meeting noted an update on progress with the comprehensive post QRV Action Plan which was now presented as a standing agenda item to the meeting. Governors were reminded that this HE Action Plan had been written to address the areas for development specified by QAA in the QRV Report. As discussed at the previous Corporation meeting in some detail, these were in relation to governance and collective oversight, student feedback, developmental support for HE staff and the provision of academic resources. The meeting noted that the College would have a single contact at QAA to monitor the progress against this HE Action Plan but this had been delayed due to the transfer of QAA work to the newly designated Office for Students (OfS). The Principal confirmed that the College was not waiting for OfS input but was already working on the Action Plan with input from the Royal Agricultural University who were providing peer review.

Minutes from HE QRB December 2017: The meeting received the minutes from the HE Quality Review Board (QRB) which had been held on 19th December 2017. Governors were reminded that the HE QRB would now be held as a standing event during the QRB cycle. Future dates were noted as during the weeks commencing: 19th March, 21st May and 2nd July 2018; the final dates would be circulated to all governors as soon as available. It was confirmed that the Chair of Governors would attend these meetings in her role as Link Governor for HE.

The Academic Report was RECEIVED.

13/18 Finance Report

- **Finance Director's Report**

The meeting took the Finance Director's Report as read. This provided additional narrative around the following: 2017/18 financial update; Transaction Unit work; cash flow; internal audit activity; and the LGPS pension deficit. Governors were pleased to note some confidence around the reduction in LGPS deficit payments that the College would be required to make during the 2020s; the proposal was to reduce this to £140,000 per annum from £335,000. RM confirmed that he would update the

meeting as soon as an agreed outcome had been approved by Berkshire Pension Fund.

- **College Management Accounts: December 2017**

The FD (RM) presented the Management Accounts to 31 December 2017 which showed a £333,000 surplus for the year to date which was in line with the budget. RM confirmed that the College had been graded as satisfactory for the 12 months to December 2017 and had passed all the bank covenant tests. As discussed earlier in the meeting the College was now forecast to make a surplus of £145,000 for the full year 2017/18 compared with the original budget of £199,000. RM highlighted the in-year shortfall in BCA's income with respect to adult courses (£300,000 compared with £475,000) although this would be offset by a corresponding reduction in expenditure. The meeting noted the dashboard of financial key performance indicators and the Human Resources data dashboard which accompanied the management accounts on a monthly basis and a detailed cash-flow forecast. In discussing cash-flow the meeting noted that the cheque for £275,000 for the return of the deposit to the Care Village developer (Maidenhead Care Village Ltd) had now been cashed. Governors were reminded that the College's overdraft limit would increase to £650,000 from £200,000 on 1st March 2018 (for 3 months) to enable BCA to pay creditors during the most challenging time of the year for cash-flow.

The December 2017 management accounts were RECEIVED.

- **Performance v AEB target 2017/18**

The meeting noted a report which summarised performance against the SFA funding contract 2017/18. Governors were reminded that the College's Adult Education Budget (AEB) allocation for the current year had been advised by the ESFA in March 2017; it had been held at the 2016-17 level (£482,118). Of this amount, BCA allocated £25,000 to student (DLSF) funding and so £457,118 was reflected in the budget in the College's income and expenditure account (SOCl). The FD (RM) confirmed that following the submission of the College's first ILR for the year in early December 2017 it became apparent that there was a serious risk that the College would not meet its SFA allocation for the year as a whole, leading to not only a shortfall in income but also the likelihood of a reduction in our allocation for 2018-19 and a clawback of funding claim from the ESFA (payable in early 2019).

RM confirmed that the SLT had looked at all the opportunities available to increase AEB income in the year, including the extension of ALFIE courses and obtaining the maximum possible revenues from other adult courses. However, a more realistic income for AEB during 2017/18 would be £300K i.e. £157K lower than budget. Governors sought clarity around the impact of this and RM confirmed that without any mitigating action this shortfall would go straight to the bottom line and all but wipe out the forecast surplus for the year. The meeting was given an update on the actions currently being taken to mitigate the income shortfall. Governors were assured that the College continued to look at other opportunities to generate additional income and had already identified potential sources. Separately, as part of the reforecast process, the SLT had identified cost savings having reviewed departmental budgets with all the budget holders (as previously discussed under the budget re-forecast agenda item). The main cost saving was noted as within course costs (£114K in the reforecast, £185K in the budget).

Governors were given assurance that in future years the SLT would not wait until the first ILR was published before identifying any potential under delivery against the AEB; from 2018/19 the Principal, Finance Director and Director of MIS would meet

from the start of October onwards in order to allow the maximum possible time to address any challenges.

The Report was NOTED

- **Gender Pay Gap Reporting**

The meeting noted the College's Gender Pay Gap report provided by payroll company CINTRA. Governors were reminded that the new gender pay reporting legislation required employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees; the deadline to start to display this on the College website was confirmed as 30 March 2018. RM confirmed that there was no gender pay gap issues highlighted by the snapshot statistics at 31 March 2017 for BCA.

The Report was NOTED

14/18 Applications 2018/19

The meeting noted a detailed spreadsheet showing applications by curriculum area at 29th January 2018 compared with the same point in the prior year. Current applications were currently at 656 which was 46 higher than during the prior year. The meeting considered the curriculum areas which were behind compared with the prior year: Agriculture, Early Years and Public Services.

The Applications Report was NOTED

15/18 Health and Safety Report

Governors received the standing H&S update and noted that the total accidents for September to December 2017 numbered 31; there had been no RIDDOR reportable incidents in this period.

Other activities were noted as follows.

Mental Health Week: During this week in October 2017 staff received the opportunity to have health care checks, 28 members of staff attended. The nurse also gave a presentation to a class of H&SC students about mental health issues and how they might encounter it within their future careers.

Flu vaccinations: 54 staff received a flu-jab in October.

Staff Attendance at Workshops during Wellbeing Week: 7 attended the Indian Head Massage workshop, 22 attended the Resilience workshops, 8 attended the Campus Walk and around 40 - 50 people went into the 'chill out' room.

Occupational Health: Earlier last year staff identified as working with vibrating tools were offered Hand Arm Vibrations health monitoring assessments as part of our Occupational Health Monitoring Scheme. Some staff had recalls and this took place on the 7th & 8th of December 2017

H&S Training to date in 2017/18 had included: September Fire Marshal training for 5 staff; October first aid qualifications for 3 staff and 9 re-qualifications; December Manual Handling Refreshers for 12 staff

The Health and Safety update was NOTED.

ITEMS TAKEN AS READ

16/18 Principal's Report

The report was taken as read as it had been circulated by e-mail earlier in the month.

ANY OTHER BUSINESS

17/18 Any Other Business

- **Governors Strategy Day**

The Clerk tabled an outline agenda for the next Governors' Training and Strategy Days; date to be arranged in April 2018. The meeting agreed that the Safeguarding Update Training should be undertaken at the start of this event. Governors commended the proposal for Governors to spend a large proportion of the morning session meeting with their Link Department HoDs in the curriculum areas; the expectation was that all Governors could take part in a Learning Walk. The afternoon session would include a review of the BCA three-year strategy and an update on the Transaction Unit project. The Clerk also suggested that the Corporation should spend some time during the afternoon undergoing a review of their evaluation and self-assessment against the Code of Governance for English Colleges. This session would also allow the Corporation to review progress against the BCA Governance Action Plan 2017/18 which was considered by the meeting. The meeting asked that this Governance Action Plan be brought to the Corporation on a termly basis to demonstrate progress.

The proposed day plan for the Governors' Strategy Day was APPROVED as presented.

It was AGREED that the Governance Action Plan 2017/18 should be reviewed on a termly basis to enable progress to be monitored.

18/18 Date of Next Meeting

The next meeting would be on Wednesday 28th March 2018 at 4.30pm.