



**Minutes**  
**Meeting of the Corporation**  
**Wednesday 3 June 2020 at 3.00pm**  
**Remote meeting via Google Meet**

**Part 1**

<b>Present:</b>	Pippa Goodwin ( <i>Chair</i> )	Janet Robertson
	Frank Pitkin	Daniela Shanly
	Jo Croft	Dave Snowden
	Neil Dew-Gosling	Jeremy Spooner
	Chris Lambert	Signe Sutherland
	Gillian May ( <i>Principal</i> )	Ian Thomson
	Gareth Osborn	Andrew Try

**Apologies:** Daniel Clawson  
Student Governors

<b>In attendance:</b>	Anne Entwistle	<i>VP Curriculum &amp; Quality</i>
	Richard Munday	<i>Finance Director</i>
	Tracy Reeve	<i>Director of Governance</i>
	Dan Fairbairn	<i>Assistant Principal</i>

***Presentation: Online Enrolment, Assistant Principal Digital, (Dan Fairbairn)***

The meeting was preceded by a presentation from Assistant Principal Digital (DF) who outlined the proposals for the College to move to using online enrolment to supplement the usual face-to-face model. This was in response to the ongoing need for social distancing which was likely to still be in force during August and September 2020; it would not be practical for the College to run enrolment on the traditional model with very large numbers of people on site at one time.

The online process would follow on from the current practice of application and interviews being undertaken remotely; this had been put in place in early March 2020. Following the interview, course tutors would contact all learners to confirm details and issue them with an ID number once the enrolment paperwork was completed. The final step would be for students to finalise their paperwork after the College issued Joining Instructions; they would need to upload a photograph and pay for any course costs or travel requirements at this stage. The meeting noted the technical detail of how all relevant College departments eg. IT, Finance, MIS would be notified and involved with various aspects of the enrolment; Governors were assured that ALS would be involved at an early stage to gauge any additional needs. The meeting noted the detailed guidance issued to BCA staff and the importance of capturing accurate data, GDPR requirements and the ongoing Privacy Notice.

The meeting sought, and was given, additional clarity on the testing that was being undertaken before the new system went 'live'. DF assured the meeting that the systems used within the online enrolment process e.g. Stripe for online payment were well trusted and relatively simple. Governors sought, and were given, assurance that this new process sat alongside existing systems and would not require double-keying of information for staff. DF highlighted that the College Report writer in MIS would ensure the data was 'clean/ accurate' before he released it to the main Unit E Student Database. Governors sought clarification on when tutors would

first meet face-to-face with new learners and this was noted as being post-enrolment in the first or second week back in September 2020. However, the Vice Principal (AE) assured the meeting that curriculum teams would be doing more induction/ ice-breaking work with new learners via video-links during the summer. The Principal highlighted that the traditional face-to-face enrolment process would not be wholly replaced as this would remain the best option for a number of learners. In order to maintain social distancing requirements any face-to-face enrolment would also take place over a longer enrolment window in terms of calendar weeks. Governors were reminded that teaching would not commence until Monday 7<sup>th</sup> September 2020 which was a week later than usual.

The Chair thanked DF for his considerable effort in driving this new process forward to enable the College to move into digital enrolment.

### **NOTED**

#### **15/20 Chair's welcome**

The Chair (PG) welcomed everyone to the Google video meeting and highlighted the focus of the meeting on the Covid-19 updates.

#### **16/20 Apologies**

Apologies had been received from Daniel Clawson and the student governors.

#### **17/20 Notification of any other business**

There was no other business notified.

#### **18/20 Notification of Members interests**

There were no interests notified.

#### **19/20 Minutes of the meeting held on 29 April 2020**

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

#### **20/20 Matters Arising from minutes of 29 April 2020**

- **QAA Quality and Standards review of Higher Education**

The Principal reminded the meeting that the College had finally received the QAA Inspection Report resulting from the inspection of HE provision at BCA which took place in the first week of January 2020. This report had been previously circulated to all Governors after it had been finally received on 28 May 2020. Governors were reminded of the successful outcome with all elements of enquiry fully satisfied. The report contained the following conclusion from QAA:

*'The College supports all students to achieve successful academic and professional outcomes and has oversight of higher education provision both informally and formally through the new HE Oversight Committee, offering a personalised approach to study and support through the tutorial system, and the needs of individual students are met. This approach is valued by students who agree that they are adequately supported to achieve successful academic and professional outcomes, particularly the range of appropriate modules studied and through work experience. The nature of the modules studied, the professional experience of teaching staff and the work experience given both on and off-site support professional outcomes for students. Assessed student work demonstrates that students are given comprehensive, helpful and timely feedback that is further supported by an open-door policy to access staff for additional feedback/support. There is sufficient evidence to confirm, from discussions with students and staff and examination of documentation that both academic and professional support staff understand their role in supporting student achievement and are appropriately skilled and supported. The approach taken by the College facilitates successful academic and professional outcomes. The review team concludes, therefore, that this Core practice is met.'*

The meeting agreed that at 34 pages, the QAA report was overly long and full of repetitive narrative which worked to obfuscate the positive judgements. Governors

sought, and were given, assurance that the Principal was still pursuing a complaint to the QAA/ OfS in relation to the delay in receiving this HE inspection report. It was agreed that the long delay in QAA issuing their inspection reports during the latter months of 2019 and the first half of 2020 had potentially put HE learners at risk of being in receipt of poor quality provision. GM confirmed that the OfS had acknowledged BCA's concerns in relation to the QAA reporting process and she was waiting for confirmation on how to take this complaint forward.

***The QAA Quality and Standards Review report was NOTED and RECEIVED  
The Principal would continue to pursue the complaints process with the QAA/ OfS in relation to the delay in the issue of BCA's Inspection Report.***

- **Ardmore: Language School**

The Finance Director (RM) informed the meeting that following investigation it was not going to be possible for Ardmore to be able to claim their rent payments from insurance under a 'Cesser of Rent' clause. However, the new leases and invoice payments were all on track for timely completion.

**NOTED**

- **Cost of External audit contract 2020/21**

The Finance Director (RM) confirmed that he had sought a fee reduction from RSM LLP for the external audit provision 2020/21. However, this was not going to be achievable as the external audit requirements were increasing for the 2019/20 Financial Statements. RSM has asserted that they had made a small loss on the BCA account in the prior year and proposed a 7% increase for 2020/21. RM informed the meeting that he had managed to get this figure decreased to a 5% increase which was a net saving of £1200 on the £24000 fee. The meeting noted that Audit Committee had insisted that BCA would go out to competitive tender for the external audit provision for the 2020/21 Financial Statements.

**NOTED**

- **LEP funded Health Science Centre**

The Principal informed the meeting that all was currently on track with this project; the tender had been issued for the building work. The current specification was £70,000 above the budget but this could be pared back to bring the project into line with the funding received. Governors were reminded that the money had to be spent by March 2021; the first drawdown would take place in June 2020.

**NOTED**

## **ITEMS FOR DECISION/ APPROVAL**

### **21/20 Covid-19 Update**

- **Plans for phased opening of BCA campus**

The Principal assured the meeting that the College had adhered to all DfE and Public Health England Guidance and would use this to establish the processes which would be put in place for September 2020. Current thinking was for 50% of learners to be on-site for a week and then do a week at home with on-line delivery. This 'flip-flop' model would get all learners in for half of the time. Whilst they were on-site learners would be put into 'pods/ groups' and there would be no contact with learners and staff from other 'pods'.

**Health & Safety Risk Assessment:** The meeting considered the Health and Safety Risk Assessment and plans for a phased opening of the campus during the Covid-19 pandemic. The Principal (GM) assured the meeting that this document was written and updated by the College Health and Safety Manager and was reviewed on a

weekly basis by the Executive Team as well as any relevant members of the wider Senior Leadership Team (SLT). GM also thanked the Governors for their input on this document; SS had shared some best practice examples from the schools sector and GO had previewed the draft with his specialist Estates/ property/ H&S knowledge. The document clearly identified the potential hazards, outcomes and existing controls and RAG rated the risks. Additional control measures were clearly identified and the meeting noted that most of these additional controls had already been put in place at the College. Governors were given details on the additional control measures which were still not completed:

- Risk 4.2 Catering provision: Work would be undertaken to re-open an alternative entrance/ exit door to facilitate a one-way system before the canteen reopened. GM confirmed that a full canteen service was not likely to be implemented before January 2021 if the first term plans for 50% attendance continued until Christmas 2020.
- Risk 5 Trips and Visits: Although all trips and visits would remain suspended until further notice, the meeting noted that the College would review any incidences of teaching where off-site delivery was required.
- Risk 7 Staff Training requirement after remote working: HoDs would be reviewing staff circumstances on an individual basis before anyone returned to campus working. The meeting noted that a number of staff were now accessing the campus on a regular basis to work; DfE still required numbers of staff and learners on site on a daily basis. In the current week 92 members of staff had been working on site at some point. In addition any staff accessing the site for the first time were required to complete an online Return to Work Declaration. This included a self-assessment of their current status as health and asked for details of any exposure to Covid-19 during the recent period of college closure. ***The meeting agreed that any Governors coming on to the BCA site would also complete this self-declaration form before accessing the site.***

The meeting reviewed this document and suggested some format changes to remove repetition of the headings. Staff Governor CL informed the meeting that he was back on site with RHS learners attending for their course; they were spaced 2m apart in one of the greenhouses. He highlighted the screening that had been put into the Reception area and the considerable work that had been undertaken during the closure period with deep cleaning and ongoing enhanced cleaning. All areas within the college had clear signage to indicate social distancing requirements and hand sanitizers, cleaning wipes were available and flagged as being required. GM confirmed that the next step would be to assess all of the classrooms to look at changes required in advance of a September start. Staff would be given the opportunity to review and redesign their work areas in consultation with the Domestic Services Team (to assess practicality) and finally signed off by the H&S Manager. The College was making provision to issue two face masks for any staff that wanted then and all First Aid kits now had masks in them. The meeting noted that additional work would be undertaken with the College First-aiders to ensure that they were aware of the new post-Covid19 protocols. All existing first aiders would also be given the opportunity to step down from the role if they felt compromised. There was an identified Isolation Room for any learner who presented with Covid-19 symptoms and AE confirmed that learners would be asked to go home if they had any signs of illness (not reliant on also having a high temperature). The scale and numerous access points to the BCA site made temperature checking on entry not feasible. Several Governors had been into College and had seen the Covid-19 work completed on the estate; they were universally impressed with the comprehensive precautions that had been achieved in a short period of time. Staff Governor (JR)

highlighted that she had heard some disquiet from staff that they did not want to return to site while the Government guidance was still 'work from home if possible'. The Principal assured the meeting that the SLT were very aware of some staff being nervous about coming back onto site and while she was working to improve people's confidence there was no compulsion at this stage whilst the 'work from home' guidance was still in place. In order to help people to feel more confident she had offered access to the campus at weekends for staff and family to come for walks (whilst maintaining social distancing guidelines and sticking to rules about numbers). Governors sought assurance on what H&S assessment had been undertaken in relation to staff working from home and were given examples of staff having been lent office chairs at the start of the College closure. In addition, the HR department were sending out weekly HR Briefings with ideas for staff whilst remote-working. The meeting sought confirmation that the College had control over any contractors coming onto the College site and were informed that only essential contractors were allowed onto site and only with specific permission of the H&S Manager. The Principal highlighted some issues at the start of lockdown with local people accessing the campus and not sticking to public footpaths but this had been resolved by increased signage around the site. Governors suggested that it would be important to seek the learner and staff voice in September to see how the new measures were working and how safe they felt on site.

***The Health and Safety Risk Assessment and Action Plan for a phased return to campus in advance of September 2020 was RECEIVED and APPROVED.***

***This H&S Action Plan would be a standing item on the Corporation Agenda (and any relevant committees) until further notice.***

- **Safeguarding**

VP Curriculum and Students (AE) presented a comprehensive update on the significant safeguarding activity that had continued during the College closure. BCA currently had 249 students on the vulnerable list; up from 233 in March 2020. The welfare team, tutors and pastoral tutors continued to monitor and follow up attendance and engagement in remote learning. Vulnerable students continued to be encouraged to attend college weekly and numbers had now risen from three to seven (up from six the previous week). College staff were working with key workers and external agencies to ensure those who were not attending were safe, well and protected from harm. The College teams were still remotely attending regular child in need, child protection, PEP, EHCP meetings and they continued to work closely with external support agencies. The meeting noted that new safeguarding concerns would be identified as students returned to college. AE assured the meeting that BCA recognised the importance of ensuring that relevant safeguarding and welfare information held on all students remained current and accurate. Before and during the 2020 enrolment process the team would be in contact with students, their parents/carers or key workers to capture any changes regarding welfare, health and well-being that the college needed to be aware of. This would also apply to any new learners. The College was mindful that the current situation would have a negative impact on the mental health of some of students and with this in mind the majority of the welfare and pastoral team had now completed mental health and first aid awareness training so that they could offer appropriate support. The college counsellors remained fully booked during the College closure and, this year, would continue to offer counselling to a targeted number of students throughout the summer break. In addition links to self-help sites and alternative external support providers had been shared during the closure period and would be updated and distributed again before the summer break. The BCA team was working closely with external agencies and virtual schools to ensure appropriate additional learning

support (ALS) and transition programmes were in place for identified students. The ALS and Welfare Team had made a transition video presentation which 'walked' learners around the campus from the point of getting of the bus and introduced key ALS and Welfare personnel. A significant number of students required this additional support because they had high levels of anxiety; for some this was a diagnosed condition but for others it was triggered by changing circumstances and the unknown. This year the expectation were that this number would be higher than usual; these students would be invited into BCA a number of times during the summer break to meet with key staff and to agree a transition support plan.

Governors commended this comprehensive package of support that had been put in place and expressed disappointment that only 7 out of 249 vulnerable learners were actually coming onto the site. AE highlighted the issue of the current lack of transport to BCA and that vulnerable learners relied on key workers bringing them up to the site. The meeting asked whether the College knew the number of vulnerable learners that would be on site from September 2020 and noted that this number would not be finalised until nearer to/ at enrolment but staff would have a clear idea in advance of September. Governors were assured that there would not be a capacity issue as the College was planning for a large scale increase in vulnerable learners

- **COVID-19 arrangements for safeguarding and child protection at BCA**

The meeting noted a new policy document which was in line with current DfE guidance during the Covid-19 pandemic. This document would be reviewed on an ongoing basis to ensure ongoing compliance and would be further reviewed in September 2020 at the point of re-opening.

***The Safeguarding Update Report was NOTED***

***The BCA Covid-19 Safeguarding Policy was APPROVED as presented.***

- **Academic Update**

The meeting noted that the majority of curriculum areas had now completed the teaching required for submission of grades for this academic year but this did not mean that teaching had stopped. All teams were maintaining student engagement through additional employability, personal development and life skills activities. All students who were progressing or continuing their learning with BCA next academic year would follow a more structured timetable to include teaching activities and research and project work which would underpin the learning required for progression. In all cases the intention was to continue to provide motivation, purpose and structure to the young person's day or week. The majority of awarding bodies had now given a clear indication of next steps and the teams were working to ensure that evidence was collated and that real or calculated grades were submitted within the stipulated time frame. AE confirmed that the College was still awaiting guidance from a few awarding bodies. City and Guilds had been particularly unhelpful and had only issued guidance on 2 June to confirm that learners would have to undertake online exams and complete any outstanding assessments. The Principal confirmed that the whole of the sector was outraged at this late decision and it was hoped that there would be a u-turn. Calculated grades were expected for incomplete or externally assessed units or qualifications. GM assured the meeting that BCA staff were mindful to ensure that students were neither advantaged or disadvantaged because of the current situation and a great deal of time had been spent scrutinising new evidence against work which had been assessed or witnessed prior to lock down. Attendance, attitude and progress since the end of March had all been considered to support, but not dictate, a grade. Governors were reminded that in

many cases the awarding bodies had asked teaching staff to grade their students from strongest to weakest within grade bands. This has been an extraordinary challenge especially for the maths and English teams who were working with cohorts of approximately 500 students. In a minority of cases the results dates had still to be confirmed but it was looking highly likely that all L2 results would be released on GCSE results day, 20th August 2020 and all L3 results a week earlier to coincide with the release of A level grades. Destination and intended destination reports were currently being updated. In early March these reports looked positive and many students had exciting opportunities ahead of them but the immediate future was now looking less certain for many. Industry placement, careers and pastoral tutors were working closely with many of these students to ensure that they were prepared and ready for when the next opportunity arose. Destinations would be tracked and collated throughout the next academic year for this cohort. The meeting was reminded that Graduation would look different this year but it was still going ahead; all curriculum areas were planning to celebrate the achievement of their students remotely through Google Meet. Nominations for the cross college awards had been submitted, debated and the winners chosen; these would be presented alongside departmental awards by the curriculum teams.

Student Voice: AE asserted that staff and students had been on a steep learning curve during the past few months. The majority appeared to have taken to this new way of working remarkably well but there will be some who will have found this a challenging way to learn. Some reasons for this were out of College control but SLT were mindful that if BCA was to continue with remote learning at some level into next academic year there was a need to reflect on and improve current practice. To this end, the College had launched a short online survey to gather student feedback on their remote learning experience. The survey was launched on Friday 22nd May and would close mid-June; the meeting was pleased to note that 220 responses had been collected over the first weekend. ***The meeting commended this activity and it was agreed that the Learner Voice report on remote learning would be brought to the next Corporation meeting (8th July 2020).***

Current plans for 2020/21: As previously noted, although the College was awaiting DfE guidance on plans for the next academic year SLT were moving forward with plans to continue remote learning alongside face-to-face delivery. Current plans were for 50% of learners to be on site on an alternate week basis with online learning for the intervening weeks. Curriculum planning for the next academic year was currently underway based on a minimum group size of 15 and expected teacher contact hours of 23. Learners would be kept in small groups in specific areas. The Principal highlighted that all applicants for 2020 enrolment who accepted an offer would be given access to Google Classrooms where there were 'keeping-warm' activities to undertake over the summer break.

Curriculum Changes 2020/21: The meeting noted the following qualification changes and reasons for these that would be implemented from September 2020.

- All land based provision moving from C&G to BTEC.
- New qualifications
- Event Management, Business BTEC. This would be an additional Level 3 Certificate for progression or to supplement an additional qualification eg. Equine, Business or Sports
- BTEC L1 Introductory certificate in Vocational Studies. This course would give students with social, emotional and behavioural challenges an opportunity to develop their life skills prior to progressing. working with others whilst introducing

- Gateway Level 1 Certificate in Employability Skills. This course would equip students with Education, Health and Care Plans (EHCPs) to gain meaningful employment by developing skills for work.
- Work based technical qualification L2 and L3 Motor Vehicle. Specifically designed to develop the skills and knowledge to service and repair conventional, hybrid and electric vehicles for learners employed in the motor vehicle repair industry.

Governors were pleased to note that BCA was upskilling staff and developing the motor vehicle facilities to be the first College in the South East (50 miles) to deliver Electric and Hybrid vehicle repair qualifications.

- New combined L1 Sport & PS comprised of L1 Introductory Certificate in PS and L1 Introductory Certificate in Sport. The combined programme would ensure that numbers were sufficient to make the course viable.
- L3 Diploma in Fitness and Personal Training The health and fitness industry was continuing to be a growth area and BCA was losing students to local competitors who offer similar programmes. This is a hybrid L2/L3 course which will give students a licence to practice and progress directly into employment.

### ***The Academic Update Report was NOTED***

- **HR Update: furlough of staff**

The Principal gave the meeting a verbal update on the number of BCA staff who had been furloughed due to the Covid-19 pandemic and College closure. There were currently 11 staff who had been furloughed since lockdown; minibuss drivers, commercial staff and two of the Reception Team. Governors were reminded that the Job Retention Scheme (furlough) was limited to staff not funded from educational/ agency income.

### ***NOTED***

- **Financial Update**

The FD presented a paper which gave a clear outline of the current assessment of the financial impact of the current coronavirus pandemic.

The meeting was reminded of the Covid-19 financial impact on BCA which had been highlighted at the last Corporation meeting (29 April 2020):

- Income this year would be £534,000 lower than advised in the February reforecast but costs would also be £281,000 lower i.e. a net adverse impact of £253,000.
- This would result in an operating deficit for the 2019/20 year of £0.2 million compared to a surplus of £53,000.
- Cash would be £355,000 lower than previously advised at £409,000 in credit at year-end.
- There was a serious risk of reporting inadequate financial health for the year, which would ordinarily result in intervention by the FE Commissioner (the ESFA financial health score would be below the 120 points required to meet the Required Improvement grade). However, the expectation was that BCA could be moderated up to Requires Improvement by the ESFA, with no intervention due to the Covid-19 impact.
- The College would almost certainly fail the cash flow cover test and therefore breach the covenants with Lloyds at July 2020.
- Even though the lower cash balance would roll through to next year, the expectation was that the college would be comfortably within the Requires Improvement band in 2020/21.

The meeting went on to note the changes identified since the last Corporation meeting:

- Refunds, especially those for transport, would be higher than expected and so the current forecast for the 2019/20 year end cash balance was now £357,000, not £409,000 in credit
- The FD's current prediction was that the College would report 110 points for Financial Health i.e. 'inadequate' and BCA would fail the cash coverage test for the current year.
- In spring 2021 the college would need an overdraft facility, circa £0.5 million.
- The 'one week in, one week online' arrangement that was likely to apply in the first term next year would cost the college about £130,000 in lost revenue from transport during Term 1. In addition, catering was expected to cost about £30,000 for the same period. This would mean the College was in danger of moving towards the low end of the RI financial health grade for 2020/21.

The meeting noted that the FD had updated the Integrated Financial Model for Colleges last week for RF monitoring purposes and obtained Audit Committee approval before it was submitted on 22 May. This update reflected these new assumptions. Governors were assured that the Exec Team were involved in ongoing and regular discussions with both the ESFA and Lloyds. Both parties were fully aware of the likely outturn for the 2019/20 year and were both being very supportive; the challenges BCA faced were also being seen in many other colleges. Discussions around reworking of the cash flow cover test and overdraft requirements for next year were ongoing; the meeting noted a record of a recent conversation with the College relationship manager at Lloyds Bank.

The meeting had a long discussion about the ongoing threat of the loss of income from transport provision and agreed that this ongoing loss - £10,000 per week - could not be sustained on an ongoing basis. It was noted that the Exec felt that learners could not continue to pay the full cost but the Governors challenged the SLT to negotiate hard with the coach companies and look at reducing costs by combining routes. It was also suggested that the long-term viability of BCA coach providers should be added to the College Risk Register. The meeting also noted that Landex would be campaigning on behalf of the land-based colleges to try and obtain financial support for losses incurred as a result of Covid-19. These discussions were at an early stage but it seemed that the government recognises that Landex members have significant challenges over and above those seen in general FE establishments (transport provision being a good example).

***The Finance Update on the impact of Covid-19 was NOTED and RECEIVED.***

***It was AGREED that:***

- i) the SLT should do all possible to mitigate the forecast loss of income on Student Transport (and catering) in 2020/21.***
- ii) the potential threat around the financial viability of BCA's transport providers should be added to the College Risk Register.***

- **Governance Checklist**

The meeting noted a checklist issued by 'Governance4FE' which highlighted the issues that Governing Bodies of FE Colleges should be considering during the summer term 2020 under Covid-19.

**NOTED**

## **22/20 Board Assurance Framework/ Risk Register Update to reflect Covid-19**

The meeting considered the Board Assurance Framework which clearly detailed the key strategic risks against the five agreed strategic priorities for BCA. This item was now a standing item for consideration at each Audit Committee and Corporation meeting. Governors noted that this document had been comprehensively reviewed to reflect the impact of the Covid-19 pandemic across all of the strategic priorities. This had significantly increased the risk ratings with the four biggest risks now remaining as 'red'; - with a risk score of 20 or above – post mitigation. The meeting was reminded that any change to the Risk Register was made after consideration at the Executive Team (the 4 SPHs), SLT, Audit Committee and then Corporation. The meeting discussed the following changes and the key risks which were currently rated as 'red' and the ongoing mitigation that was being provided against their crystallisation.

*Risk 1 'Failure to address reductions in external funding results in the College being unable to remain a going concern. Failure to meet income targets. (Risk score post-mitigation at 20 'red'):* This risk was now far more of a threat due to the impact of Covid-19 on commercial income and cash. The meeting noted and discussed the forecast financial impact on the College and the limited mitigation that had been put in place. The Principal highlighted the issues around the cash position which would be particularly difficult in spring 2021 and could impact on the 'Going Concern' judgement. Governors were reminded that the ESFA had now confirmed that there would be no clawback of funding for 2019/20 and allocations for 2020/21 were also secure.

*Risk 2 'Insufficient Capital investment in the listed asset, specifically Hall Place Mansion. (Risk score at 20 'red'):* The meeting was reminded that the issue of securing the requisite funding for the future maintenance of the heritage assets was still very uncertain as any development within 'greenbelt' land was still a highly contentious issue. The meeting noted that the Project Team was continuing to work continued on the fully costed conservation plan to underpin the argument for the requisite 'Very Special Circumstance' criteria. The possible delay to any planning application due to Covid-19 was noted but this was not yet confirmed. The plan was still to submit a full planning application in July 2020. GM informed the meeting that there had been more than 600 visits to the College micro-site which outlined the planning proposals; this would show good engagement with local stakeholders when the planning application was being considered. However, the meeting was reminded that the likelihood of success was still relatively low due to the ongoing constraints around development of green-belt land. The Principal informed the meeting that she had been subjected to rigorous questioning from Honey Lane residents and some heated debate when she attended a recent Hurley Parish Council meeting.

*Risk 3 'Significant disruption resulting from Covid-19 pandemic' (Risk score at 16 'amber' reduced from 20 'red' after review at Audit Committee):* The meeting was reminded that the issue of implementing the government guidance was very much an operational responsibility but governors should take assurance that the SLT were doing all they should to meet guidelines and all they could to secure quality ongoing learning for BCA students. Governors were assured that the SLT would continue to plan and implement any phased return to campus on the basis of the guidance from the DfE. The meeting highlighted that although Covid-19 was a major risk the move to online learning and digital delivery should also be seen as an opportunity to move forward with new delivery models in 2020/21.

*Risk 4 'Secure a franchise agreement with the Royal Agricultural University (RAU) for all but the UoR provision. Improve the quality of the HE student academic experience as identified by the OfS' (Risk score now raised to 20 'red' from 15*

'amber' after mitigation): The meeting was reminded that the HE Oversight Committee had been looking at the ongoing viability of HE provision at BCA and a decision to withdraw from non-franchised HE provision had been made at the last meeting. The Principal informed Governors that HE staff had now been informed and redundancy meetings were currently taking place with support being provided by an external HR specialist.

Risk 5 'IT failure with loss of data for staff and students' (Risk score at 15 'amber' after mitigation): This risk score had been raised since the Risk Register was last presented. The cyber-security action plan and the audit of this area that Audit Committee were keen for management to undertake as soon as possible would further mitigate the risk.

Risk 6 'Student Transport and lack of effective tracking of learners' (Risk score at 12 'amber after mitigation'): The meeting was assured that progress was being made.

Risk 7 'Quality and funding issues associated with the apprenticeship provision are not addressed' (Risk score of 12 'amber' after mitigation): The meeting was reminded that NARTS data published in March 2020 showed that BCA performance for 2018/19 was in the upper quartile nationally. The meeting was also reminded that all of the apprentices were still on-role with no break in learning due to Covid-19.

***The Board Assurance Framework/ Risk Register was RECEIVED.***

### **23/20 Overseas Visit proposal**

- Sport, Public Services and Outdoor Education, ski trip to Italy, February 2021

The meeting considered a proposal for Level 3 sport, OE and PS learners to visit the Aosta Valley on a ski trip from 6<sup>th</sup> February 2021. This would enable the learners to develop skills as well as using the opportunity for networking and career guidance.

The VP Curriculum and Students (VPC&S) confirmed that all the requisite risk assessments were in place for this overseas visits and that staffing levels accompanying the trips would meet all safeguarding guidelines. Governors were given assurance that this proposed learning visit was relevant to the course of study and would be fully self-funded by the learners. The meeting was given assurance that currently trips were embargoed but the HoD Sport wanted to get permission so that this trip could be offered to learners if appropriate. Governors expressed concern as this visit was to an area where the virus had been most prevalent early in 2020 although the area was now under control in terms of Covid-19 transmission.

***The meeting APPROVED the proposal for a ski-trip to Italy in February 2021 as presented but only subject to a change in Public Health England/ DfE current guidance on overseas trips.***

## **ITEMS FOR INFORMATION**

### **24/20 Applications 2020/21**

The meeting noted the current position with applications for the next academic year at 25 May 2020. The total number of applications was currently 1,414 compared with 1,442 at the same point last year. Areas which were below their position last year were noted as Land, Animal Management and Early Years. The Principal reminded the meeting of her expectation that the College would not see large-scale growth for the 2020/21 academic year; anecdotally when Animal Management applications were flat this was reflected in the overall enrolment. The meeting discussed the impact of the coronavirus pandemic on applications and agreed that

the current level of uncertainty might encourage more learners to stay on into school sixth forms. This would be compounded by the lack of GCSE exams which might mean more learners staying on to undertake A levels rather than moving into vocational education. Governors were reminded that in order to deal with this possibility BCA would keep its enrolment window open for longer than usual. Governors were assured that online interviews were taking place and feedback from learners had been positive; a Remote Student Interview Protocol had been put in place to ensure consistency. Governors expressed concern that Animal Management numbers were down and the meeting discussed the need to refresh the level 3 provision and include a focus on preparation for HE and work on statistical analysis. ***Governors suggested using this course to develop a generic programme of skills for progression into HE including research techniques, and referencing systems. All agreed that this would provide a useful Unique Selling Point for a new course design and would provide excellent added value for learners.***

***The Applications Report was NOTED***

- **Plans for enrolment September 2020**

Item taken at the start of the meeting.

## **25/20 Reports from Committees**

- **Audit Committee - 21 May 2020**

The meeting noted the minutes from the recent extraordinary meeting of Audit Committee which had been held to consider the update to the Integrated Financial Model for Colleges (IFMC). The Chair (NDG) informed the meeting that he felt reassured about the validity of the budget and financial plan after robust challenge from Audit Committee members.

***NOTED***

## **ANY OTHER BUSINESS**

### **26/20 Any Other Business**

There was no other business.

### **27/20 Date of Next Meeting**

The next Corporation meeting was timetabled for Wednesday 8<sup>th</sup> July 2020 (amended from previous date of 1<sup>st</sup> July 2020).

## SUMMARY ACTION POINTS

Minute Ref	Action	By who	By when
20/20	<u>QAA Report on HE provision:</u> Principal to continue to pursue a complaint with regard to delay in the issue of the QSR Report to BCA (5 months+)	Principal	September 2020
21/20	<u>Self-Declaration before access BCA:</u> Governors to complete Declaration Form in advance of coming back onto College campus.	All	Ongoing
	<u>H&amp;S Covid-19 Action Plan:</u> Include as standing agenda item to Corporation for review and monitoring until further notice	Exec Team	July, September 2020
	<u>Learner Voice Report:</u> Results from the Student Survey on remote learning would be presented to Corporation.	VP Curriculum/ Dir Governance	8 July 2020
	<u>Financial Impact of Covid:</u> <ul style="list-style-type: none"> <li>• All possible action to be taken to mitigate ongoing loss from student transport (and catering) provision in 2020/21.</li> <li>• Threat to financial viability of coach companies to be added to BCA Risk Register.</li> </ul>	Exec Team	July 2020
23/20	<u>Ski Trip 2021:</u> Trip approved only subject to a future change in DfE/ PHE guidance on overseas trips.	Principal	1 May 2020
24/20	<u>Curriculum development L3 Animal Management:</u> SLT to work towards developing a unique offer which would support progression to HE – modules on statistical analysis/ referencing systems/ research techniques	SLT	Autumn 2020/21