



Minutes
Meeting of the Corporation
Wednesday 8 July 2020 at 3.00pm
Remote access via Zoom

PART 1

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

Apologies: Katie Beckinsale
 Janet Robertson

In attendance:	Anne Entwistle	<i>VP Curriculum and Students</i>
	Richard Munday	<i>Finance Director</i>
	Tracy Reeve	<i>Clerk to the Corporation</i>

[The Governors had a pre-meeting without members of SLT present which was not formally minuted.]

28/20 Apologies

Apologies had been received from Student Governor, Katie Beckinsale and from Staff Governor, Janet Robertson (who was on annual leave).

29/20 Notification of any other business

• **Recognition of Staff efforts during lockdown**

The Chair (PG) informed the SLT that Governors had been extremely impressed with the way the College had responded to the Covid-19 lockdown. Link Governors feedback during the Governors pre-meet had provided several examples of departments working as a strong cohesive team and the College should be commended for this. PG suggested that she should send an email of thanks to All Staff to recognise the difficult circumstances and the amazing response from BCA staff. The meeting also asserted the need for the members of the SLT to have a meaningful break during the summer closure as they had been working under extreme pressure during the last 3 months.

The Chair would draft an email of thanks to All Staff which would be sent on her behalf by the Director of Governance.

There were no items of Any Other Business notified.

30/20 Notification of Members interests

There were no interests notified.

31/20 Minutes of the meetings held on 3 June 2020.

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

32/20 Matters Arising

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

ITEMS FOR DECISION/ APPROVAL

33/20 Governance Matters

- **Governor Link Scheme 2020/21**

The meeting noted an updated copy of the Link Scheme for 2020/21; an error in the email address for SS was noted and would be corrected. AE confirmed that HoDs would contact their link governor in the early part of the autumn term.

- **Draft meeting timetable 2020/21**

The meeting noted the proposed Corporation and Committee meeting schedule for 2020/21. The Clerk asked members to notify her of any non-availability to enable dates to be finalised. The dates for the strategy day in February 2021 would be finalised in the autumn term. The Clerk informed the meeting that she would send 'Outlook Calendar' invitations for the meetings to all attendees to enable them to schedule their electronic diaries. It was agreed that a decision on whether to hold remote meetings or come back into College during September would be taken by the end of August 2020.

The BCA meeting timetable 2020/21 was AGREED.

The Director of Governance would liaise with the Chair in August 2020 to determine the location of the first Corporation meeting in September 2020.

- **AoC Rebuild Strategy**

The Clerk presented a copy of this recent AoC Report, 'Rebuild: a skills led recovery plan'. The meeting noted that in this document the AoC was calling on government for another bold and necessary course of action to reduce the post-furlough shock, minimise the risk of economic scarring, and prepare the country for the rebuild post Covid-19. Governors agreed that this would be a useful document to consider at the 2019/20 Governors' Strategic Planning meeting.

The AoC Report was NOTED

- **Student Governor Vote of Thanks**

The Governors thanked NB and KB (in her absence) for their input as student governors during 2019/20; their challenge and comment had been extremely useful for Corporation members to maintain a focus on learners. NB highlighted the other student governor Leah Finney who had worked on the Student Exec during 2019/20 although she had not attended the Governing Body meetings. The meeting commended NB for her excellent results on her Applied Science Extended Diploma and wished her well as she moved onto university to study Biomedical Science; her impact as a positive role model for other students had been acknowledged by the award of the cross-college Richard Muircroft Award. The meeting also sent their best wishes to KB as she started her own practice after qualifying as a Veterinary Physiotherapist; her input to HE Oversight Committee and during the QAA Inspection of HE in January 2020 had been extremely valuable for the College.

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

34/20 Covid-19 Update

- **Plans for phased opening of BCA campus: Health & Safety Risk Assessment:**

The meeting considered the latest version of the Health and Safety Risk Assessment and plans for the re-opening of the campus in September 2020. The Principal (GM) reminded the meeting that this document was 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). 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. GM highlighted the new Government guidance which suggested that there should be full-attendance on site by all learners in September 2020 (not a 50/50 split of face-to-face and online learning as had been discussed at the last Corporation meeting in June 2020). The need for ongoing social distancing would be accommodated by keeping groups of learners in separate curriculum/ class pods; this would not eliminate risk but would mitigate it. Lunch breaks would be taken in classrooms with campus catering outlets offering food on a grab and go basis only. The timing of lunch breaks would be staggered to reduce the pressure on the canteens and the available toilets. Additional PPE was now in place – e.g. full screening at Reception, sanitizer in all areas, visors and face-masks available for staff – and the campus cleaning schedule had been amended to allow more frequent cleaning. The SLT had been in regular contact with the coach companies to ensure that the student transport provision met, and where possible exceeded, all safety guidelines and minimised the risk of transmission. The Finance Director (RM) confirmed that usage of student transport would only be known once enrolment had taken place; any financial impact of reduced numbers and so a reduction in income would be reported to the Corporation in September 2020. GM confirmed that management were working with union representatives from UCU to review the ongoing plans. The Principal was also in regular dialogue with the ESFA to inform them of College plans for re-opening. The SLT were mindful that they needed to prepare for staff and learner absence during the autumn term due to illness or where individuals were required to self-isolate. Access to blended online learning would be used when learners were absent. GM reaffirmed the ongoing aim for no learner to be disadvantaged. Governors sought, and were given confirmation that course leaders had been involved in drawing up the guidelines for their particular areas of the curriculum to reflect the needs of individual groups of learners. This included paying particular attention to the needs of vulnerable learners. Enrolment would take place online as well as on a face-to-face basis. Learners who were required to attend to enrol would have an appointment time which would limit numbers on site at any one time; PPE requirements would also be put in place to limit risks for staff and learners. The meeting noted that a large 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. The Principal assured the meeting that the SLT were still mindful that some staff would be nervous about coming back onto site and HR were working to provide additional assurance for staff. Governors reasserted the need 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 Covid-19 Update Report was NOTED and RECEIVED

The Health and Safety Risk Assessment and Action Plan (version 3) for a phased return to campus in advance of September 2020 was RECEIVED and APPROVED.

- **Safeguarding**

VP Curriculum and Students (AE) presented a verbal update on the significant safeguarding activity that had continued during the College closure. The meeting was given assurance that the student welfare team would continue to provide support to those learners requiring it over the summer period. The College would have 3 counsellors available throughout the holiday period; students could access them directly via phone or the BCA app. There would also be a lot of contact with the applicants for 2020/21 to keep them engaged with BCA during the summer. Governors were reminded that the College was planning for a large scale increase in vulnerable learners 2020/21 due to the adverse impact of the Covid-19 pandemic on mental health.

The Safeguarding Update Report was NOTED

- **Academic Update: Indicative Achievement 2019/20**

The meeting noted a report which outlined indicative achievement 2019/20. The VP Curriculum and Students (AE) assured the meeting that teaching staff had ensured that students successfully completed all units wherever possible. Where calculated grades had been required, curriculum teams had worked together closely to ensure fair and considered outcomes. All centre-assessed grades had now been submitted to the awarding bodies. Unlike previous years these results could be shared with students until August when A Level and GCSE results were released; AE highlighted that the awarding bodies would use this additional time to moderate the results. They were expected to look at provider historical data, outcome trends and 'normal' distribution curves before finalising learner outcomes. AE assured the meeting that BCA staff had been fair and accurate and evidence to support all decisions had been collated and filed by department. The meeting noted the detailed indicative achievement data by curriculum area and level compared with the prior year data. ***Governors asked that future reports contained data on the cohort size for each level to give the meeting additional context and to enable any particular areas of strength/ weakness to be more easily visible.*** AE highlighted Animal Management which was a very large area in terms of numbers and had seen a slight dip in success compared with the prior year; however the predicted success 2019/20 was still above the National Average (NA). Governors asked management whether there had been any visible impact of the move to remote learning. AE confirmed that results were broadly in line with the prior year but English and maths results were better. AE highlighted that the submitted calculated GCSE maths grades indicated a 5% improvement on prior year which followed the three year trend at BCA. English grades were also showing a significant improvement on prior year but there was a concern that these grades might be moderated down due to the poor results in the prior year. AE confirmed that these grades could be fully justified and evidenced, the English team was new and experienced but the expectation was that the grades may not be realised on results day. The meeting sought confirmation on whether BCA would reveal centre-assessed grades as well as the final grades in order to manage any learner disappointment. AE confirmed that this data would only be revealed where individual cases demanded it.

The meeting also noted the retention rate in 2019/20 was 95.4% compared with the target of 93% and the prior year figure of 95.2%.

Governors sought additional data on Apprenticeships during 2019/20 and ***the Principal confirmed that this data would be brought to the September 2020 Corporation meeting.***

- **Student Voice**

The meeting noted a comprehensive report which summarised the results from the BCA Learner Survey on remote learning which had taken place in May 2020. The meeting noted that 430 learners had responded to the survey spread across all of the curriculum areas. The meeting was pleased to note that 99.5% of respondents had internet access at home. AE confirmed that BCA had loaned Chromebooks to any learner that needed to borrow one (12.8% of respondents). Access to online learning had been judged as 'easy' by 303 learners with only 5 learners judging access as 'hard'. The meeting was pleased to note that 87.2% of respondents judged that they had received the right level of support from tutors and pastoral staff during the lockdown. The meeting commended the format of the Learner Voice report with very clear results via pie-charts.

AE informed the meeting that this report had caused the SLT to review any future practice on the delivery of online learning. One example for this would be to capture all lessons via online recording so that learners could access them at different times or even revisit them

as a revision tool. This would allow individual students to learn at a different pace. Governors commended the level and scale of online delivery that had been achieved; anecdotally this was cited as being much more comprehensive than what Governors had seen provided by secondary schools. The meeting also commended the strong social media presence that the College had maintained during lockdown. ***Governors asked for a vote of thanks to be passed on to the small Marketing Team for building such a strong BCA identity/ brand across numerous social media platforms.***

- **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 8 staff still furloughed (compared with 11 at the last report on 3 June 2020); these were the minibus drivers. RM confirmed that the College had received the second payment from Government under the Job Retention Scheme (£15,000 received in total over the last 2 months).

The Academic Update Report was NOTED

35/20 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 two 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 as already discussed. 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. The meeting was assured that the SLT were closely monitoring the financial impact of Covid-19 on operational costs, particularly student transport and catering for 2020/21. GM informed the meeting that the ESFA had issued a questionnaire to colleges on transport costs moving forward so there could be some external relief; Landex were also lobbying on behalf of land-based colleges who traditionally provide student transport for learners to access their more remote sites.

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 College had now submitted a full planning application to RBWM.

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 as already discussed in the meeting. The meeting noted that a short inset day for all staff had taken place on 25 June to get people in to see the new layout of rooms and one-way systems. The meeting was reminded that there was an ongoing risk around the income from Ardmore who were not currently able to operate. The Principal confirmed that she was in close dialogue with the CEO of Ardmore's parent company who had provided assurances around the ongoing lease payments.

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 16 '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 had taken place with support being provided by an external HR specialist. The meeting noted that a transition plan for the BSc Veterinary Physiotherapy was still being investigated.

Risk 5 'IT failure with loss of data for staff and students' (Risk score at 15 'amber' after mitigation): 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 on the new tracking system 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.

Risk 10 'Covid-19 social distancing in term 1 requires Plan B – 50% utilisation of coach transport at 100% of cost' (This risk was now scored at 10 'green' reduced from 15 'amber' post mitigation): The meeting was reminded that Plan A for full opening with all students on site but adhering to 1m+ social distancing in September 2020 had now been confirmed.

The Principal informed the meeting that the Risk Register would be reviewed over the summer to remove the green rated risks which no longer posed a threat to College operations e.g. GDPR, failure to engage with the LEP, and Ofsted.

The Board Assurance Framework/ Risk Register was RECEIVED.

36/20 Financial Data Collection for Colleges July 2020; Budget 2020/21

The Finance Director presented the budget 2020/21 along with a full commentary. It was noted that as in the prior year, the budgeting model had been constructed based on the College curriculum planning model. It also linked to the ESFA schedules to enable any amendments to flow-through and show any resulting change to the Financial Health category. RM highlighted that the required financial return was based on the template issue by the ESFA on 15 June which was much simplified from the previous Integrated Financial Model for College (IFMC) which had been submitted in February 2020.

- **Year-to-date performance 2019/20 and full year forecast**

The Finance Director (RM) informed the meeting that the forecast for year-end 2019/20 had been impacted by Covid-19 as follows:

- AEB clawback would not be applied + £41,000
- Landbased Training loss of short-course commercial income - £73,000
- Student Transport refunds mid-March onwards - £172,000
- Student Trips & Visits refunds - £64,000
- Loss of other commercial income (dance school, horse trails, zoo etc.) - £119,000
- All other income - £83,000
- TOTAL ADVERSE IMPACT on income of £470,000.
- The balancing reduction in TOTAL COSTS would be £302,000.

RM informed the meeting that the net effect of all these changes would be that BCA was now expected to report an operating deficit of £115,000 in 2019/20 compared to a forecast surplus of £53,000 i.e. an adverse movement of £168,000. EBITDA was now expected to be £994,000 and not the £1.145 million predicted in February 2020. The meeting was informed that the Financial Health Grade for 2019/20 would be 'requires improvement' (RI) as the points total would be at 120 (180 was required for 'good').

• **College Budget 2020/21 and Plan 2020/21**

The meeting considered the budget and supporting commentary for 2019/20 which clearly outlined the rigour of the budget process and the underlying assumptions. Members noted that the budget 2020/21 showed projected income of £16.101m and an operating surplus of £194,000 at year-end. Financial Health for 2020/21 would remain at RI but the points score would increase to 150 points. EBITDA would be 31.359m and staff costs as a percentage of income would be close to the 65% benchmark at 65.6%. Other key points were noted:

- ESFA income in 2020/21 had been taken from confirmed allocations.
- In view of the potential uncertainties associated with COVID-19, and even though the lowest month-end cash balance was expected to be £147,000 in credit, management had applied to the bank for a £0.5 million facility from mid-February to mid-April 2021 and was expecting this request to be looked on favourably.
- Management had identified that, partly due to COVID-19 but also as a consequence of the college having had to spend significant amounts on capital in 2019/20 to accommodate more new students than expected (but not receiving the corresponding funding until 2020/21), the college would fail the cash flow cover test set by the bank in 2020/21. Ordinarily this would lead to the college breaching the loan covenants with Lloyds but the FD confirmed that the Exec Team had been working with the College's Relationship Director to reset the criteria and expect the changes to be approved by the bank in order that the college passes the test, thereby avoiding the need to apply for a waiver of a breach. This revision would require the College to be at least £250,000 in credit on 31 July 2020, which would not pose a problem.
- In August 2020 work would start on the new Health Sciences facility, which was being fully funded by an £850,000 facility from the LEP. The meeting was reminded that this project needed to be completed by the end of March 2021 and the expectation was that there would be no problem with meeting this deadline.
- The college continued to pursue planning permission for the sale of land for residential development to provide funds for the repair and restoration of the listed heritage assets.
- Pay costs: At £10.41 million these were expected to be £291,000 (3%) higher in 2020/21 than the current year. As a consequence of higher income, though, pay costs as a percentage of revenues would reduce from 69.4% to 65.5%, which would mean that the college will be very close to the target of 65% set by the ESFA. RM confirmed that minimal changes in headcount were expected next year and no

college-wide salary increases had been allowed for. Student numbers were expected to be very similar to 2019/20, and senior management would pay very close attention to class sizes and teaching hours, using an updated version of the current Curriculum Planning Model.

- Non-pay costs were forecast to rise to £5.496m (compared to £4.758 in the current year).
- Capital Expenditure (other than the fully funded Health Sciences Centre) would be capped at £0.5m during 2020/21 and the vast majority of this had already been allocated to IT and Estates.

The meeting sought, and was given, assurance that a detailed line-by-line review of all non-pay costs had been carried out by the Finance Director and budget holders. Governors sought and were given confirmation that this was a realistic financial plan and had been subjected to detailed sensitivity analysis. The impact of the sensitivities was noted within the budget commentary and the possible impact of all of these would be to reduce cash and EBITDA by £280,000 which would reduce the financial health score to 120 (still classed as RI). Governors sought clarity around the switch in funding source for the High Needs Element 2 funding; RM confirmed that this would be received from the ESFA rather than local authorities in 2020/21. ***The meeting agreed that the Corporation would need to closely monitor these risk and sensitivities during 2020/21 to ensure sufficient mitigation was in place if any of them crystallised.***

Cash Flow:

The meeting considered the monthly cash-flow statement through to July 2021 and noted that cash would increase in each of the years as a consequence of learner growth, the surpluses being generated, and careful financial planning and management. Cash would rise from £708,000 in July 2020 to £1.130m in July 2021. GM highlighted the ongoing close and very positive relationship that the College enjoyed with both the ESFA and Lloyds Bank.

ESFA Template and Financial Health:

The meeting noted a summary of the ESFA financial forecast model and this detailed document was taken as read. The meeting noted that the College had not submitted financial data for 2021/22 which was optional at this stage. RM confirmed that this document would be submitted to the ESFA to meet the submission deadline of 31 July 2020.

The meeting commended the comprehensive budget and the clear narrative. Governors asserted that the reduced impact of Covid-19 in 2019/20 was reassuring.

The Corporation APPROVED the BCA Budget 2020/21 and the ESFA Financial Health Calculator submission as presented for 2019/20 and 2020/21.

ITEMS FOR INFORMATION

37/20 Planning Application Update

The Principal gave the meeting a verbal update on the campus development and the planning project to realise funds for repair and ongoing maintenance of the BCA heritage assets. The Principal (GM) confirmed that the full planning application had been submitted to RBWM earlier in the day; an invoice for the costs had just been received. The meeting noted that initial feedback from planners in the pre-consultation stages had been positive but there was concern about increased traffic movements during any construction work. This was not insurmountable as construction traffic could be routed via the BCA estate. The meeting was reminded of the recent Historic England guidance on enabling developments and heritage assets; this revised guidance would provide a positive reinforcement to the BCA plans. The meeting noted that as a separate exercise, the

College had also made representation to the RBWM Local Plan with regard to taking land out of greenbelt. The meeting commended the comprehensive work taken by the Estates Project Team over the last 18 months, the resulting Estate Strategy and planning application was based on sound specialist guidance.

The update on the planning application to RBWM was NOTED.

38/20 Academic Report

- **Progress against Quality Improvement Plan (QIP) 2019/20**

The meeting considered the report which was presented by the Vice Principal Curriculum and Students (AE). The meeting noted the summary of progress at June 2020 against the 2019/20 QIP which had been based on the Self-Assessment 2018/19. This document was now presented as a dashboard of progress against the four key priorities within the QIP:

- Improve the quality of education by maintaining achievement rates and further improving student progress through confident teaching and use of pedagogy practices.
- Improve achievements in GCSE English and maths to exceed National Rates (NR)
- Develop a cross-college Digital Strategy to enhance student and staff experience and to ensure GDPR compliance.
- Review of the current work-based learning qualification/ apprenticeship provision.

AE highlighted that although indicative grades were known there would be no confirmation of success data until August 2020. Attendance via online registers had been logged during lockdown and the year-to-date figure was currently at 91.7%.

The meeting was given an update on the development of a cross college digital strategy. This would include a new learner Individual Learning Plan (ILP) which would allow learners greater access to their own target and give them stronger ownership. Governors sought, and were given, confirmation that this new ILP would work for apprenticeship learners. The meeting was informed that this new format ILP would also be better for HODs and lecturers as it would enable them to view a whole cohort of learners together. The meeting commended the new Motor Vehicle work based technical qualification which would focus on Electric/Hybrid vehicles.

The Academic Report was RECEIVED.

39/20 Finance Report

- **Finance Director's Report**

The meeting took the Finance Director's Report as read. This provided additional narrative around the following: 2019/20 financial performance to date; 2020/21 budget; DfE Grant and related matters; cash flow; and, internal audit. The FD highlighted the plans for internal audit in 2020/21 which would include audits of apprenticeships, the College curriculum plan as well as the Learner Records and Funding Audit.

- **College Management Accounts: May 2020**

The meeting took the Management Accounts to 31 May 2020 as read. These showed a £57,000 operating surplus for the year to date which was an adverse variance of £269,000 against the reforecast of £326,000 (February 2020 pre-Covid). The EBITDA equivalents for the last 12 months were noted as £749,000 actual against the reforecast of £983,000.

The meeting received 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.

The May 2020 management accounts were taken as read and RECEIVED.

40/20 Applications 2020/21

The meeting noted a detailed spreadsheet showing applications by curriculum area at 26th June 2020 compared with the same point in the prior year. Applications for September 2020 were currently at 1,511 which was 1 lower than at the same point during the prior year. The meeting considered the curriculum areas which were currently behind compared with the prior year: Animal Management, Land and Protective Services. The Principal highlighted the impact on Level 3 Animal Management with the increased pull from school sixth forms; however, the lower conversion rate of level 3 Animal Management would mean that lower applications would have less of an impact on actual enrolment than in other curriculum areas. The meeting discussed the possible impact of no exams in 2020 and the possibility of grade inflation which would make it more likely for some learners to stay on at school for A Levels when they would traditionally move to College to undertake a Level 3 vocational qualification. In light of this, BCA would keep its enrolment window open for longer – probably to include October half-term – in order to accommodate any learners who were struggling with A level learning and wanted to move to a vocational course. GM assured the meeting that the Marketing team were doing all they could to reach out to applicants and to keep existing learners ‘warm’ over the summer period post-lockdown. Current thinking was that learner numbers would not grow but the SLT were expecting the College to fully earn its ESFA contract.

Online Enrolment: The meeting was reminded that an element of the enrolment for 2020/21 would move to an online process. However, the Principal asserted the need for a proportion of students e.g. foundation learners, to enrol in a traditional face-to-face manner.

The Applications Report was NOTED

41/20 Audit Committee feedback

The Chair of Audit Committee (NDG) gave the meeting a verbal update on the recent Audit Committee meeting held on 17 June 2020. The lead audit partner from the College’s external audit provider (RSM) had attended the meeting to discuss the timetable and plan for the audit of the College’s 2019/20 financial statements. This would take place in October 2020. The meeting had also challenged the management team in setting the Internal Audit Strategy for 2020/21.

NOTED

42/20 Higher Education Oversight Committee Feedback

The Chair of HE Oversight Committee (PG) gave the meeting a verbal update on the recent HE Oversight Committee meeting held on 18 June 2020. The Confidential Minutes from this meeting had been circulated to Governors.

NOTED

ANY OTHER BUSINESS

43/20 Any Other Business

There was no other business.

The Chair and all the Governors asked the Principal to pass on their thanks to all staff at the close of another very successful year. She commended all members of the Executive Team for their individual and very valuable contribution to the operations at BCA.

It was AGREED that the Chair should write a letter of thanks for Claire Conroy, Health and Safety Manager as well as to the Marketing Team for their considerable efforts and positive impact during the recent College closure.

The meeting closed at 6.45pm.

The Staff and Student Governors withdrew from the meeting for the Confidential Part 2

SUMMARY ACTION POINTS

Minute Ref	Action	By who	By when
29/20	<u>Staff efforts during lockdown</u> All staff email to be sent from Chair of Governors thanking all staff.	Chair Dir of Governance	15 July 2020
33/20	<u>Location of September 2020 meetings</u> Decision to be taken on whether Governors should meet face-to-face or online	Chair SLT	1 September 2020
34/20	<u>Success Reports</u> Future reports on course data to include learner numbers involved.	VP Curriculum & Students	Ongoing
	<u>Apprenticeship Data:</u> To be brought to next Corporation meeting.	Principal WBL Team	23 September 2020
36/20	<u>BCA Budget 2020/21:</u> Budget approved for submission to the ESFA.	FD	31 July 2020
43/20	<u>Letter of thanks from Chair:</u> Chair to send individual letters of thanks to BCA Marketing Team and H&S Manager	Principal Chair	15 July 2020