

DRAFT



BRIDGWATER
& TAUNTON
COLLEGE

BOARD OF GOVERNORS

MINUTES OF THE MEETING OF GOVERNORS HELD ON WEDNESDAY 6 DECEMBER 2023

MEETING COMMENCED: 5.05 pm
MEETING ENDED: 7.15 pm

PRESENT: Derek Randall (Chair), Andy Berry (AB), Helen Stapleton (HS), Nick Skyrme (NS) (via Teams), Beverley Hawkins (BH) (via Teams), Andy Berry (AB), Sam Harris-Roberts (SHR), Aaron Greenwood (FE Student Governor) Adam Collett (AC), Jayne Woodland (JW), Denys Rayner (DRa), Alan Hunt (AH), Mike Westlake (MW) (from 5.20 pm)

IN ATTENDANCE: Marcus Holder (MH), Mark Nettle (MN) (Governance Professional) and Katy Hockings (note taker)

G.02.17.24

WELCOME AND APOLOGIES FOR ABSENCE

DR welcomed everyone to the meeting, apologies for absence had been received from David Taylor, Storm Oatley-Summers (HE Student Governor), Lyndon Brett, and Claire Pearce.

DR welcomed JW to her first meeting, covering the Taunton staff governor post whilst HLA is on maternity leave. MN mentioned that he would be writing to the HE Student governor and seek a replacement.

G.02.18.24

MINUTES OF THE SELF ASSESSMENT MEETING HELD ON 5 OCTOBER 2023

The minutes of the Self-Assessment meeting held on 5 October 2023 were reviewed and agreed to be an accurate record of the meeting. The minutes were approved by the Board.

G.02.19.24

DECLARATIONS OF INTERESTS

There were no declarations of interest relevant to the meeting.

G.02.20.24

MATTERS ARISING

AI Presentation at Residential – MN confirmed that MW will provide an AI presentation at the residential event in January.

G.02.21.24

PRINCIPAL'S UPDATE

AB had submitted a written update to Governors prior to the meeting. He highlighted key points and provided a verbal update. AB highlighted the recent Heads of Departments residential event at which a number of external speakers joined to cover the FE sector, economic update and AI. AB reported on the recent announcement that the College has

been successful in winning a third Queen's Anniversary Prize for work in nursing and partnerships with the NHS. DR commented on feedback that he has had from within the sector on this win. AB and DR attended an initial event in St James's Palace in November to announce the winning institutions. There will be another event in February where staff and stakeholders will attend the Guildhall, London to celebrate. Haygrove School will move their Year 10 students off the Bridgwater temporary campus back to their own campus into temporary accommodation from the new term. AB highlighted that he is on a new Principals Group nationally which will feed in intelligence from the sector to lobby Government for policy change. AB invited questions and comments. DRa asked about the recent increase in apprenticeship enrolments. AB confirmed these are from both nursing and health and also from the power sector. AB will provide a more detailed report on this for Governors.

ACTION: AB to provide a more detailed update on the increase in apprenticeship enrolments recently.

G.02.22.24

FINANCIAL PERFORMANCE 2022/23

Final Management Accounts 2022/23 – The management accounts for the year ended 31 July 2023 had been circulated prior to the meeting for review. MH presented the management accounts and highlighted key points for consideration and noting. MH confirmed that the Audit Committee and the FP&GP Committee had reviewed the documents in detail at their recent meetings. MH invited questions. There were none.

Financial Statements for the Year Ended 31 July 2023 – MH presented the financial statements for the year ended 31 July 2023 which had been circulated to the Board prior to the meeting. MH highlighted key points within the financial statements and invited questions from the Board. NS requested a more detailed update on The Colleges' Partnership within the statements, and MH provided the requested information. The Board noted that the FP&GP Committee and Audit Committee had reviewed these in detail. MH requested that the Board give DR authority to sign off the Financial Statements for the Year Ended 31 July 2023. The Board authorised DR and AB to sign off the accounts on behalf of the Board.

Audit Completion Report including Letter of Representation – MH highlighted the audit completion report, including Letter of Representation, which had been received following the external audit for the year ended 31 July 2023. MH highlighted two points which the auditors raised in relation to the financial statements, and the Board noted these points.

G.02.23.24

ANNUAL REPORT OF THE AUDIT COMMITTEE TO THE CORPORATION 2022/23

MN reported that the Audit Committee reviewed the report which considered the eight internal audits which had been undertaken in the period 2022/23. Conclusion from the internal auditors were that the College has adequate internal controls which resulted in a successful result on all of the internal audits. The Board noted the final report which would be circulated to the Board for information in due course.

ACTION: MN to circulate the final report to Governors.

G.02.24.23

KPIS 2022/23

The final outcome of the KPIS for 2022/23 had been circulated to Governors prior to the meeting. AB highlighted the key points, including the final position at the end of the year. AB invited comments and questions from Governors. DRa asked about maths outcomes, and JW provided an update on the position. DR asked if the College works with local schools in relation to maths. JW confirmed that there is contact with local schools in order to predict levels and needs of learners who will be enrolling with the College. JW is setting up a Somerset maths Hub, working closely with the National Centre for Excellence, to support this area of the College's work. MN highlighted that more detailed information can be provided on student satisfaction, splitting out by student type e.g. Study Programme and Apprentices. MW commented on the quantitative nature of some of the KPIS and improving this to ensure that the outcomes can be accurately measured against the targets. HS asked for more information about the Local Skills Improvement Plan and the Local Skills Improvement Fund and the funding that the College has secured for this. It was agreed to put this on the Residential event agenda in January. NS commented on the market share of school leavers. He asked whether applications are strong for this year or for the previous year. NS asked what the current position is on applications for the coming academic year. AB would provide a detailed update at the Residential event in January. The Board noted the outcome of the KPIS for the year 2022/23.

ACTION: Update on LSIP and LSIF at Residential Event in January. AB to include on the agenda.

AB to provide an update on school leaver applications for 2024/25 at the Residential event.

MN to provide more detailed analysis of student satisfaction survey by student type.

G.02.25.24

DRAFT COLLEGE SELF-ASSESSMENT REPORT 2022/23

Governors had been invited to join a meeting of the Quality and Standards Committee earlier in the month to review the draft Self-Assessment Report for 2022/23. The document had been reviewed in detail during the meeting with feedback received from Governors. The final draft SAR for 2022/23 will be published early in the New Year. The Board noted the draft SAR document, and that final adjustments will be made prior to publication.

G.02.26.24

PROGRESS UPDATE 2023/24

Operating Plan 2023/24 – The operating plan for 2023/24 had been approved at the Board meeting in June 2023. A progress update had been submitted to Governors by SMT and AB provided an overview of the progress to date and requested comments, feedback and questions from Governors. MW commented on the KPI relating to increase in BME staff, and how this is reflected within the operating plan to ensure achievement. AB highlighted that the high-level operating plan is filtered down to departments where individual departmentalised plans are developed with actions to ensure achievement of the KPIS. AB highlighted that departmental and area operating plans will be reviewed as part of the termly Area Review Group meetings which has Governor representation. Furthermore, the Principalship have termly review meetings with each department and the departmental operating plans

are also reviewed at these meetings. AB will consider how to provide a broader update to Governors.

DRa commented on specific detailed targets for some areas of the operating plan, to ensure there is a target point, and also where the starting point is so that progress can be monitored effectively.

ACTIONS: AB to consider further detailed reporting to the Board on operating plan links to KPIs, and bring to next meeting.

Review operating plan targets and ensure that parameters are detailed so that the Board is able to assess progress against targets more effectively.

KPIs 2023/24 – AB presented the KPIs which had been put together for 2023/24 based on last year's performance and based on securing achievement of the five-year strategic plan 2022-27. AB gave an overview of the KPIs which had been developed for the current academic year. He invited comments and input from Governors on the KPIs. MW and DRa requested targets from starting point to target point so that more detailed and accurate analysis can be undertaken. AB to review these with SMT and recirculate the document once updated, and review again at the Residential event in January.

ACTION: AB to review KPIs to ensure that full data is included to review on last year, and provides quantitative targets for ease of assessment and review.

G.02.27.24

FINANCIAL UPDATE 2023/24

Management Accounts Three Months to 31 October 2023 – The management accounts for the three months to 31 October had been circulated prior to the meeting for review by the Board. MH highlighted key points within the document and invited questions from the Board. There were none. MH and AB confirmed that the FP&GP Committee had reviewed the management accounts in detail at its recent meeting.

Revised Budget 2023-24 – MH provided an update and outlined the key points within the revised budget for the year 2023-24 for approval by the Board. He invited questions and comments. MH requested that the Board approve the revised budget for 2023-24 and the Board unanimously approved the revised budget.

G.02.28.24

POLICIES FOR APPROVAL

Equality, Diversity and Inclusion Policy – the updated EDI policy had been circulated prior to the meeting for review by the Board. MN highlighted key changes to the document, including strengthened wording around ensuring that staff and students from Minority Protected Characteristics feel that they belong as part of the College community. The policy also now includes specific wording to state that regular events will be held to encourage EDI awareness within the College community and he provided examples such as a Diwali celebration and talk on the 75th anniversary of Windrush. MN requested comments and questions from the Board and thanked MW for joining the EDI Committee. The Board noted the update and approved the updated Equality, Diversity and Inclusion Policy.

Health and Safety Statement and Policy – The updated Policy had been circulated to the Board prior to the meeting. MH highlighted the

relatively minor changes to the document. All changes were highlighted in yellow within the document for ease of reference. MH invited questions and requested approval of the Policy. The Board unanimously approved the updated Health and Safety Statement and Policy.

G.02.29.24

SAFEGUARDING REPORT

The annual safeguarding report had been circulated prior to the meeting for the Board to review. MN provided an overview of the report and highlighted key points. MN highlighted key data within the report. MN outlined that there is new safeguarding refresher training and Prevent training currently being rolled out to staff. Governors will be asked to complete the new online Safeguarding and Prevent refreshers in the new calendar year. MN confirmed that DT is now the Safeguarding Link Governor for Residential students as well as more widely. DT has undertaken a review visit of the residential facilities.

MN highlighted actions being taken on the new filtering and monitoring requirements of 'Keeping Children Safe in Education'. MN highlighted the focus on student absence within this document also which has been covered in the Safeguarding Report. MN invited questions and comments. NS raised the point of the current economic climate and the cost-of-living crisis. He asked what action the College is taking to reduce risk to students over the Christmas period. MN highlighted that there is no Government allowance for meal support over the Christmas period, but there are food bank collections being made up until the end of term to raise supplies for local food banks. MN confirmed that an update will be given to students over the coming days to cover wellbeing and other support available within the community over the Christmas period. MW asked about the systems being used to monitor student internet usage. AG commented that browser based social media can be utilised on College devices even though the app versions are blocked by the College systems. It was agreed to have a brief update on the filtering monitoring systems and how this is being utilised at the Residential event for Governors in January.

ACTION: Safeguarding and Prevent refresher training for Governors. MN to organise.

Filtering and Monitoring briefing for Governors at the Residential event in January. MN to collate this.

G.02.30.24

MARKETING UPDATE

The HoD of Marketing, Anthea Kerslake, had put together a written Marketing update report for review by Governors and which had been circulated prior to the meeting for consideration. AB provided an overview and highlighted key points within the report and invited questions. The Board noted the report and the current position. AB highlighted there will be a section on the Governors Residential event in January that will look at marketing around branding for A Levels and Sixth Form programmes. DRa requested further information and more quantitative data around mediums and channels being utilised to support marketing and ensuring that the College secures sufficient enrolments. AC commented that when interviewing students and apprentices, staff interviewing are now asking students where they heard about the College. AB commented that Governors could have an opportunity to discuss this in more detail at the forthcoming Residential event. It was agreed this would be useful, and a further focussed discussion at a later point in the year also. NS commented

on the data regarding university applications, and it was confirmed this is across the sector and not within the HE market within the FE sector. BH commented that this is certainly her experience working within HE. MW commented that it would be useful to have some visualisation to expand on and contextualise the data being presented. AB agreed to feed this back and request more information from the Marketing team.

ACTION: Discussion on Marketing strategy at the Residential event in January. AB to ensure this is on the agenda. Further contextualised information within the marketing report to provide clarity around the type of spend and the targeted audience, to analyse level of success.

G.02.31.24

CAPITAL PROGRAMME UPDATE

A written summary of the ongoing capital programme had been provided prior to the meeting for Governors to review. MH provided a summary of the update, and noted that a full update on capital works had been provided at the Building Projects Committee meeting earlier in the term. The Board noted the report. There were no questions.

G.02.32.24

CORPORATE SERVICES LTD

MH provided an overview of documents relating to BTC Corporate Services Ltd. The Board of this subsidiary company of the College meets termly to review and monitor. Key documents had been circulated to the Board for consideration:

Final Management Accounts for 2022/23 – These were noted by the Board.

Financial statements for the year ended 31 July 2023 – These were noted by the Board

Management Accounts for October 2023/24 – These were noted by the Board

Revised Budget 2023/24 – This was noted by the Board.

G.02.33.24

MINUTES OF MEETINGS OF SUB COMMITTEES FOR REVIEW

The minutes of the recent meetings of Sub Committees of the Board had been circulated to the Board prior to the meeting for review. These were:

Search Committee – 10 October 2023

Health and Safety Committee – 10 October 2023

Quality and Standards Committee – 12 October 2023

Building Projects Committee – 7 November 2023

Audit Committee – 16 November 2023

Finance, Personnel and General Purposes – 22 November 2023

Corporate Services Ltd Board – 22 November 2023

The minutes of the above Committee meetings had been circulated prior to the meeting for review by the Board. The minutes of these meetings were ratified and noted by the Board.

G.02.34.24

ANY OTHER BUSINESS

There was none.

G.02.35.24

DATE OF NEXT MEETING

The next meeting will be held on Thursday 11 and Friday 12 January 2024 – Residential event, Cadbury House Hotel (<https://www.cadburyhotelbristol.co.uk/>)

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Thursday 21 March 2024, full Board meeting.

The meeting closed at 7.15 pm.