

**Minutes of the Bishop Auckland College Board Meeting Wednesday, 10th July 2024
Room 278, Bishop Auckland College, Woodhouse Lane. DL14 6JZ**

CONFIDENTIAL

Agenda Item	Discussion	Action
<p>Present:</p> <p>In attendance</p>	<p>Board Members: Patrick Lonergan (Chair); Shaun Hope (Principal/CEO); Chris Hutchinson; Simon Peacock; Edward Perry; Michelle Andelin; Mo Dixon; Keith Ivory; Gavin McIntyre</p> <p>David Bell (SWDT Executive Council); Judith Layfield; Lynn Heighton; Ann Robinson-Ruddock (Clerk to the Corporation)</p>	
<p>01</p>	<p>Apologies for Absence: Were received and accepted for Joy Allen, Kim Nielsen, Dominic Raymont, Peter Topping and Manoharan Dilukshan.</p>	
<p>02</p>	<p>Welcome and Introductions: P Lonergan thanked everyone for attending the Meeting, the new Board Member was welcomed and introductions were made.</p>	
<p>03</p>	<p>Any Other Business:</p> <ul style="list-style-type: none"> i. <u>ASC Letter:</u> S Hope explained that this had been circulated as the Department for Education (DfE) expected the Corporate Board to have strategic oversight of the business. There were no specific items to note and the College had a good relationship with the DfE. ii. <u>Appointment of Vice Chair:</u> Following a request to all Board Members regarding the appointment of Vice Chair, M Dixon had expressed an interest in taking on the role. P Lonergan recommended Mo Dixon for Vice Chair which was seconded by C Hutchinson and AGREED by the Board. M Dixon was thanked for taking on the role. 	
<p>04</p>	<p>Declarations of Interest: None declared.</p>	
<p>05</p>	<ul style="list-style-type: none"> a) <u>Minutes of the Board Meeting held on 27.3.2024 and Extraordinary Board Meeting held on 25.6.2024 and matters arising not on the Agenda:</u> The Minutes of both Meetings were AGREED as a true record. b) <u>Assessment of Previous Meeting:</u> Results from the new feedback form had been circulated prior to the Meeting. No questions arose. ACTION: Clerk to correlate all comments from Summer term sub-committee and Board Meetings and produce recommendations. c) <u>Actions Arising:</u> Update on outstanding actions. 	<p>ARR</p>

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06a	Headline Report of the Curriculum and Quality Committee: Although the Meeting was quorate, M Dixon felt more Board Members should have been present and hopefully this would be rectified with the new Committee Membership structure (Item 21).																			
06b	Headline Report of the Search and Governance Committee: No questions arose.																			
06c	Headline Report of the Remuneration Committee: <ul style="list-style-type: none"> The new Executive salary structure would commence in the next academic year. The new Assistant Principal – Business and Community was about to go out to advertisement. The AoC and other sector-based recruitment companies were being used to advertise the position. Interviews would be held internally by the Board. 																			
06d	Headline Report of the Resources Committee: No questions arose.																			
06e	Headline Report of the Audit Committee: The Board AGREED the Internal Audit Plan for 2024/25.																			

06f	<p>Headline Report of SWDT Executive Council /Performance update on SWDT:</p> <ul style="list-style-type: none"> • Looking at recruiting 1 or 2 new Council members and Board members were asked for suggestions. • 50% of students were gaining Credits and Distinctions which was huge progress from previous years. • Targets had been set for 2024/25. • The number of students in full-time study had increased but apprenticeships had dropped. • Finance - small profit anticipated at the end of this financial year. • The Curriculum Plan 2024/25 and 3-year Financial Plan had been approved by the Council. These formed part of the total plans for the Group, which would receive overall approval from the Board. 	
06g	<p>Headline Report for Nursery Committee:</p> <ul style="list-style-type: none"> • Currently at 65% occupancy. <p>Q: Can students be used to boost staff in the Nursery? M Andelin replied that only students working towards their Level 3 qualification could work there under supervision.</p> <ul style="list-style-type: none"> • There was a waiting list for places but additional staff were required to fulfil this. • The Nursery would break even if occupancy was at 85% • 3 staff vacancies were about to be advertised and apprenticeships were being considered. 	
07	<p>KPI Monitoring Report 2023/24 – Monitoring Report 3:</p> <ul style="list-style-type: none"> • Growth in 14-16, 16-18 and apprenticeship numbers since the last period. <p>Q: Why is the retention column on the document blank for 14–16-year-olds? S Hope replied that this was difficult to monitor as entries into and out of Durham Gateway were very fluid. M Dixon commented that 85% attendance was in line with other colleges.</p> <p>Q: Is the increase in apprenticeship income due to better engagement with employers? J Layfield replied that this was mainly due to recruitment. S Hope reported that a recent survey of employers with apprentices from the College had shown 100% would recommend the College to other employers.</p>	
08/09	<p>Financial Report for year to date (Management Accounts) and Quarter 3 Reforecast:</p> <p>L Heighton reported the following:</p> <ul style="list-style-type: none"> • Finances were being more closely monitored so close to the year end. • Little change was envisaged from Q3 forecast by 31.7.2024. • Expected to be in managed “Requires Improvement” position due to voluntary redundancies. These had led to an anticipated £290k saving which had allowed the £183k required for the restructure. Good financial health was expected in the following year. DfE were satisfied with the “RI” position and would not be intervening. • The Covenant was unlikely to be breached. <p>The Quarter 3 Reforecast was AGREED.</p>	

10	<p>Financial Matters:</p> <p>L Heighton reported that the College insurance provision had been reviewed and it was recommended to remain with the current insurers for the next 2 years, due to surveys still being carried out on fire dampers throughout College and the recent cyber issues. AGREED</p> <p>The Learner Support Funds Policy for 2024-25 was AGREED.</p> <p>The Fee Policy for 2024-25 was AGREED.</p> <p>ACTION: L Heighton to update policies with new job title.</p>	LH
11	<p>Proposed Budget and financial plan 2024-26:</p> <p>L Heighton reported that once approved, the detailed Financial Plan would be submitted to the ESFA.</p> <ul style="list-style-type: none"> A 3% annual pay rise was built into the budget for the next 2 years. Originally in the current financial year, a 1.5% pay increase had been given but this had been increased to 4.1% following Government funding being received. <p>Q: How has this position to offer 3% pay awards for the next 2 years been reached?</p> <p>S Hope replied that more voluntary redundancy requests than anticipated and restructuring not requiring all staff to be replaced had made this possible, together with more income from funding agencies.</p> <p>The Board AGREED the Budget and Financial Plan 2024-26.</p>	
12	<p>Partnership Plan:</p> <p>The Partnership Plan for 2024-25 was AGREED. The College was not currently in a position to deliver the training in adult skills which Gem had been taken into partnership for. It was hoped to reduce this in future.</p>	
13	<p>a) Student Governor Report: S Peacock stated that the Student Open House session earlier in the term had not been attended due to the timing and it was hoped to hold the next session at the end of September at SWDT Centre. The Cyber problems had meant that students were not receiving e-mails and S Peacock suggested that alternative methods of communication be explored in future. P Lonergan felt it would be prudent to arrange Governor meetings with student reps initially and take it from there. ACTION: Clerk to look into this in September.</p> <p>b) Staff Governor Report: M Andelin reported that there had been a good turn out at the Staff Open House Session and some pre-session questions had been submitted.</p>	ARR
14	<p>Academic Outturn 2023/24:</p> <p>J Layfield reported that some analysis had been done on the Level 1 and Level 3 attendance and further work would be done and included in the SAR.</p>	
15	<p>Curriculum Plan 2024/25:</p> <p>Q: What is the College's market share from feeder schools?</p>	

	<p>J Layfield replied that this was around 13.8% but there were a lot of ideas being looked at to increase this.</p> <p>The Board AGREED the Curriculum Plan for 2024/25.</p>	
16	<p>Quality Improvement Action Plan Progress Report:</p> <p>Going forward, the QIAP and SAR would be presented for approval together in the Autumn term.</p>	
17	<p>Arrangements for College SAR and improvement plan: No questions arose.</p>	
18	<p>Corporate Social Responsibility Annual Report 2023/24: This had been circulated to Board Members for information.</p>	
19	<p>Board Training Update: Concern had been expressed that some mandatory training remained outstanding and it was AGREED that a deadline of 1.9.2024 should be set by which time all Board Members must complete training, otherwise leave the Board. ACTION: Clerk to contact those with outstanding training.</p>	ARR
20	<p>Governance Improvement Plan progress monitoring since December: This had been fully discussed at the Search & Governance Committee Meeting and would continue to be updated on a regular basis.</p>	
21	<p>Committee Memberships: AGREED</p>	
22	<p>Board Member Visit Monitoring Form: ACTION: Clerk to circulate form template to all Board/SWDT Executive Council members for completion and return following College visits.</p>	ARR
23	<p>Strategic Developments Update: No questions arose.</p>	
24	<p>Risk Management Report including Risk Register: This had been discussed fully at the Audit Committee Meeting earlier.</p>	
25	<p>Planning Discussion for 2024/24 Strategy Day: S Hope explained that it would be useful for the Strategy Day to focus on the new College Strategic Plan which was due to be launched in November. ACTION: Clerk to look at suitable dates in early October.</p>	ARR
26	<p>Board Strategy: P Lonergan felt it was now time for Board members to think about whether, for OFSTED purposes, SWDT should be combined with the College for inspections. ACTION: Clerk to add to agenda for next Meeting.</p>	ARR
27	<p>Confidential Items (in absence of staff): There were no confidential items for discussion.</p>	
28	<p>Determination of Confidentiality of Items: S Hope stated that a number of items minuted would need to be redacted prior to publication on the website. ACTION: S Hope to provide Clerk with redactions.</p>	S Hope
29	<p>Dates of Meeting 2024-25:</p> <ul style="list-style-type: none"> • Wednesday, 11 December 2024 at 5.00 p.m. • Wednesday, 26 March 2025 at 5.00 p.m. 	

	<ul style="list-style-type: none">• Wednesday, 9 July 2025 at 5.00 p.m.	
	Ann Robinson-Ruddock Clerk to the Corporation	

There being no other business the meeting closed at 6.35 p.m.



Signed.....
Patrick Lonergan
Chair

Date: 11.12.2024