

**Notes of the Barnfield Further Education Corporation Board Meeting held on Tuesday 6<sup>th</sup> February 2018 at 6.30 pm in the Board Room, Barnfield College, New Bedford Road, Luton LU2 7BF.**

<b>Governors</b>	<b>Cumulative Attendance</b>	<b>Present at this Meeting</b>
Robin Somerville (Chair)	5 of 5	✓
Alex Bain-Stewart (Vice Chair)	4 of 5	✓
Nick Barrett	5 of 5	✓
Elaine Battams (Staff)	5 of 5	✓
Ayotunde Efunkoya (Student Governor)	3 of 5	No Apologies Received
Louise Ellis	3 of 5	✓
Tim Eyton-Jones (Principal and CEO)	5 of 5	✓
Peter Hill	4 of 5	✓
Marc Hulbert	3 of 5	✓
Gavin O'Brien	3 of 5	✓
Imrane Sarrouj (Student Governor)	2 of 5	Apologies Received
Paul Seath	4 of 5	✓
Trevor Warrs	5 of 5	✓
	Percentage Attendance to date (51/65) <b>78.5%</b>	Percentage Attendance this Meeting (11/13) <b>84.6%</b>

**In Attendance:** Claire Dores – Vice Principal Transforming Equalities and Safeguarding, Susan Evans – Interim Finance Director, Lisa Milligan – Director Quality and Improvement, Caron Montague – Clerk to the Corporation, Shagufta Shahin – Vice Principal Transforming Curriculum and Learning, Skip Singleton – Director Funding and MIS, David Corke – Director of Education and Skills Policy, Association of Colleges (agenda item 4), Stuart Markham – Fusion PM and Richard Pearman – Fusion PM (agenda item 8).

**1. Welcome and Apologies for Absence**

The Chair welcomed everyone to the meeting. Apologies for absence had been received in advance from Imrane Sarrouj and were accepted. The meeting was quorate.

**2. Declarations of Financial and Non-Financial Interests**

The Chair asked Members to declare any financial or non-financial interests, there were none.

**3. Notification of Items of Any Other Business**

No additional items of business were notified.

**4. Presentation by David Corke, Director of Education and Policy, Association of Colleges**

David Corke gave a brief background to his role explaining that he also supported colleges that were going through inspection and worked with the DfE to achieve the best deal for colleges on Teaching and Learning, Apprenticeships and Intervention. Ofsted focus is on sub-contracting T Levels. The first tranche of T Level pilots are with colleges graded at good or better and will form a body of evidence given to the Treasury to better inform the decision making process on capital funding. Colleges who are graded inadequate or requires improvement will miss this opportunity.

Governors pressed David Corke on a number of key issues including impact of measure and outcome on impact grades mix and balance of provision. David also provided an analysis of Barnfield College's data relating to qualifications on entry and progress in English and maths. He also provided information on changes in Apprenticeship programmes and the new T Levels which are a key development in post-16 provision. As previously advised and in line with the new accountability measures for 16-18 provision the inspection focus will be on progress, progress, progress. Governors were advised to visit [www.compare-school-performance.service.gov.uk](http://www.compare-school-performance.service.gov.uk) for college comparisons. Detailed AoC response to DfE T Level Implementation report attached with minutes.

**Action – Clerk to attach document for distribution.**

It should be remembered that it is system reform not a qualification reform. T Levels are Common Core A-E, with an occupational specialism section and a pass/fail grade including work placements up to 12 weeks, which will be compulsory and occupationally specific. In the transitioning year learners sitting vocational subjects will need maths and English. If a T Level student does not get a work placement there will be no certificate and not included in data. This raises many concerns including employability. Assistance will be given with travel to work expenses and for young carers.

### **Institute for Apprenticeships**

There will be occupational maps for Business and Administration. It is important that some T Levels are classroom based. There will be 15 routes, 4 of which are apprenticeship based and mapped to technical applications.

David Corke was thanked for his comprehensive and informative report and he left the meeting at 19.18.

**Item 8 was taken first.**

### **8. Campus Transformation Project**

Stuart Markham and Richard Pearman from Fusion PM joined the meeting at 19.19 for this agenda item.

The Project Managers presented the report that had previously been discussed at our recent Capital Project and Estates Development Task Group. The Board NOTED that Colliers will commence discussions with LBC in relation to the Heads of Terms for the land sale for the remaining parcel of NBR. It was anticipated that these would be relatively straightforward to draft. The current programme of the sale value of land disposal is not expected until March 2019 (following 26 weeks for determination of the planning application).

The finalised issued Heads of Terms (Version 5 dated 15.01.18) were APPROVED by those members present at the meeting.

### **New Build Design**

The outcome of the College's application (submitted November 2017) to SEMLEP for funding of £5m is expected by the end of February. The funding strategy assumes this is achieved. As previously agreed summary cash flow modelling options were reviewed. Models 2 and 3 are maintained in the medium term comprising:

1. 13,600sqm construct the scheme in its entirety
2. 13,600sqm construction but only fit out what can be delivered due to funding (expected 8,750sqm)
3. Deliver in two phases. Firstly construct an 8,750sqm building with a 4,850sqm to be constructed at a later date when funding becomes available.

Target completion date is 2021. The Board NOTED a significant funding gap if options 1 and 2 were to be progressed. The Board also NOTED that should the smaller build be

progressed there would be a significant reduction in costs as professional fees will be reduced. The Board NOTED the requirement that the decision would need to be made by the completion of RIBA Stage 3 at the latest.

Peter Hill, Chair of Capital Projects and Estates Task Group confirmed that this discussion had taken place previously and recommended to the Board key decisions:

- Approval of the completed RIBA Stage 2 Design Update by the College;
- Approval to commence RIBA Stage 3 by the College and develop the design of the 13,600m<sup>2</sup> scheme for a planning submission to be made;
- Approve Heads of Terms as presented with the preferred developer, Redrow;
- May 2018 Consideration of the cash flow modelling outcome and the need to approve which design option of the three considered is to be progressed following the planning application (for RIBA Stage 4 onwards).

The Board APPROVED the completed RIBA Stage 2 design update. APPROVED commencement of Stage 3 Heads of Terms as put to Board and agreed to consider cashflow option prior to May 2018.

Stuart Markham and Richard Pearman were thanked for their report and they left the meeting at 19.38.

#### **5. To Approve the Minutes of the Previous Meeting – 9<sup>th</sup> January 2018**

The Minutes of the previous Meeting of the Board of Governors held on 9<sup>th</sup> January 2018 were APPROVED by those present and SIGNED by the Chair as an accurate record.

#### **6. Register of Actions and Matters Arising**

The Board REVIEWED the Register of Actions and NOTED the Matters Arising.

#### **7. Ofsted Inspection**

Shaguffa Shahin gave a comprehensive briefing listing strengths and weaknesses identified during the Ofsted inspection. The draft report is due shortly when it will be checked for factual accuracy by the College prior to publication. Grades remain indicative until published. For overall effectiveness the College was graded 3 – Requires Improvement.

Apprenticeships were judged inadequate and are a serious concern, although comprise a small percentage of the College's overall learner numbers, with a gross revenue (at RO6) of £347,000. Alex Bain-Stewart questioned whether the College should continue delivering Apprentice programme.

With regard to study programmes the College was unable to demonstrate secure evidence of in-year progress. The Board also NOTED that attendance and punctuality remain a persistent challenge.

Governors questioned whether there was a failure of teachers challenging in a number of lessons. Lisa Milligan responded that the issues found were generally related to differentiating pace and stretch and challenge of the more able students. The College has the basics in place for teaching and learning. Discussion also followed regarding whether there was a disconnect between the OTL report which identified outstanding lessons at 36% and the external judgement of RI. The Board was reminded that the self-assessment judgement for the quality of teaching and learning had also been Requires Improvement. The College was pleased to note that with respect to co-observations judgements given by Inspectors and the College's observers were in alignment.

There were a number of classes seen where the more able learners were not challenged. At the time of the inspector work experience for every learner had not been planned and this was considered to be an issue although planning for work experience continues to be ongoing. The College wants teaching and learning, careers and work experience to improve and these aspects were in the 2016-17 SAR and 2017-18 QIP.

The College has been graded Requires Improvement with two areas of good with strengths reflected in the narrative. Trevor Warrs noted there had been signs of progress from the very low base of 2014 and it was pleasing to have two areas judged good. Tim Eyton-Jones responded that we have to increase the pace checking that systems and processes are in place and refine where required.

The Board NOTED that circa 25% of students not attending was unsatisfactory and asked to see the Attendance and Punctuality Strategy at the next meeting.

**Action – Attendance and Punctuality Strategy brought to the next meeting by Shagufta Shahin.**

Governors' discussions expressed the following:

- There was still some weaker teaching and concern about the impact of poor attendance and punctuality.
- ALPS team to continue sharing good practice across the College.
- Recapture the energy and ambition with staff to increase the pace of change.
- Concern regarding apprenticeships; with a review of options to take place. The Apprenticeship Senior Team are new and are starting to show some good work.
- Evaluating learners views regarding their poor attendance.
- Peter Hill enquired as to what other questions the Board could be asking. The Board have completed quite a lot of work around challenging questions however, Chair suggested that the Principal writes a short guidance paper to support the Boards continued challenge.

**Action – Tim Eyton-Jones as above.**

## **9. Update for Recruitment of Director of Finance**

The search is underway and five applications have been received to date. Trevor Warrs and Louise Ellis will be on the panel with Alex Bain-Stewart standing by if required. Selection will take place on 26<sup>th</sup> February and interviews 2<sup>nd</sup> March. The Chair suggested that within the suite of tests for short listed candidates a task on forecasting was included.

**Action – Tim Eyton-Jones to implement.**

## **10. ESFA Notice to Improve – Financial Health**

Governors NOTED Robin Somerville is meeting the two Deputy FE Commissioners and Assistant FE Commissioner on Monday, as too was the Principal, members of the senior management team and a number of middle and first line managers. A comprehensive range of information had been requested and this would be made available. Governors NOTED the final version of the Financial Recovery Plan due to be submitted on 28<sup>th</sup> February 2018. The plan outlines the background leading up to the current situation areas of weakness and a structured reporting format with key headings for the detailed findings, actions, conclusions and recommendations. Numbers are still being confirmed with further feedback required from all Governors. There may be a need for a one agenda item extra FEC meeting finalise input and secure Governors' ownership and approval of the plan.

## **11. Management Accounts at Period 5**

The Board NOTED the position, a more detailed report will be available at the next Board meeting in March.

Skip Singleton tabled an update of the RO6 data showing that 16-18 learners are up at 1,223, an increase of 103 from our last return and 69 from last year. Adult learners has also increased by approximately £500,000 which is £500,000 up on last year.

Apprenticeships working through the data has gone up since it was last reported.

**Action – Skip Singleton to provide a detailed Apprenticeship breakdown of contribution from each department and course.**

## 12. College Progress Report and Executive Summary

Members had been provided with the report to NOTE and provide challenge.

### Key Performance Indicators

The Board NOTED the KPI report. Lisa Milligan provided a brief overview of the data. She drew Members' attention to MiDes data which indicated learners enrolling with a D in GCSE English made progress broadly in line with FGE norms, however for those learners with a D in maths progress was significantly behind the sector norm.

Progress	English D	English E	Maths D	Maths E
Barnfield College	-0.39	0.75	-1.00	-0.20
All providers	-0.36	0.18	-0.41	-0.32
All GFE	-0.41	0.16	-0.50	-0.39
East of England	-0.61	0.13	-0.52	-0.42

Governors NOTED the Intervention policy in colleges and expansion of the Further Education Commissioner role is now available on SharePoint.

The FE Commissioners have requested a long list of documents including all Board papers for the last three years. The Principal advised he would arrange to feedback to Members once an outcome is known.

## 13. General Data Protection Register (GDPR)

The Board REVIEWED the GDPR implementation update and NOTED the matters arising.

## 14. College Calendar 2018-2019

The Board REVIEWED and APPROVED for implementation the 2018-2019 College Calendar which followed the historic academic year format.

## 15. Policy Updates

The Board APPROVED both the Anti-Bribery and FE and HE Fee Policies.

## 16. Governors Register of Interests 2017-2018

The Board RECEIVED and NOTED the Governors Register of Interests updates for 2017-18.

## 17. FEC Meeting Administration

The Board DISCUSSED and REVIEWED the Clerk's proposal to move issuing meeting papers electronically rather than printing a hard copy. There would be a saving of approximately £6,000 in printing and associated costs. It would be a beneficial but a learning process for all. Governors are asked to bring their own devices to the meetings and the Clerk would ensure IT systems were in place. Any members who did not have access to an electronic device should notify the Clerk. Papers are now available on the Governor's area of SharePoint the online portal for staff and students.

The Board AGREED to move to electronic papers with the following suggestion:

- An agenda provided in hard copy for each member. This would be in a landscape format including a column for notes.

**Action – Clerk to reformat agenda and advise IT of meeting dates for support in setting up meetings (if required).**

**18. Standing Item – Apprenticeship Performance Monitoring**

This will be addressed in detail at our next meeting on 27<sup>th</sup> March 2018.

**19. Standing Item – Updates from Committees/Task Groups (matters not on the agenda)**

The Chair of the Capital Project Task Group advised the Board that there were no further updates as it had been discussed under agenda item 8.

**20. Standing Item – Link Governor Programme**

There were no updates at this meeting.

**21. Any Other Business**

Trevor Warrs enquired as to whether the Development Day had been finalised and whether it could include our Financial Strategy and Ofsted outcomes. After discussion there was a suggestion that the three year strategic plan should be a five year one to take into account the new build.

**Action – Clerk to note above and include in agenda.**

**22. Date and Time of the Next Meeting**

The next planned Meeting of the Board will take place on Tuesday 27<sup>th</sup> March 2018 at 4.30pm.

**23. Minutes of Confidential Item from meeting on 12<sup>th</sup> December 2017**

Staff Governors and members of staff withdrew for this item.

Governors stated that they thought the minutes were succinct and clearly stated discussions held. The Confidential Minutes of the Meeting of the Board of Governors held on 12<sup>th</sup> December 2017 were APPROVED by those present (with the exception of Paul Seath as he was not in attendance at that meeting) and SIGNED by the Chair as an accurate record.

The meeting closed at 8.45pm.

**Signed:**

---

**Robin Somerville, Chair of the Board of Governors**

**Date:** \_\_\_\_\_