

**BOURNEMOUTH AND POOLE COLLEGE****PART A - MINUTES OF THE BOARD MEETING HELD ON 29 JUNE 2021, 16.00-18.30**

Meeting held via Teams

<b>Members:</b>		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	
John Dale	Board Member	Apologies
Ian Jones	Board Member	
Caron Khan	Board Member	
Dan Tout	Board Member	
Sue Wellman	Board Member	
Arthur Whiteside	Board Member	
Melanie Wilkins	Board Member	Apologies
Diane Grannell	Board Member and College Principal	
Jonathan Wood	Staff Board Member	
Robbie Campbell	Student Board Member (Higher Education)	Apologies
Martyna Meramow	Student Board Member (Further Education)	Apologies
<b>In Attendance:</b>		
Michael Johnson	Chief Operating Officer	
Jacqueline Page	Vice Principal Curriculum	
Marianne Barnard	Director of Governance & Clerk to the Corporation	
<b>Observer:</b>		
Stuart Palmer	Director of Learning - Creative Industries	

<b>PART A</b>
<b>BOARD MEETING</b>
<p><b>OFSTED TRAINING SESSION</b></p> <p>Denise Olander (Senior HMI Ofsted) joined the meeting to present to Board Members. Denise presented on the role of Ofsted and the important part Governors played in the success of colleges.</p> <p>The importance of spending time in college and being well informed on what it was like for learners and staff was noted. It was also stressed that Governors should know how they make a positive impact on the college.</p> <p>The importance of a rich curriculum was discussed, it was noted that the curriculum should not be solely focused on the qualification. Ofsted were still seeing colleges only teaching the qualification. The line of sight to next steps for learners was also crucial.</p> <p>Governors should be critical friends, challenge college leaders and managers and understand the impact this activity has had.</p>
<p><b>STRATEGIC PLAN - SUPPORTING STRATEGIES:</b></p> <p>The following supporting strategies were presented for approval, following review by Board Members via the GVO:</p> <ul style="list-style-type: none"> <li>• Marketing Strategy</li> <li>• Environmental Sustainability Strategy</li> </ul> <p>It was reported that both strategies had been available via the GVO for comment previously and final versions had been shared for approval. Both supporting strategies were approved by the Board.</p> <p><b>RESOLVED:</b> The Marketing Strategy and Environmental Sustainability Strategy were both approved by the Board.</p>

094-2021	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Board Members: Melanie Wilkins, John Dale, Martyna Meramow and Robbie Campbell.</p>	
095-2021	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest were noted.</p>	
096-2021	<p><b>PRINCIPAL'S REPORT</b></p> <p>National Policy Context: The Principal reported that the Government had conducted a review of Level 3 qualifications and that there was considerable concern in the sector that the outcome of this review would be to scrap all applied general and technical qualifications (including BTECs) at Level 3 and move to a T Level/A Level only model. This would have a massive adverse impact on disadvantaged students and would also dramatically transform the curriculum offered by every college in the country.</p> <p>People and Employment Update: It was noted that Tracey Griffin, Assistant Principal Curriculum, had confirmed that she would retire at the end of September 2021. It was confirmed that this key post would be recruited to quickly, with interviews due to take place at the start of the autumn term.</p> <p>The 2021/22 budget would be discussed further under another agenda item, however the Principal noted that this requested approval for implementing a pay increase for all staff from 1 August 2021 and it was hoped that Board Members would feel able to support this request. Staff had worked incredibly hard during the last 12-15 months and it was disappointing that the financial impact of the pandemic meant the college had not been able to make a pay increase during 2020/21. It was felt that making a firm commitment now would go some way to offsetting that disappointment.</p> <p>Marketing &amp; Business Development Update: It was reported that the college was working with McCarthy &amp; Stone on the development of a construction supervisor apprentice programme, starting in September 2021.</p> <p>The college was seeing a small but significant increase in the number of enquiries for Marine provision from the Solent area and was considering how it could best maximise the potential in this market.</p> <p>Property &amp; Resources Update: The Design Team for the Lansdowne project had now been appointed and a series of surveys had commenced and would continue to take place during the first few weeks in July (topographical, noise, underground utilities and geotechnical). The project team aimed to produce an outline proposal by October 2021 and a final design by March 2022. The VP Curriculum had been included on the Project Team to ensure that curriculum needs were fully understood from early on. It was noted that the college had also approached BCP Council regarding a small piece of land near the Lansdowne site which could be utilised to give greater visibility of the new build.</p> <p>At a recent CMT planning day, BCP Council had attended to discuss the Lansdowne pedestrian area project and how the college could input into the developments.</p> <p>WESS: The college's decision to leave WESS had understandably created some concern amongst WESS staff. The WESS Operations Group had become the Project Group which would develop and implement the exit plan. The college was currently in the process of appointing legal advisors to support the transition and at the last WESS Board, Directors approved the appointment of Robin Gadd as a Project Manager. It was reported that the relationship with Brockenhurst College counterparts were currently stable.</p> <p>The Chair requested that with the number of bids currently being considered, a table setting these out with detail included such as: project details, the lead contact, the latest position and date for a decision, it was agreed that this would be useful and that the Principal would produce this.</p>	Principal

	<p>It was also suggested that a table presenting current subcontracted provision should be available, so all Board Members could seek assurance on the latest activity and quality of provision. It was agreed that the COO would create this.</p> <p><b>RESOLVED:</b> The Board received and noted the report from the Principal.</p>	COO
097-2021	<p><b>COLLEGE IMPROVEMENT PLANS</b></p> <p>i) Quality Improvement Plan</p> <p>The Vice Principal Curriculum reported that much of the Quality Improvement Plan was currently flagged green, however attendance was of concern as this could have been inflated due to block marking during lockdown. Engagement in remote learning had been good, but with the return to face-to-face classes since March 2021, attendance levels were now at 92.58%. All Directorates were monitoring this closely; for English and mathematics attendance was at 87% and 84% respectively.</p> <p>The destination survey results for 2019/20 were as follows:</p> <ul style="list-style-type: none"> <li>• in education 81.17% (85.68% in 18/19)</li> <li>• in employment 13.9% (11.25% in 18/19)</li> <li>• in neither 4.62% (2.58% in 18/19)</li> </ul> <p>It was noted that the survey had taken place between October 2020 and February 2021 and that the impact of the COVID pandemic was being seen.</p> <p>Board Members noted the importance of data on next steps linked to the Ofsted requirements. It was confirmed that the survey had been undertaken by WESS and in addition teaching staff kept in touch with many past students and kept data on destinations.</p> <p>Achievement gaps were noted and being closely monitored, however where gaps had been identified it was reported that the numbers involved were very small.</p> <p>Apprenticeships were flagged green, a self-financing travel bursary had been approved previously and would be rolled out for September 2021, to support existing and new apprentices where hardship and distance to workplace were identified.</p> <p>Achievement at Entry and Level One functional skills: It was reported that Functional Skills mathematics first exam series for 16-18 year olds Level 1 pass was 13% - but noted there were more exams to take place; Entry mathematics was currently at c50% pass rate. It was noted that Functional Skills were being examined and not part of the Teacher Assessed Grades (TAGs) process. The new mathematics syllabus introduced for 2019/20 had not been examined until 2020/21 and the impact of 'lost learning' was evident in these first results for 16-18 year olds.</p> <p>Leadership and Management: It was noted that too many areas remained Good and more ambition to reach Outstanding should be evident. The Executive reviews that took place in June 2021 had looked at progress with this target and it was felt that a number of areas were progressing well and a final decision would be made once SARs had been completed in the autumn it is also of note that the EIOF does not just look at achievement so other aspects would be taken into account once SARs are complete.</p> <p>Residential Provision: It was noted that regular spot checks were taking place to confirm compliance with safer recruitment requirements.</p> <p><b>RESOLVED:</b> The Board noted the latest College Improvement Plan Summary Report</p>	

098-2021	<p><b>KPI MONITORING – PERFORMANCE DASHBOARDS 2020/21</b></p> <p>The Board received and reviewed the following:</p> <p>i) Latest Performance Dashboards for:</p> <p>a) Academic Attendance: As previously reported, attendance levels were currently slightly inflated and it was believed would dip. Retention: It was reported that retention levels were likely to drop slightly. Apprenticeships timely success: It was confirmed that the focus would now be on overall achievement, with many apprenticeship students having been furloughed for periods of time.</p> <p>Board Members asked for information to be shared on face to face versus online learning and whether there was evidence that achievement levels were better for face to face? Lots of learning from lockdown had been going on and it was agreed that the VP Curriculum would share some further detail on this.</p> <p>b) People Data on staff sickness absence and staff turnover was noted and these were both tracking below target.</p> <p>c) Finance Finance KPI's were noted, savings continued to be made on non-staff costs despite additional costs being incurred due to COVID safety. Cash flow levels were good however it was noted that this was partly linked to the DfE grant.</p> <p>d) Cyber Threat Controls It was reported that the Cyber Threat Controls Report had been discussed at Audit Committee recently. It was reported that Cyber Essentials accreditation had been gained. It was noted that Multi Factor Authentication for staff had recently been rolled out and was being considered further for roll out to students.</p> <p><b>RESOLVED:</b> The Board noted the latest KPI Dashboards.</p>	VP Curriculum
099-2021	<p><b>Budget 2020/21 and 2021/22</b></p> <p>The COO provided Board Members with an update on the current year's financial forecast and next year's (2021/22) budget for approval.</p> <p>i) Management Accounts – to May 2021 The latest forecast for the year was presented to the Finance and Resources Advisory Group at their meeting on 8 June 2021 and this disclosed a deficit of £377k; an improvement of £258k. There was a £100k contingency which was hoped wouldn't be needed and therefore the aim was a deficit of £277k.</p> <p>A number of activities would continue to improve the position. It was noted that an insurance claim (business interruption) valued at £250k was being progressed, it was noted that this could be submitted against 2020/21 or the 2021/22 budget.</p> <p>ii) College Budget for 2021/22 The Chief Operating Officer had presented a draft Budget for 2021/22 at the Board meeting on 13 May 2021, this draft suggested a deficit of £696k. Work had continued on this draft and at their meeting on 8 June members of the Finance and Resources Advisory Group were presented with an updated budget showing a deficit of £608k. It was this latest version of the budget that the college was seeking approval. In addition, the college was seeking approval for a capital budget of £0.5m</p>	

	<p>The budget included a 1% (or £250) pay award for staff from 1 August 2021 - for 2021/22 and this was approved.</p> <p>The COO noted that the budget had been looked at in detail at FRAG. There was support from the Board however it was requested that income be carefully looked at, there was concern from Board Members that the college had missed its target this year, and it was requested that the Board receive regular reports during the period during enrolment to day-43, so that the Board had full visibility on the recruitment position. The Executive team would consider the request and it was agreed that the first session of the Board on 7 &amp; 8 October would be an opportunity to scrutinise the position.</p> <p>The COO noted that regarding the ESFA Financial Health Grade and Loan Covenant Compliance - assuming the revenue and capital budgets were approved, the college would return a financial health grade of GOOD over the next three years and would be compliant with the loan covenant tests.</p> <p>The COO reported that the Education and Skills Funding Agency (ESFA) had recently introduced a new financial return - College Financial Forecasting Return (CFFR) that colleges must submit by 31 July 2021. The Board were not required to sign off the return itself but the Accounting Officer (the College Principal) must sign the return agreeing to a statement that the numbers in the return were those that the Board had approved. In addition, all colleges must submit a commentary and the COO shared with the Board a draft of that report which used the headings prescribed by the ESFA.</p> <p>The Board approved the 2021/22 Budget.</p> <p>iii) BPCSU budget - 2021/22</p> <p>The Board reviewed and approved the BPCSU budget for 2021/22.</p> <p><b>RESOLVED:</b> The Board approved the College 2021/22 Budget and the BPCSU Budget 2021/22.</p>	Executive
100-2021	<p><b>Termly Safeguarding &amp; Prevent Report</b></p> <p>The Board received the Termly Safeguarding &amp; Prevent Report.</p> <p><b>RESOLVED:</b> The Board received the latest Safeguarding &amp; Prevent Report</p>	
101-2021	<p><b>Monitoring Reports – Executive Limitation Policies</b></p> <p>The Board received the annual monitoring reports and confirmed the compliance statements for:</p> <ul style="list-style-type: none"> <li>i) EL3 Financial Planning &amp; Budgeting (COO)</li> <li>ii) EL6 Emergency Principal Succession (Principal)</li> <li>iii) EL7 Remuneration &amp; Benefits (Principal)</li> </ul> <p><b>RESOLVED:</b> The Board received the above annual monitoring report and confirmed the compliance statements.</p>	
102-2021	<p><b>2021/22 Fees Policy</b></p> <p>The Board reviewed and approved the 2021/22 Fees Policy.</p> <p><b>RESOVLED:</b> The Board approved the 2021/22 Fees Policy.</p>	
103-2021	<p><b>Financial Regulations</b></p>	

	<p>The Board reviewed the updated Financial Regulations, it was noted that these had been considered recently by the Audit Committee.</p> <p><b>RESOLVED:</b> The Board approved the updated Financial Regulations.</p>	
104-2021	<p><b>CLERK'S REPORT</b></p> <p>Items requiring Board approval:</p> <p>i) Part A Minutes of the Board meeting held on 13 May 2021</p> <p>The Board approved the Part A minutes from the Board meeting held on 13 May 2021.</p> <p>ii) Latest Board Tracker</p> <p>The Board reviewed and approved the latest Board tracker.</p> <p>iii) Meeting Schedule for 2021/22</p> <p>The Director of Governance presented the draft schedule of meetings for 2021/22, this also set out the new Governance Structure. It was noted that further details would be shared during the summer.</p> <p>iv) Board Member Recruitment</p> <p>Two new Board Members were being recommended by the Search &amp; Governance Committee, for approval by the Board: Sadie Wetherell and Karen Loftus. Board Members had reviewed the CV's and it was agreed to appoint both as Board Members from 1 September 2021, for a three-year term. Board Members noted the importance of continuing to promote diversity and some additional avenues would be looked at.</p> <p>It was noted that Board Members Stewart Cotterill and Arthur Whiteside had recently resigned from the Board, the Chair recorded on behalf of the Board his thanks to both Stewart and Arthur for their input over the last 2 years.</p> <p>Items to be noted by the Board:</p> <p>i) Notes of the Curriculum Advisory Group meeting held on 13 May 2021</p> <p>The notes of the Curriculum Advisory Group meeting held on 13 May 2021 were noted by the Board.</p> <p>ii) Notes of the Finance &amp; Resources Advisory Group meeting held on 8 June 2021</p> <p>The notes of the Finance Advisory Group meeting held on 8 June 2021 were noted by the Board.</p> <p>iii) Minutes of the Audit Committee meeting held on 22 June 2021 – LATE PAPER</p> <p>It was noted that the minutes of the Audit Committee meeting had not been available but would be included in the papers at the next Board meeting.</p> <p>iv) Risk Register</p> <p>The Board received and noted the latest Risk Register that had been scrutinised at the recent Audit Committee meeting.</p> <p><b>RESOLVED:</b> The Board approved and noted items as recorded above.</p>	
105-2021	<p><b>BOARD APPROVALS/CHAIR'S ACTIONS</b></p> <p>It was noted that rules had been tightened significantly and there was now a requirement that colleges obtained Board approval before setting up subcontract arrangements. The Board must be satisfied that the subcontract helped towards achieving the college's strategic outcomes, rather than being</p>	

	<p>a cynical method of earning all its AEB allocation. It was reported that following a request via the GVO for Board Members to review and consider for approval a Subcontract Business Case to subcontract some of the college's Adult Education Budget in 2020/21 and 2021/22, the Board had approved for £200k of funded activity to be subcontracted in 2020/21, which would improve the college forecast by £40k. In the Business Case presented to the Board it was articulated clearly the benefits to the college.</p> <p><b>RESOLVED:</b> The Board noted the approved subcontract provision.</p>	
106-2021	<p><b>ANY OTHER BUSINESS</b></p> <p>A note to the Board from Phil Sayles (Principal Designate) was received, this set out detail on a number of activities undertaken to date to support an effective handover.</p> <p>The Chair thanked all Board Members for their continued engagement throughout 2020/21, which had been another challenging year. Members of the Executive team were also thanked for their ongoing commitment and hard work.</p>	
107-2021	<p><b>DATE OF NEXT MEETING:</b></p> <p>The next Board Meeting would be the Board Strategic Planning sessions taking place on 7 &amp; 8 October 2021.</p>	
108-2021	<p><b>EVALUATION</b></p> <p>The online evaluation would be circulated following the meeting.</p>	
109-2021	<p><b>CONFIDENTIALITY</b></p> <p>Confidential items were noted in Part B.</p>	