

# The Bournemouth and Poole College

## MINUTES OF THE BOARD MEETING HELD ON 15 DECEMBER 2016

### Members Present:

James Hampton	Chair	<b>In Attendance:</b>	
Roger Blaber	Vice-Chair	Marianne Barnard	Clerk to the Corporation
Diane Grannell	Principal	Michael Johnson	Vice Principal
Guy Spencer		Jacqueline Page	Vice Principal
Tom Millar		Ken Roberts	Exec Director of Resources
Gail Ninnim	Apologies	John Parker	Exec Director of HR
David Ford		Val Winzar	Outgoing Clerk
Lorna Carver			
John Taylor			
Caroline Foster			
Shane Munford	Staff Member		
Francis Davis	Student Member		
Ed Hynes	Student Member		

### PART A

#### 140/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Mrs G Ninnim.

#### 141/16 DECLARATIONS OF INTEREST

No interests were declared.

### EXECUTIVE REPORTS

#### 142/16 SELF-ASSESSMENT REPORT 2015-16 AND COLLEGE IMPROVEMENT PLAN 2016-17

##### i) 2015-16 student outcomes.

The Vice Principal Curriculum presented the 2015-16 student outcomes. This included Curriculum Area grades, highlighting areas of key strength and areas for improvement. Key priorities and “questions which needed answers” were also presented to the Board.

##### ii) The Self-Assessment Report 2015-16 and College Improvement Plan 2016-17

The Vice Principal Curriculum presented the 2015-16 college-wide Self-Assessment Report (SAR) and College Improvement Plan for 2016-17. It was confirmed that the SAR process had started in April/May 2016 and a large amount of staff time had been invested to ensure a rigorous report had been produced, Members agreed that the SAR showed good evidence of staff having been being challenged appropriately.

Members noted that clarification was needed where corrective plans were already in place and how these were graded, further detail on gradings in the previous year would also be beneficial to the Board. Members also felt they would benefit from a separate plan for Higher Education, a HE Quality Improvement Plan.

In approving the SAR and College Improvement Plan it was important that the Executive and the Board considered whether they agreed with the judgements, whether there was evidence for those judgements, and if they would feel confident referring to the College as a good college on the basis of the information. The Chair requested confirmation from the Board that they believed the College Improvement Plan would support the College to become outstanding.

**RESOLVED:** To approve the College’s Self-Assessment Report for 2015-16 and the

	<p>College Improvement Plan for 2016-17.</p> <p><b>iii) The Higher Education Self-Evaluation Document (SED) for 2015-16</b></p> <p>It was clarified that previously Higher Education self-evaluation had been incorporated in curriculum plans, and that the separate SED would give a clear focus on HE related issues allowing for suitable challenge. The key priorities and focus were outlined to the Board.</p> <p><b>RESOLVED:</b> To approve the College's Higher Education Self-Evaluation Document for 2015-16</p>	
143/16	<p><b>STAFF PAY AND CONDITIONS</b></p> <p><i>This item is minuted in Part B – Confidential Minutes</i></p>	
144/16	<p><b>PRINCIPAL's REPORT</b></p> <p>The Principal's report was presented for information and well received by the Board. The Principal highlighted the following:</p> <p>A QAA consultant had recently visited the College to provide feedback for the forthcoming QAA Audit, it was noted that the QAA had only recently finished consulting on the inspection framework and that BPC would be one of the first to be assessed using this.</p> <p>The Bournemouth and Poole College (BPC) had submitted an application for levy and non-levy paying Apprenticeships Register, and it was likely it would also be put forward as an Assessment Centre.</p> <p>It was noted that a popular BPC student had died during summer 2016, this had resulted in difficult times in the community.</p> <p>The Principal reported that there had been two fires reported at the North Road site, both had been dealt with efficiently by college staff and the emergency services.</p> <p>An Environmental Health Officer visit to the restaurant training kitchen had resulted in a negative report, disciplinary procedures had been followed with the staff in question.</p> <p><b>RESOLVED:</b> To note the report.</p>	
145/16	<p><b>KPI MONITORING</b></p> <p><b>KPI's 2015-16 Final Report</b></p> <p>a) The Executive presented the final KPI outcomes for 2015-16 to the Board for information. No issues were raised.</p> <p><b>RESOLVED:</b> To note the report.</p>	
146/16	<p><b>Proposed KPI's 2016-17</b></p> <p>b) The Board received the proposed KPIs for 2016-17. The Executive believed that the KPI's would be achievable although some would prove challenging. The Principal advised that the new Strategic Plan would outline the college's vision for three years and headline KPI's would be set to achieve this.</p> <p><b>RESOLVED:</b> To note and agree the new KPI's for 2016-17.</p>	
147/16	<p><b>Performance Dashboards</b></p> <p>c) The Board received and reviewed the Performance Dashboards to October/November 2016 for:</p> <p><b>i) Curriculum</b></p> <p>It was noted that attendance and retention were ahead of the same time last year. It was felt that the quality of teaching, learning and assessment had been over graded in the past, but was now more realistic. Members asked for further detail on HE student satisfaction, which it was reported had been affected by low response rates and parking issues.</p> <p><b>RESOLVED:</b> To note the report.</p>	

	<p><b>ii) Finance</b></p> <p>The VP Finance noted that the last forecast to the Board was for a £71k deficit for year-end July 2016, but the actual was a £64k deficit.</p> <p>In terms of the current financial year (2016/2017), it had previously been reported that the College had under-recruited against its HE target resulting in an income shortfall of £340k. The adult classroom funding is also c. £300k short of budget and an Action Plan including sub-contract arrangements has been put in place. On the positive side, the College has secured a two-year contract for the hire of catering facilities to Bournemouth University. This will earn £200k per annum and was not included in the original budget. The current best estimate is that the budgeted outcome for 2016-17 would finish somewhere between breakeven and a surplus of £350k. The Board were provided with re-assurance that staff costs continued to be managed very carefully.</p> <p><b>RESOLVED:</b> To note the report.</p> <p><b>iii) Resources</b></p> <p>It was noted that the recent classroom utilisation survey had come in above target.</p> <p><b>RESOLVED:</b> To note the report.</p> <p><b>iv) Human Resources</b></p> <p>No issues were raised.</p> <p><b>RESOLVED:</b> To note the report.</p>	
148/16	<p><b>RISK MANAGEMENT 2016-17</b></p> <p>The Vice Principal Finance provided an update to the Board for information. Following the debate at Audit Committee in July 2016, the VP Finance would be undertaking some work with TIAA (internal auditors), looking at best practice within their client base. The work would take place between January and March 2017, and outcomes presented to the Audit Committee in March 2017, before being presented to the Board in May 2017.</p> <p>The Chair of the Audit Committee felt that good risk management processes were in place, however opportunities for improvements would continue to be looked for.</p> <p><b>RESOLVED:</b> To note the report.</p>	
<b>ANNUAL AUDIT COMMITTEE REPORT AND FINANCIAL STATEMENTS 2015/16</b>		
149/16	<p><b>AUDIT COMMITTEE ANNUAL REPORT</b></p> <p>The Chair of the Audit Committee presented the Annual Report to the Board and confirmed that there were no areas of concern.</p> <p><b>RESOLVED:</b> To agree the Audit Committee's recommendation to accept the Audit Committee's opinion that the Board of Governors' responsibilities have been satisfactorily discharged.</p>	
150/16	<p><b>FINANCE ADVISORY GROUP REPORT</b></p> <p>The Chair of the Finance Advisory Group presented the termly report, it was agreed that the Finance Advisory Group is continuing to provide good assurance to the Board.</p> <p><b>RESOLVED:</b> To note the report and agree that good assurance had been provided to the Board.</p>	
151/16	<p><b>ANNUAL REPORT AND FINANCIAL STATEMENTS 2015/16</b></p>	

	<p><b>i) 2015/16 Annual Report and Financial Statements for the Bournemouth &amp; Poole College</b></p> <p>The Chair of the Audit Committee confirmed the Annual Report and Financial Statements had been through Audit Committee and the Finance Advisory Group, and no issues had been raised. The VP Finance commented that the external auditors had been very happy with the performance of WESS and the Board requested this be noted.</p> <p><b>RESOLVED:</b> To agree the Annual Report and Financial Statements for the year ending 31 July 2016.</p> <p><b>ii) 2015/16 Financial Statements for WESS</b></p> <p>No issues were raised.</p> <p><b>RESOLVED:</b> To note the WESS Ltd Financial Statements for the year ending 31 July 2016.</p> <p><b>iii) 2015/16 Financial Statements for Bournemouth &amp; Poole College Services Ltd</b></p> <p>No issues were raised.</p> <p><b>RESOLVED:</b> To note the Bournemouth &amp; Poole College Services Ltd Financial Statements for the year ending 31 July 2016.</p> <p><b>iv) Letters of Representation</b></p> <p>No issues were raised.</p> <p><b>RESOLVED:</b> The Letters of Representation were agreed and signed by the Chair and the Accounting Officer.</p>	
152/16	<p><b>BOURNEMOUTH &amp; POOLE COLLEGE SERVICES LTD (BPCS)</b></p> <p><b>i) To nominate a Board representative to attend the BPCS AGM</b></p> <p>It was agreed that Mr D Ford would attend the Bournemouth &amp; Poole College Services Ltd AGM on 15 December 2016, as the Board Representative.</p> <p><b>ii) Letter of Comfort for the subsidiary</b></p> <p>No issues raised.</p> <p><b>RESOLVED:</b> That Mr D Ford would act as Board representative at the Bournemouth &amp; Poole College Services Ltd Annual General meeting on 15 December 2016. The Letter of Comfort was agreed and signed by the Chair.</p>	
<b>REGULAR BUSINESS</b>		
153/16	<p><b>BOARD SELF-ASSESSMENT</b></p> <p>The Chair asked for comments on the Board Self-Assessment Report, Members queried whether other colleges had been looked at, it was noted that the Chair and the outgoing Clerk had previously visited Truro College.</p> <p>The Chair felt that the Board did not spend enough time thinking strategically and focussing on the future, often business was very focused on historic review. It was agreed that the Clerk would look at digital Board options which could potentially support new ways of working.</p> <p><b>RESOLVED:</b> The Clerk to look at digital Board options and report back to the Board.</p>	Clerk

154/16	<p><b>STUDENT VOICE</b></p> <p>The Student Board Members presented key highlights from the Student Voice Meetings – Summary of Themes and Actions Report for the Board.</p> <p>It was noted that more Student Representatives had been engaged this year, with 372 representatives across the College.</p> <p>Positive feedback included Moodle being seen as a good tool to support learning and tutorial support noted as being very good.</p> <p>Areas for improvement included communication on events, training on accessing Moodle from off-site, concerns that students could no longer speak with Learning Coaches and that students would like to see more transparency on course material costs (FE specific).</p> <p>It was reported to the Board that The Bournemouth and Poole College Students Union (BPCSU) had come second in National Learner Voice Practitioner Awards, for the Student Feedback Conference held at AFC Bournemouth in 2016, the judges commented that the conference was “An excellent example of making sure that the Learner Voice is led and executed by Learners, a very impressive way of embedding Learner Leadership”.</p> <p>It was noted that HE matters had been merged into the main report, the Board requested that this be separated, to align with other information routinely presented to the Board.</p> <p><b>RESOLVED:</b> The Clerk to request that HE matters be presented to the Board separately.</p>	Clerk
155/16	<p><b>COLLABORATIVE PARTNERSHIP GROUP</b></p> <p>The Principal presented an update following the discussion at the Board Meeting on 1<sup>st</sup> December 2016, on the recruitment of a joint Sales &amp; Marketing Manager for Apprenticeships, with Brockenhurst College. The Principal presented further details on the reasons for the project, and the reasons for wishing to do it jointly with Brocklehurst College. Board Members still had some concerns over the project and how corrective action or an exit strategy would be agreed in case of any issues.</p> <p><b>RESOLVED:</b> The Principal to consider the final concerns before finalising the project with Brockenhurst College.</p>	
156/16	<p><b>ANNUAL SAFEGUARDING REPORT</b></p> <p><b>i) To receive and approve the annual Safeguarding Report form the Director of Student Services</b></p> <p>The Board’s Safeguarding lead presented the Annual Safeguarding Report, it was noted that staff at BPC took safeguarding very seriously and Board Members should feel assured. Mr J Taylor asked for clarification around new starters not always having been DBS checked at the point at which they start, the Principal noted the processes to manage these situations were in place.</p> <p>It was noted that the mental health of young people was a sector wide concern.</p> <p><b>ii) To review and approve the updated Safeguarding Policy, Prevent Policy &amp; Procedures and Freedom of Speech &amp; Expression Policy, incorporating changes to staff roles and titles and additional requirements of the new ‘Keeping Children Safe in Education’ (September 2016) guidance.</b></p> <p>No issues were raised.</p> <p><b>RESOLVED:</b> To agree the updated Safeguarding Policy, Prevent Policy &amp; Procedures and Freedom of Speech &amp; Expression Policy.</p> <p>The Board were informed that Mrs L Carver, the current Board Safeguarding &amp; Prevent lead would be on maternity leave for approximately six months from March 2017, and a volunteer to cover this period was sought, Mr J Taylor agreed to cover the period March 2017 to September 2017.</p>	

157/16	<p><b>ANNUAL HEALTH &amp; SAFETY REPORT</b></p> <p>No issues raised.</p> <p><b>RESOLVED:</b> The Annual Health &amp; Safety Report was received and approved.</p>	
158/16	<p><b>WESSEX EDUCATIONAL SHARED SERVICES (WESS)</b></p> <p>Mr R Blaber, the Board representative on the WESS Board provided an update and reported back on the positive WESS performance, which was noted by the Board.</p> <p><b>RESOLVED:</b> To note the feedback</p>	
159/16	<p><b>CLERK'S REPORT – ITEMS REQUIRING BOARD APPROVAL</b></p> <p>Background papers relating to these items had been made available prior to the meeting.</p> <p><b>i) Annual monitoring report for EL4.1 Financial Condition</b></p> <p>This was approved.</p> <p><b>ii) Review of Board Governance Policies ED0-ED4</b></p> <p>This was approved.</p> <p><b>RESOVLED:</b> That both items were approved.</p>	
160/16	<p><b>CHAIR'S ACTIONS</b></p> <p>No items to report.</p>	
161/16	<p><b>ANY OTHER BUSINESS</b></p> <p><b>i) Suggested items for future meetings</b></p> <p>A number of areas were noted for consideration at future meetings:</p> <ul style="list-style-type: none"> <li>• Pay &amp; Budgeting</li> <li>• Digital Learning and how this could also be used by the Board</li> <li>• Careers Guidance, which was noted could be a potential learning walk theme</li> </ul> <p><b>ii) Feedback on learning walks and other curriculum area Activity</b></p> <p>The Chair confirmed that he had undertaken two learning walks during the autumn term and found them very useful. Ms C Foster also noted she had also undertaken a recent learning walk.</p> <p><b>iii) Verbal feedback from conferences/events attended</b></p> <p>No items to report.</p>	
	<p><b>DATE OF NEXT MEETING</b></p> <p>Thursday 2 February 2017 – Strategic Planning Day, at North Road, Poole.</p>	
	<p><b>EVALUATION</b></p> <p>Members thanked The Vice Principal Curriculum for her presentation which had been gratefully received.</p>	
<b>PART B - CONFIDENTIALITY</b>		

162/16	<b>CONFIDENTIALITY</b> It was agreed that agenda item 4 Staff Pay and Conditions should be a confidential item.	
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