

**BOURNEMOUTH AND POOLE COLLEGE****PART A - MINUTES OF THE BOARD MEETING HELD ON 11 FEBRUARY 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	
Lorna Carver	Board Member	
Stewart Cotterill	Board Member	Apologies
Bill Cotton	Board Member	Apologies
John Dale	Board Member	
Ian Jones	Board Member	
Caron Khan	Board Member	
Dan Tout	Board Member	
Sue Wellman	Board Member	
Arthur Whiteside	Board Member	
Melanie Wilkins	Board Member	
Diane Grannell	Board Member and College Principal	
Jonathan Wood	Staff Board Member	
Robbie Campbell	Student Board Member (Higher Education)	
Martyna Meramow	Student Board Member (Further Education)	
<b>In Attendance:</b>		
Marianne Barnard	Director of Governance & Clerk to the Corporation	
Michael Johnson	Chief Operating Officer	
Jacqueline Page	Vice Principal Curriculum	

**PART A****OFSTED FEEDBACK**

The Principal provided verbal feedback on the Ofsted Progress Monitoring Visit that had taken place this week. It was noted that the visit was not a standard Monitoring Visit and was conducted remotely, nevertheless, it had been challenging, had covered a lot of ground and provided a lot of feedback on the college's progress since the last inspection.

The provisional judgement was Significant Progress and it was confirmed that this was the best of the three possible outcomes. The Principal noted that all staff would be pleased with the outcome which would continue to restore confidence, however staff would continue to drive improvements.

As always with Ofsted, the grade was provisional until it had been through their QA processes and this grading must be kept confidential until the report was published.

On behalf of the Board, the Chair noted his thanks to all staff involved in the transformation at the college. It was noted that the full re-inspection would take place as soon as possible, but would be subject to Ofsted arrangements.

Board Members questioned how this outcome would be celebrated with staff and it was agreed that this would be considered by the Principal.

<b>BOARD MEETING</b>		
051-2021	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Board Members Bill Cotton and Stewart Cotterill.</p>	
052-2021	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest were noted.</p>	
053-2021	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal noted the following key points from the report:</p> <p>The White Paper had now been published. A session had been held recently with the Senior Leadership Team and many aspects of the White Paper were seen by staff as an opportunity. It was noted that there were a number of consistent messages across the White Paper and the new college Strategic Plan.</p> <p>A bid to establish a Freeport locally was being prepared and the college had had the opportunity to be involved in the skills strand of this project. The bid, which was a first stage bid was submitted by 5 February 2021.</p> <p>The college had recently received the results of the November 2020 GCSE re-sits, with 40% of students receiving a high grade (9-4) in English (compared to 20% in November 2019) and 20% receiving a high grade in Maths (Compared to 13% in November 2019).</p> <p>It was noted that the AoC Annual Conference had taken place earlier this week, the Principal noted that two members of staff from the college had delivered a breakout session - which had received excellent feedback.</p> <p>Board Members were already aware that the college was developing new provision in Aviation for September 2021, in addition the college was also currently developing a BTEC in e-Sports, also for launch in September 2021.</p> <p><b>RESOLVED:</b> The Board received and noted the report from the Principal.</p>	
054-2021	<p><b>COLLEGE QUALITY IMPROVEMENT PLANS</b></p> <p>a) QIP Summary Report b) Progress Update January 2021 - Presentation</p> <p>The VP Curriculum presented to the Board and noted the following key points:</p> <p>Education Programmes for Young People: Attendance was continuing to be monitored carefully.</p> <p>Adult Learning Programmes: For the January 2021 cohorts in ESOL, English and mathematics, attendance was being closely monitored.</p> <p>Apprenticeship: It was noted that the national lockdown was impacting some apprenticeship students, for example some had been furloughed and some noted travel costs had caused an issue. The VP Curriculum agreed to look at a possible correlation between attendance and travel constraints.</p> <p>Leadership and management: The ambition to be an outstanding college was noted and it was confirmed that there were a number of grade 2 areas within the college that have been a grade 2 for a number of years and that these continued to be pushed to reach a grade 1.</p> <p><b>RESOLVED:</b> The Board noted the latest College Improvement Plan Summary Report.</p>	VP Curriculum
055-2021	<p><b>KPI MONITORING – PERFORMANCE DASHBOARDS 2020/21</b></p> <p>The Board received and reviewed the following:</p>	

	<p>a) Latest Performance Dashboards for:</p> <p>i) Academic Attendance: This was currently flagged amber as levels were in line with the target however were below the level at the same time last year. It was confirmed that the focus would continue to be on learner engagement. It was noted that the college was being flexible and in addition lessons were being recorded, so could be watched at a time to suit learners. Retention: This was currently flagged green as there were no major concerns. Apprenticeship timely provision: This was currently flagged amber and was being closely monitored.</p> <p>ii) People Staff Sickness: It was reported that staff sickness levels were below the target, it was noted that this was a common position now with many staff working from home. Staff Turnover: This was low, which was similar across many sectors. Board Members questioned whether the college wanted higher turnover levels, it was noted that the issues previously experienced with staff joining and then leaving quickly had improved and this had followed improvements to the onboarding process.</p> <p>iii) Finance &amp; Commercial Development Income: It was noted that income levels were down. Staff costs: This was currently flagged green. Non-pay costs: It was noted that non-pay savings were being made and that this was despite incurring additional extra costs due to COVID, such as equipment for setting up testing areas. Student Numbers 16-18 classroom: Student recruitment numbers had failed to hit target and Board Members were reminded that the impact financially would not be felt until academic year 2021/22, but that the impact would be significant. Cash flow: The position was good, however £1.1m was DfE capital funding – which was originally planned to be spent by the end of March 2021, however it had recently been confirmed the money would not need to be spent until the end of September 2021.</p> <p>b) Management Accounts – Latest Management Accounts The COO noted that the 2019/20 financial statements had still not been signed as the college was awaiting the outcome of an ESFA funding audit, it was hoped that this would be completed soon. The latest forecast showed a deficit of £863k which included a contingency of £727k. It was confirmed that early planning for 2021/22 had commenced. Under-recruitment of full time 16-18 year olds in 2020/21 by c. 200 students would result in funding being c. £1m less in 2021/22. In addition, fewer apprenticeship starts in 2021/21 would mean the funding that would roll in to next year would also be lower. Opportunities to grow income following the end of lockdown were discussed. <b>RESOLVED:</b> The Board noted the above items.</p>	
056-2021	<p><b>STUDENT VOICE REPORT</b></p> <p>For information: To receive the following reports</p> <p>i) Verbal report from the Student Board Members</p>	

	<p>Student Board Members provided an update on their experiences of online learning, both noted the lack of social contact with their peers was difficult, however academically they felt that they had progressed, the FE Board Member noted that her course was very practical which had made it difficult.</p> <p>The Principal noted that the Students' Union had launched a range of online activities – however uptake had been slow. The Student Board Members confirmed they were aware of but had not accessed these activities yet.</p> <p>ii) Update from the VP Curriculum on the Student Voice spring term survey</p> <p>The VP Curriculum confirmed the survey closed last week and that the “Our College Our Voice” week would be taking place on week commencing 10 March 2021.</p> <p>iii) Feedback from the Chair/Vice Chair/Principal on the meeting held in January 2020 with the SU Exec team</p> <p>Feedback on the meeting held with the SU Exec was provided, as always it had been very beneficial to hear from members of the SU Exec and wider team.</p> <p><b>RESOLVED:</b> The Board noted the above items.</p>	
057-2021	<p><b>EL4.1 – FINANCIAL CONDITION MONITORING REPORT</b></p> <p>The COO presented the compliance statement which was noted and approved by the Board.</p> <p><b>RESOLVED:</b> The Financial Condition Monitoring Report compliance statements were approved.</p>	
058-2021	<p><b>CLERK'S REPORT</b></p> <p>Items requiring Board approval:</p> <p>i) To approve Part A Minutes of the Board meeting held on 15 December 2020</p> <p>The Board approved the Part A Minutes of the Board meeting held on 15 December 2020.</p> <p>ii) To consider any matters arising from the Board minutes and approve the updated Board Tracker</p> <p>The Board reviewed and approved the latest Board Tracker.</p> <p>iii) To approve the updated ToR for the Finance &amp; Resources Advisory Group</p> <p>The Board approved the updated ToR for the Finance &amp; Resources Advisory Group, which had been expanded to cover Resources.</p> <p>iv) To approve the updated ToR for the Remuneration Committee</p> <p>The Board approved the updated ToR for the Remuneration Committee.</p> <p>v) To approve updates to the Board-Executive Delegation Policies ED0-ED4</p> <p>The Board approved the Board-Executive Delegation Policies ED0-ED4.</p> <p>vi) To approve updates to the Strategic Priorities SO0-SO4</p> <p>The Board approved the Strategic Priorities SO0-SO4.</p>	

	<p>Items to be received/noted by the Board:</p> <p>vii) To receive the minutes of the Search &amp; Governance Committee meeting held on 15 December 2020</p> <p>The Board noted the minutes of the Search &amp; Governance Committee meeting held on 15 December 2020. It was noted that two Board Members would be leaving the Board at the end of February 2021 and thanks were noted to both Lorna Carver and Bill Cotton for their commitment to the College Board over the years. The vacancies were noted and would be picked up by the Search and Governance Committee.</p> <p>viii) To receive the notes of the Strategy Advisory Group meeting held on 15 December 2020</p> <p>The Board noted the Strategy Advisory Group notes from the meeting held on 15 December 2020.</p> <p>ix) To receive a verbal update from the Curriculum Advisory Group meeting held on 11 February 2021</p> <p>It was noted that this meeting had not taken place due to the Ofsted Monitoring Visit, however it would be re-arranged.</p> <p>x) To note the latest College Risk Register</p> <p>The Board noted the latest version of the College Risk Register, it was noted that this was dated November 2020 and that an updated version would be shared with the Audit Committee at the beginning of March 2021.</p> <p><b>RESOLVED:</b> The Board approved and noted items as recorded</p>	
059-2021	<p><b>CHAIR'S ACTIONS</b></p> <p>No Chair's Actions were noted.</p>	
060-2021	<p><b>ANY OTHER BUSINESS</b></p> <p>It was noted that a number of Board Members had joined parts of the AoC Annual Conference which had taken place on the 8 &amp; 9 February 2021.</p> <p>It was confirmed that Board Members Ian Jones and Caron Khan would be running a session with students on behalf of the Board, as part of the "Our College Our Voice" week in March 2021.</p> <p><b>RESOLVED:</b> The above items of AOB were noted.</p>	
061-2021	<p><b>DATE OF NEXT MEETING:</b></p> <p>The next Board Meeting would take place on 23 March 2021 (08.00-10.00).</p>	
062-2021	<p><b>EVALUATION</b></p> <p>The online evaluation would be circulated following the meeting.</p>	
063-2021	<p><b>CONFIDENTIALITY</b></p> <p>Confidential items were noted in Part B</p>	