

BOURNEMOUTH AND POOLE COLLEGE

PART A - MINUTES OF THE BOARD MEETING HELD ON 16 DECEMBER 2021

Members:		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	
Caron Khan	Board Member	
Dan Tout	Board Member	
Ian Jones	Board Member	
John Dale	Board Member	
Karen Loftus	Board Member	
Sadie Wetherell	Board Member	
Sue Wellman	Board Member	
Dr Michael Fanner	Board Member	
Saba Rubaei	Board Member	
Diane Grannell	Board Member and College Principal & CEO	
Brittany Chaplin	Staff Board Member	
Chloe Cook	Student Board Member (Further Education)	
Liam Parry	Student Board Member (Higher Education)	
In Attendance:		
Michael Johnson	Chief Operating Officer	
Jacqueline Page	Vice Principal Curriculum	
Marianne Barnard	Director of Governance & Clerk to the Corporation	
Matthew Butcher	Commercial Director	In attendance for item 015-2122

PART A		
BOARD MEETING		
013-2122	<p>Apologies for Absence</p> <p>No apologies for absence had been received.</p> <p>The Chair welcomed a number of Board Members attending their first meeting: Dr Michael Fanner, Saba Rubaei, Brittany Chaplin (Staff Board Member), Chloe Cook (Student Board Member - Further Education) and Liam Parry (Student Board Member - Higher Education).</p>	
014-2122	<p>Declarations of Interest</p> <p>No declarations of interest were noted.</p>	
015-2122	<p>Strategic Discussion – Student Numbers</p> <p>This item is recorded in Part B minutes.</p>	
016-2122	<p>Principal's Report</p> <p>People & Employment Update: It was noted that a decision had been taken to separate out the Directorates of Engineering & Construction. It was agreed that they were too big and complex for one person to lead. The Principal confirmed that the incoming Principal & CEO Phil Sayles, had been included in a discussion and had agreed with this decision.</p>	

	<p>WESS: It was confirmed that the Management Information & Funding team had transferred into the College on 1 November 2021, the transfer had gone smoothly and initial feedback was that staff were feeling very welcome. The Finance team were due to transfer in February 2022 and the HR team in two stages, starting with the HR Business Partners early in 2022 and the HR transaction team later in the year.</p> <p>New Principal & CEO Handover: Phil Sayles had recently completed his final handover visit prior to taking up post. The current Principal & CEO confirmed that these visits had been extremely helpful in effecting a smooth transition.</p> <p>Lockdown Procedure (for protection against terrorist attack): It was noted that during November 2021, a practice of the lockdown procedure was undertaken at both the Lansdowne and North Road sites. It was reported that these had taken place with no issues.</p> <p>Economic Development Strategy: Board Members asked about the Economic Development Strategy recently published by BCP Council. The Principal confirmed that she had hosted Drew Mellor and Philip Broadhead at the North Road campus on 13 December 2021, where they had discussed the College's future role in contributing to the local economy. It was confirmed that Phil Sayles would continue to pick this up and had already begun to develop relationships with the relevant contacts at BCP Council.</p> <p>RESOLVED: The Board noted the updates provided by the Principal.</p>	
017-2122	<p>Strategic Plan Implementation Progress Report</p> <p>The Principal provided a report monitoring the progress made by the Executive team with implementing the Strategic Plan. This detail used to be included in the Principal's Report but was now a standalone item.</p> <p>A number of items that were flagged a concern were noted:</p> <p>Introduce and embed new teaching hours utilisation reporting: It was noted that the failure to be able to deliver on the project with the external adviser, was a contributory factor in the college deciding to replace the student record system which would transform access to data for the college.</p> <p>It was noted that the Chair of the Corporation and the Director of Governance would discuss KPI's with the new Principal in the new year to clarify which would be owned by the different committees.</p> <p>RESOLVED: The Board noted the above items.</p>	
018-2122	<p>Annual Report and Financial Statements 2020/21</p> <p>To receive and approve the following:</p> <p>i) Annual Report and Financial Statements for The Bournemouth and Poole College 2020/21</p> <p>The Chief Operating Officer confirmed that the joint meeting of the Commercial, Finance & Resources Committee and the Audit & Risk Committee held on 30 November 2021, had reviewed and discussed the Annual Report and Financial Statements 2020/21. The COO noted that the original budget had included a deficit of £1.5m and that the impact of Covid was not fully understood at the point this had been agreed. The final forecast in May 2021 had been for a £377k deficit, however the financial statements presented a surplus £37k.</p> <p>The COO noted that the college could have done better in the year end accounts, with around £500k of additional income (and £100k expenditure)</p>	

	<p>noted in the management letter from our external auditors as 'unadjusted'. Given they'd set materiality over £500k, they were happy this is released into the 2022/23 financial year.</p> <p>The Board approved the Annual Report and Finance Statements 2020/21 and agreed that the Chair of the Corporation and the Principal & CEO, would sign the accounts for submission to the external auditors.</p> <p>ii) Report to the Audit Committee from Alliotts (External Auditors) The Board noted the report from Alliotts.</p> <p>iii) Letters of Representation The Letter of Representation - Financial Statements Audit to the period ending 31 July 2021 and the Letter of Representation - Regularity Assurance Engagement, to the period ending 31 July 2021, were both noted by the Board.</p> <p>iv) Financial Statements for WESS Ltd 2020/21 The Financial Statements for WESS Ltd were noted and it was confirmed that these had been signed off recently by the WESS Board.</p> <p>RESOLVED: The Board approved and noted items as listed.</p>	
019-2122	<p>Financial Statements – Subsidiary Companies</p> <p>To receive the Financial Statements for the following Subsidiary Companies:</p> <p>i) Financial Statements for Southern Educational Facilities Management Ltd 2020/21 The Financial Statements for Southern Educational Facilities Management Ltd 2020/21 were noted by the Board.</p> <p>ii) Financial Statements for Southern Educational Professional Services Ltd 2020/21 The Financial Statements for Southern Educational Professional Services Ltd 2020/21 were noted by the Board.</p> <p>It was confirmed that the financial statements had been signed off by the Directors.</p> <p>RESOLVED: The Board noted the Subsidiary Company Financial Statements.</p>	
020-2122	<p>Financial Statements – Bournemouth and Poole College Students' Union</p> <p>The Board received and approved the BPCSU Annual Accounts for 2020/21.</p> <p>RESOLVED: The Board received and approved the BPCSU Annual Accounts for 2020/21.</p>	
021-2122	<p>Audit & Risk Committee Annual Report</p> <p>The Annual Report from the Audit & Risk Committee 2020/21 was presented to the Board by the Chair of the Committee. This report summarised the activity of the committee during the academic year, including detail on the membership, confirmation of meetings held and detail on the business covered. It was noted that this report would be filed with the ESFA alongside the College accounts.</p> <p>RESOLVED: The Board received and approved the Audit & Risk Committee Annual Report 2020/21.</p>	
022-2122	<p>Capital & Student Records System</p>	

	<p>The Board received an update on a project to change the College's Student Record System and considered the recommendation that the College increased its capital budget to cover the cost of a new Student Record System.</p> <p>The COO noted that the student record system was arguably the most important system operated at any college. As the name suggested, it managed all student records from admissions onwards and it provided a monthly Individualised Learner Record (ILR) which was submitted to the Education and Skills Funding Agency each month. The College was funded on the basis of this return. In addition, the student record system interfaced with many other college systems to either feed or retrieve data.</p> <p>The system currently used at the College was called EBS (Education Business System), this was created primarily as a tool to enable colleges to submit their ILR. Over time, more functionality had been added and it was among the top three systems used in the sector. However, the college had experienced significant issues in the way that it was used.</p> <p>A business case had been developed which aimed to deliver: better access to robust data, reduced staff time spent chasing data and improved space utilisation.</p> <p>The Business Case looked at the leading three systems in the sector:</p> <ul style="list-style-type: none"> i) EBS: even if the College were to start again with a new structure, it was known to be a clunky system giving a poor user-experience and it was costly. ii) Unit-E: offered a blank canvas, but required extensive customisation which leads to significant consultancy support and cost. iii) ProSolution: recommended by most professionals in the sector (including the FE Commissioner), it has the most up-to-date technical platform and interface, and whilst there would be an up-front capital investment, this would be paid back in four years (when compared to EBS) because of the cheaper annual cost and, was part of a known suite of other Advanced products we use such as ProAchieve, ProMonitor and ProEngage. <p>The Business Case had been shared with SLT and members of the Commercial, Finance and Resources Committee, who were all supportive.</p> <p>Currently there was an approved capital budget of £500k for 2021/22, however this project was not anticipated when the budget was put together. In order to progress the project to date, some of the £500k had been used to cover the c. £136k capital cost. This would impact on other planned spend within the £500k budget and so the proposal was to increase the approved capital budget by £160k, to allow the original £500k to be reinstated for its intended purposes and allow the college to capitalise other implementation costs of this project that would otherwise be an expense in the year (such as the costs of the project manager).</p> <p>The COO confirmed that cash flow could support the proposed increase to the capital budget. It was recommended that the Board approved the £160k increase to the capital budget and this was agreed.</p> <p>Board Members asked about the geographical location of the back-up of data, it was noted that the COO would report back on this.</p>	COO
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	<p>It was also noted that the new system would support some savings in the future – for example with some administrative tasks.</p> <p>RESOLVED: The Board approved the increase in the Capital Budget for 2021/22.</p>	
023-2122	<p>College Self-Assessment Report 2020/21</p> <p>i) Self-Assessment Report – Further Education, Higher Education & Residential and Final Academic Performance, 2020/21</p> <p>Overall Summary Grade – Good</p> <p>It was noted that Education programmes for young people was graded a 3 by Ofsted at their last visit, but that this had improved significantly. It was noted that Business, a grade 3 area in 2019/20 had moved to a grade 2, but ESOL had moved from a 2 to a 3. Board Members were delighted that overall there was a very positive picture.</p> <p>Education Programmes for Young People</p> <p>Key strengths were noted including: Good teaching, learning and assessment resulted in high achievement and progression for the majority of students, the outcomes for high grades in GCSE English and mathematics were very good, innovative virtual work placement opportunities gave good insight into the world of work and good employer involvement which informed curriculum design.</p> <p>Key Areas for Development were noted including: Consistent attendance in all parts of study programme, particularly in English and maths and the development of English and maths skills for some young people.</p> <p>Adult Learning Programmes</p> <p>Key Strengths were noted including: Good teaching, learning and assessment, local employer and community needs were well met with a broad range of programmes and effective support for adults experiencing digital poverty.</p> <p>Key Areas for Development were noted, including: Consistently high achievement has been impacted by Covid-19, and as a result of lower than normal achievement, some gaps in achievement had emerged.</p> <p>Apprentices</p> <p>Key strengths were noted including: High rates of progression into related employment, exceptionally high achievement rates in the significant majority of apprenticeships and exceptional Relationships with employers.</p> <p>Key Areas for Development were noted including: Increase support for the diverse range of students and raising achievement rates for sectors where they are not yet high.</p> <p>Provision for Learners with High Needs</p> <p>Key Strengths were noted including: Vocational achievement outcomes for students with high needs were very good, leading to improved confidence and skills, investment in professional development has resulted in a highly responsive and specialist workforce that meets a wider range of complex student needs underpinning improved student knowledge, skills and experience and a comprehensive Foundation study programme has been developed in partnership with local specialist schools and colleges to meet specific local needs.</p>	

	<p>Key Areas for Development were noted including: Achievement rates for students with high needs in English and maths functional skills were too low and the tracking of progression needs to be better evidenced.</p> <p>Quality of Education</p> <p>Key Strengths were noted including: A responsive curriculum offer, effective employer and community engagement, positive response to lockdowns resulting in improved delivery in person and online and a positive impact on the student offer and experience, expert knowledge of teaching staff and high vocational achievement rates for adults, education programmes for young people, apprenticeships, and GCSE English and maths.</p> <p>Key Areas for Development were noted including: The impact of Covid-19 had resulted in low functional skills results which have caused some achievement gaps in provision types and the quality of feedback and feedforward is variable across some curriculum areas.</p> <p>Behaviour & Attitudes</p> <p>Key Strengths were noted including: Student attendance and engagement was good, student behaviour and engagement during COVID restrictions was very good, student engagement during COVID restrictions was very good, student compliance with the use of college ID was significantly improved and ensured the college environment was safe.</p> <p>Key Areas for Development were noted including: Attendance at mathematics, English and PDT sessions was below expectation.</p> <p>Personal Development</p> <p>Key Strengths were noted including: A wide-ranging personal development and pastoral support programme empowered students to develop their resilience, confidence and independence, achievement of all 8 Gatsby benchmarks confirmed that the embedded careers programme, and focus on becoming economically and socially active citizens, prepared students comprehensively for their next steps, students were very well supported to make positive choices with regards to their physical health and mental wellbeing.</p> <p>Key Areas for Development were noted including: Impact of on-line cross-college employability skills programme requires further development.</p> <p>Leadership & Management</p> <p>Key Strengths were noted including: High expectations demonstrated to staff resulting in good teaching, learning and assessment – especially support with remote learning, good and effective safeguarding which is used as best practice locally and nationally, effective leadership management and governance during the pandemic ensuring that the College provided an appropriate curriculum that responded to the needs of students, staff and stakeholders and adapted to constantly changing circumstances.</p> <p>Key Areas for Development were noted including: Education and training did not lead to better outcomes for all groups and continued the sustained improvements and the College needs to get back to pre-Covid levels of achievement.</p> <p>Higher Education SAR – Overall Grade 2</p> <p>Key Strengths were noted, including: Excellent Achievement rates on the majority of courses, outstanding retention rates on the majority of courses and strong vocational focus and employer engagement on all courses.</p>	
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	<p>Key Areas for Development were noted, including: Course management and student communications, the use of data to inform planning and improvements particularly with regard to achievement gaps at course level and NSS satisfaction rates for year 2 students.</p> <p>ii) Academic Performance Data The VP Curriculum, presented the FE Summary. For classroom learning the overall achievement rate at 83.1% was down 3.6% versus 2019/20 and the national average. The 16-18 age group was 3.2% down on the previous year and just under the national average. 19+ was 4.6% below the previous year and 6.4% below the national average. However, this was not reflective of all the areas as ESOL and Functional Skills had disproportionately affected the results. Excluding ESOL and Functional Skills, the overall achievement rate of 94.9% was 0.2% above last year and 7.5% above the national average.</p> <p>iii) Further Education Self-Assessment Report The Board approved the Further Education Self-Assessment Report.</p> <p>iv) Higher Education Self-Assessment Report The Board approved the Higher Education Self-Assessment Report.</p> <p>The Chair of the Corporation noted that the FE Commissioner team had commented that the draft College SAR they had reviewed during their autumn term visit was exemplary. In addition, Board Member, John Dale, confirmed he had attended one of the SAR validation sessions and endorsed that the debate and challenge had been detailed.</p> <p>RESOLVED: The Board received and approved items as noted.</p>	
024-2122	<p>Safeguarding & Prevent Annual Report 2020/21</p> <p>The Board reviewed the College Safeguarding & Prevent Annual Report 2020/21 and this was approved.</p> <p>It was also noted that Dr Michael Fanner had recently taken on the Board Member lead for Safeguarding & Prevent and had met with Debbie Smith a number of times during the autumn term. It was confirmed that he would be attending the College termly Safeguarding Board meetings in the future.</p> <p>RESOLVED: The Safeguarding and Prevent Annual Report 2020/21 was approved by the Board.</p>	
025-2122	<p>Equality, Diversity & Inclusion Annual Report 2020/21</p> <p>The Board reviewed the Equality, Diversity & Inclusion Annual Report 2020/21 and this was approved.</p> <p>RESOLVED: The Equality, Diversity & inclusion Annual Report 2020/21 was approved by the Board.</p>	
026-2122	<p>Health & Safety</p> <p>The Board received the following for review and approval:</p> <p>i) Compliance of EL-1.3 Operation of Facilities ii) Updated Health and Safety Policy - December 2021</p>	

	<p>RESOLVED: The compliance statements and the updated Health & Safety Policy were approved by the Board.</p>	
027-2122	<p>Risk Management</p> <p>The Board noted the latest version of the Risk Register.</p> <p>RESOLVED: The Board noted the Risk Register.</p>	
028-2122	<p>Student Voice Report</p> <p>To receive from the VP Curriculum the following:</p> <ul style="list-style-type: none"> i) Student Voice & Engagement Update The Student Voice & Engagement Update report was noted by the Board. ii) Our Voice, Our College Report – December 2021 The Our Voice, Our College Report was noted by the Board. iii) Verbal Report from the Student Board Members <p>The student Board Members provided some further detail on their time at the College. The HE Student Board Member (Liam Perry) had been a college student for five years, he had started as a level 2 mechanical engineering student and was now completing a degree apprenticeship. The FE Student Board Member (Chloe Cook) was currently studying on level 3 Art & Design. Both students reported that the mood amongst students was cautious around Covid but overwhelmingly, students were glad to be back in the classroom.</p> <p>Chloe confirmed that she had recently had the opportunity to attend Student Governor training and had travelled to Birmingham to attend this two-day event, including joining day one of the AoC Annual Conference. Chloe fed back that it had been an excellent event and that she had got to meet other Student Board Members from around the country. The Chair of the Corporation thanked Chloe for her time and commitment to attend this session.</p> <p>RESOLVED: The Board received the Student Voice Reports.</p>	
029-2122	<p>Annual Report on Complaints</p> <p>The College Annual Report on Complaints 2020/21 was presented to the Board.</p> <p>RESOLVED: Board Members noted the Annual Report on Complaints 2020/21.</p>	
030-2122	<p>Reporting from Committee Meetings (autumn term 2021)</p> <p>Committee Chairs presented committee minutes and noted any business requiring Board attention or approval:</p> <ul style="list-style-type: none"> i) Audit & Risk Committee (30 November 2021): Dan Tout The Annual Report from the Audit Committee 2020/21 had previously provided a good summary of the activity routinely undertaken by the Committee. Business covered at the meeting on 30 November 2021 included: Financial Statements Audit, Annual Report & Financial Statements 2020/21, Internal Audit Reports and Risk Management. ii) Commercial, Finance & Resources Committee (28 September 2021 and 30 November 2021): Caron Khan Meetings had been held on 28 September 2021 and 30 November 2021 and all meetings had been quorate. Business covered at meetings included: 	

	<p>Review of relevant Risk Register items, review of Management Accounts and Financial Statements, Budget Updates and the Estates Projects. It was noted that progress with the DfE estates project had been slow at times during the autumn term, however it had picked up pace in recent weeks and would continue to do so in the new year. It was also noted that an Estates Project Group had been set up and had so far met once in November, further meetings would take place in the spring term and reporting to the Board would continue.</p> <p>iii) Curriculum, Quality & Standards Committee (7 October 2021 and 7 December 2021): Caroline Foster It was noted that new members had recently joined the group: Sadie Wetherell, Dr Michael Fanner and Helen Mason. Meetings had been held on 7 October 2021 and 7 December 2021, all meetings were quorate. Business covered by the Committee included: Review of relevant items on the Risk Register, review of the Quality Improvement Plan and the Update Documents, the College Self-Assessment process and an overview of the 2021/22 SAR findings and judgements, Report on TLAR activity to date, HE Report, KPI Review, Student Enrolment Numbers and the Student Voice & Engagement Update.</p> <p>iv) Human Resources Committee (19 November 2021): Sue Wellman The Committee met on 19 November 2021 and all members were present. A number of items were covered including: The Organisational Development Strategy- Implementation Plan, Staff Surveys, the Gender Pay Gap Report and Safer Recruitment. WESS MI team transition, staff survey results – low response rates, NPS looked at. It was agreed that the committee would be beneficial and that having the dedicated time for discussion on HR matters was welcomed by the Board Members involved.</p> <p>v) Search & Governance Committee (19 November 2021): Sue Wellman The Committee met on 19 November 2021 and all members were present. The agenda covered a number of items including: The re-published AOC Code of Good Governance – which it was agreed to retain, recruitment of new Board Members, the latest Skills Audit presented as a heat map, Board Diversity and Succession Planning. It was confirmed that there was currently one Board Member vacancy which would be advertised again in January 2022 and would focus on recruiting an individual with accountancy/finance skills</p> <p>The Chair of the Corporation thanked Committee Chairs for their summaries and it was agreed that the first term using the new Committee Structure was already seeing some good benefits in terms of enhanced scrutiny and clear reporting channels.</p> <p>RESOLVED: The Board received and noted the Committee Summary Reports.</p>	
031-2122	<p>Clerk's Report</p> <p>Items for approval:</p> <p>i) Minutes of the last Board meeting held on 8 October 2021 The Board approved the minutes of the previous Board meeting held on 8 October 2021.</p> <p>ii) To consider any matters arising from the minutes and approve the updated Board Tracker The Board approved the latest Board Tracker.</p> <p>Items for information:</p> <p>iii) Verbal Update on Learning Walks Board Members Dan Tout and Sadie Wetherell had recently attended a learning walk with the Digital Learning team at North Road, it was reported that this had been engaging and that Board Members had been able to speak to a</p>	

	<p>number of students in classes, who had all been very positive about their experiences at college.</p> <p>RESOLVED: The Board approved and noted the items listed.</p>	
032-2122	<p>Subcontract Apprenticeship</p> <p>It was noted that the College already had in place an agreement with Bournemouth University (BU) for delivery of the degree-level Engineering Apprenticeship and Improvement Practitioner. Since this was put in place, ESFA rules on subcontracting had become stricter and Colleges were now required to obtain Board sign-off for new subcontracting arrangements.</p> <p>It was noted that BU had a well-established training agreement in place with Newsquest, who own a number of local newspapers across the country and recruit graduates, using BU as a key feeder organisation. Newsquest had evaluated their recruitment strategy, looking at the diversity of their workforce and the capacity for more mature recruits. The outcome of this evaluation was the creation of a new apprenticeship programme which BU had asked the College to partner with them on - the Junior Journalist Apprenticeship. It was confirmed that BU would deliver the knowledge element of the programme using their experienced well-resourced media department, with BPC taking responsibility for the recruitment, pastoral, reviews and end point assessment preparation. A 60% BU and 40% BPC split had been agreed on £10k per apprentice, should the agreement proceed.</p> <p>It was noted that the quality of subcontract provision was taken very seriously by the College and that for currently running provision, the Director of Quality Teaching Learning and Assessment had been visiting apprentice students in their settings, along with other regular quality checks.</p> <p>RESOLVED: The Board considered and approved the new subcontract provision with BU.</p>	
033-2122	<p>Any Other Business</p> <p>The Chair of the Corporation reported that a group of College Chairs had recently discussed the importance of a range of groups across the sector having a voice and being able to lobby the government. A new group had been created and were meeting virtually, this was being led by eight Corporation Chairs across the country, including the BPC Chair, David Ford. Further feedback would be shared with the Board when available.</p> <p>It was noted that the College Principal & CEO, Diane Grannell, would be retiring on 31 December 2021. David Ford on behalf of the Board of the Corporation noted his thanks to Diane for her many years of service to the College and in particular her last six years as Principal. The Board wished her the very best for her retirement and the future.</p> <p>RESOLVED: The items of AOB were noted.</p>	
034-2122	<p>Evaluation</p> <p>It was confirmed that the online meeting evaluation would be circulated following the meeting, for completion by Board Members.</p>	
035-2122	<p>Date of Next Meeting</p> <p>The next Board meeting would be held on Thursday 17 March 2022, location to be confirmed.</p>	

036/2122	Confidential Items Confidential items were noted in Part B minutes.	
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