# BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 13 MAY 2021, 16.00-18.30**

Meeting held via Teams

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| **Members:** |  |  |
| David Ford | Board Member and Chair of the Board |  |
| Caroline Foster | Board Member and Vice Chair of the Board |  |
| Stewart Cotterill | Board Member |  |
| John Dale | Board Member | Left the meeting at 17.05 |
| Ian Jones | Board Member |  |
| Caron Khan | Board Member |  |
| Dan Tout | Board Member |  |
| Sue Wellman | Board Member |  |
| Arthur Whiteside | Board Member | Apologies |
| 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) |  |
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| **In Attendance:** |  |  |
| Michael Johnson | Chief Operating Officer |  |
| Jacqueline Page | Vice Principal Curriculum |  |
| Marianne Barnard | Director of Governance & Clerk to the Corporation |  |
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| **Observer:** |  |  |
| Stuart Palmer | Director of Learning - Creative Industries |  |

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| **PART A** | | |
| **BOARD MEETING** | | |
| **STRATEGIC SESSION**  This section was recorded in the Confidential Part B minutes. | | |
| 077-2021 | **APOLOGIES FOR ABSENCE**  Apologies were received from Board Members Arthur Whiteside, Melanie Wilkins and Robbie Campbell. |  |
| 078-2021 | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| 079-2021 | **PRINCIPAL’S REPORT**  The Principal noted the following key points from the report:  Following the publication of the White Paper in January 2021, the DfE had issued its Skills Escalator prospectus, this was an invitation to submit an Expression of Interest to pilot Local Skills Improvement Plans (LSIP) as a Trailblazer and/or to bid to the Strategic Development Fund (SDF) for projects that encouraged local collaborative working, including (but not exclusively) setting up a College Business Centre.  Only Employer Representative Bodies could submit an EOI to be an LSIP pilot and locally Dorset Chamber were intending to submit, working with the three Dorset Colleges. There would be a meeting on 4 May 2021 to develop the submission and it was noted that the DfE were anticipating only 6-8 LSIP Trailblazers nationally.  It was also noted that on 4 May 2021, the three Dorset colleges would be discussing and developing an EOI to the SDF. Bids must be collaborative and were open to all “statutory providers” in the area, which in the college’s case would be the three colleges. The DfE was anticipating 12-16 areas to pilot the fund.  Ian Jones noted possible opportunities to bid with the University, for example – the digital project could cover two levels. It was noted that Silicon South and Cyber Alliance could be good links too and this would be considered further.  International: It was noted that the Board had been kept updated for some time about intention to form a Consortium of UK wide colleges to bid for business, particularly in the LATAM region. Although the pandemic was still rife in some areas of Latin America, opportunities were still under discussion and signs that the market would recover post-pandemic were positive.  The college was now in a position to move the Consortium project forward. Legal advice was that a formal business structure was not necessary. Instead there would be a JVA in place by which the colleges would agree to work together. BPC would act as Consortium Lead and would be the contracting body with both any organisations wishing to work with the Consortium and also with Ayesha as the Consortium’s agent. For the first three years, Ayesha would be paid a fixed fee and thereafter would be paid on commission. The other member colleges would contribute a fixed fee to cover the costs of Ayesha’s fee – BPC would not contribute to this in recognition of the work and costs already incurred to move the project to this stage. BPC would also be paid commission from any income the Consortium earnt.  A JVA had been put together with full legal advice and was attached for information. Board approval was now sought for the college to sign this JVA and take the Consortium forward and this was approved by the Board.  The Principal noted two items on the operational plan which were flagged amber: Audit of curriculum and Engagement audit, both of which were being progressed.  **RESOLVED:** The Board received and noted the report from the Principal.  John Dale left the meeting at 17.05 |  |
| 080-2021 | **COLLEGE IMPROVEMENT PLANS**   1. Quality Improvement Plan   It was reported that the Curriculum Advisory Group had met earlier in the day, and it was noted that a number of items on the QIP were flagged as amber, it was confirmed that until fully completed they remained amber and this was not of concern as many projects were progressing well, although not entirely finalised.  The VP presented the following updates to the Board:  Education Programmes for Young People: It was noted that there were no gaps in achievement between groups of more than 2%. Attendance levels were high, but were expected to drop slightly now that students were back on campus. It was confirmed that good progress was being made with work experience and that virtual work experience had been positive. It was noted that the college had received a nomination for a TES award for Outstanding GCSE resits provision.  Apprenticeships: Retention gaps had been investigated and it was confirmed that gaps were linked to distance travelled, this issue had been integrated into the interview process along with the promotion of a new means tested travel bursary to support students.  Behaviour and Attitudes: This was flagged green, it was also noted that the college had a group of student social workers working with them, which was proving beneficial.  A discussion had been held at CAG around whether the college was selling itself well enough? It was noted that Marketing staff were well engaged but that the college was working hard to get more positive news stories out there, particularly nationally, such as at conferences.  Digital Delivery and learning from lockdown was discussed, it was confirmed that the college would retain some aspects of digital delivery and other activities such as parents evening would remain online, but that open days to show prospective students and their families the opportunities to tour college facilities and to meet staff and other students, would return.  **RESOLVED:** The Board noted the latest College Improvement Plan Summary Report & Ofsted Feedback. |  |
| 081-2021 | **KPI MONITORING – PERFORMANCE DASHBOARDS 2020/21**  The Board received and reviewed the following:   1. Latest Performance Dashboards for: 2. Academic   Attendance: This was currently flagged green and was being monitored closely, it was believed it would drop a bit, now that students were back on campus.  Retention: The college was now seeing some students withdrawing, predominantly those that had not engaged during the second period of remote learning.  Apprenticeships: This was flagged red, it was reported that students would achieve but it would not be timely due to delays with assessments, especially where apprentices had been furloughed.   1. People   It was noted that staff sickness levels had remained low, however staff turnover levels had been impacted by redundancies to some library staff.  Income: This was flagged red as income levels overall were down.  Staff costs: Savings were being made and this was flagged green.  Non-staff costs: Additional costs had been incurred, relating to Covid safety activities.  Student numbers: Targets were missed this year and this was flagged red.  Cashflow: It was reported that cashflow levels were very positive, however the college had received the £1.1m DfE capital funding which impacted this.   1. Management Accounts – March 2021   It was confirmed that the 2019/20 audit had been signed off just before the end of March 2021 and the accounts were submitted. It was noted that the ESFA would claw back £39k from the college.  Budget for 2020/21: The latest forecast for the year was a deficit of £635k.  The forecast deficit was after:  • Recognising the £164k gain for apprenticeships for last year  • Providing for the £39k clawback as a result of the ESFA funding audit  • Removal of the £219k general contingency in full  • Reducing the apprenticeship contingency from £425k to £100k  • Increasing the Adult Education Budget (AEB) contingency from £83k to £300k  • Assuming a 1% pay award for all staff with effect from 1 August 2020  The potential pay rise for staff was discussed, it was felt by Board Members that staff should be rewarded, it had been a tough year and staff had worked hard. Board Members noted that some businesses were giving a 0.5% or 1% bonus. It was noted that if inflation started to increase, it could cost more money if the college delayed making a pay award. The Executive reported that staff were valued and the staff awards and planned Summer BBQ were noted.  **RESOLVED:** The Board noted the latest KPI Dashboards and Management Accounts. |  |
| 082-2021 | **PEOPLE REPORT**  The COO presented the new report – to give Board Members some additional detail. It was agreed that the report would be produced on an annual basis.  The report presented detail on the staff profile including: gender split, age profile, ethnicity profile and length of service levels. Details around staff engagement were included and Board Members agreed it was a helpful report. It was noted that employee survey response rates needed to be higher for results to be more meaningful. It was also suggested that detail on the proportion of staff at the top of the scale could be included in a future report.  **RESOLVED:** The Board received the report andit was agreed it would bepresented annually. |  |
| 083-2021 | **INTERIM EQUALITY & DIVERSITY REPORT**  The Board received and noted the report, which Board Members agreed was insightful.  **RESOLVED:** The Interim Equality & Diversity Report was received and noted. |  |
| 084-2021 | **EL5 – ASSET PROTECTION**  The Board received and approved the EL5 Asset Protection  **RESOLVED:** The Board received and approved the EL5 Asset Protection Report. |  |
| 085-2021 | **BPCSU BUDGET UPDATE**  The BPCSU budget update was received and noted by the Board.  **RESOLVED:** The Board received the BPCSU budget update**.** |  |
| 086-2021 | **STUDENT VOICE REPORT**   1. Our College Our Voice Conference – Report   Caron Khan noted that the Our College Our Voice conference earlier in the Spring had been a great opportunity to meet a group of students and hear their views.   1. Latest feedback from the Student Board Members   Student Board Member, Martyna Meramow, reported that it had been good to be back in college and to complete the practical elements of her course.  The Chair of the Corporation noted his thanks to both Student Board Members for their commitment during the 2020/21 academic year and wished them both well for their futures.  **RESOLVED:** The Board noted the report from the Student Board Member. |  |
| 087-2021 | **EXTERNAL BOARD REVIEW**  The Director of Governance presented the External Board Review Report, which had been recently received. A number of recommendations had been made in the report, the most significant about changing the Governance Structure from the Carver model currently used to a more traditional committee structure. It was suggested that this would allow more time at Board to focus on strategic issues, with committees dealing with more detailed aspects. The Director of Governance would work through the detail, but the initial suggestion was to move to four Board meetings a year, one being a strategic planning session. It was suggested that all Board meetings would be face to face, whilst committee meetings could be held via a mixture of Teams and face to face.  Additional recommendations focused on business as usual such as updating the skills matrix and recruitment of new Board Members. It was agreed to accept the recommendations and progress for September 2021.  **RESOLVED:** The Board accepted the External Board Review Report and it was agreed that the Director of Governance would progress the various projects over the next couple of months. | Director of Governance |
| 088-2021 | **CLERK’S REPORT**  Items requiring Board approval:   1. To approve Part A Minutes of the Board meeting held on 23 March 2021   The minutes of the Board meeting held on 23 March 2021 were approved as an accurate record.   1. To consider any matters arising from the minutes and approve the updated Board Tracker   The Board noted the latest Board Tracker.  Items to be noted by the Board:   1. To receive the minutes from the Search & Governance Committee held on 23 March 2021   The minutes were noted and it was confirmed that Board Member recruitment would be progressed during the summer term, to ensure new Board Members were in place from September 2021. The Board approved the appointment of David Ford as Chair of the Corporation and Caroline Foster as Vice Chair of the Corporation, for a second term from 1 August 2021 to 31 July 2023.   1. To receive the notes of the Strategy Advisory Group meeting held on 23 March 2021   The Board received the notes of the Strategy Advisory Group meeting held on 23 March 2021.   1. To receive the notes of the Finance & Resources Advisory Group meeting held on 4 May 2021   The COO noted that Lloyds had informed the college in March 2021 that the bank had taken the decision to withdraw from accounts where they were the main current account but debt was with another provider. The college was therefore in the process of transferring its account (and that of Sothern Educational Facilities Management Ltd) to Natwest. The bank account for Southern Educational Professional Services Ltd was already with Natwest.  The College had two loans with Natwest Bank and both were based on 1.5% above LIBOR. LIBOR was being replaced as a reference rate for borrowing at the end of 2021 by SONIA (Sterling Overnight Index Average). The college commissioned ATFS (Aquila Treasury and Finance Solutions) to work with Natwest and come up with a solution that was most advantageous to the College. The paper was taken to FRAG, however since then NatWest had confirmed that it would be fixed for the lifetime of the debt.   1. To receive a verbal update from the Curriculum Advisory Group meeting held on 13 May 2021   The CAG meeting had been held before the Board meeting, the group had covered a number of items including: TLAR reviews, QIP’s, the three current strategic priorities and estates/curriculum.   1. To note the latest Risk Register   The latest Risk Register was noted.  **RESOLVED:** The Board approved and noted items as recorded above. |  |
| 089-2021 | **CHAIR’S ACTIONS**  It was confirmed that the Estates Strategy had been approved by Board Members, via the GVO.  **RESOLVED:** That the Estates Strategy had been approved by the Board. |  |
| 090-2021 | **ANY OTHER BUSINESS**  It was noted that Learning Walks had been undertaken by Board Members as follows: Caroline Foster and Melanie Wilkins has undertaken a learning walk covering Safeguarding. Arthur Whiteside and Ian Jones had undertaken a learning walk covering Apprenticeships.  The Staff Board Member offered the opportunity for a learning walk in his area – Business & Finance.  Suggested items for future meetings included: inviting Steve Frampton to talk to the Board about the FE Climate Roadmap and it was agreed that this should be covered in the autumn term. It was noted that Denise Olander, Senior HMI Ofsted, had been contacted to present to the Board at the 29 June 2021 meeting.  The Chair noted that Board Member, Caron Khan, had recently become President of the Dorset Chamber.  **RESOLVED:** The above items of AOB were noted. |  |
| 091-2021 | **DATE OF NEXT MEETING:**  The next Board Meeting would take place on 29 June 2021 (08.00-10.00). |  |
| 092-2021 | **EVALUATION**  The online evaluation would be circulated following the meeting. |  |
| 093-2021 | **CONFIDENTIALITY**  Confidential items were noted in Part B |  |