# BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 23 MARCH 2021, 08.00-10.00**

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 |  |
| Ian Jones | Board Member | Apologies |
| Caron Khan | Board Member | Apologies |
| 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) |  |
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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 |  |
| Debbie Smith | Director of Student Services | In attendance for Safeguarding Update for Governors only |

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| **PART A** | | |
| **TRAINING SESSION – SAFEGUARDING UPDATE FOR GOVERNORS**  The Director of Student Services presented a Safeguarding update for Governors, this included identification of the key external and internal risks, the current quality of safeguarding at the College, key changes to Keeping Children Safe in Education 2020 and details on Operation Encompass (a new initiative which would start on 1 April 2021). | | |
| **STRATEGIC SESSION**  The Principal presented on the White paper Skills for jobs: Lifelong learning for opportunity and growth.  A number of positives from the white paper were noted, including: the commitment to lifelong learning, recognising the strategic role of colleges and a commitment to simplification. The paper recognised colleges were all different and that the traditional Higher Education 3-year degree route was not the only approach. It was noted that there was a good synergy with the colleges’ new Strategic Plan 2020-23.  It was however noted that the White paper lacked any commitment to address funding levels.  The college should consider projects that it could lead on and where it would seek to collaborate. The Principal confirmed she would be working with the other Dorset colleges and the Dorset Chamber to consider areas for collaboration. | | |
| **BOARD MEETING** | | |
| 064-2021 | **APOLOGIES FOR ABSENCE**  Apologies were received from Board Members Mel Wilkins, Caron Khan, Ian Jones and Robbie Campbell. |  |
| 065-2021 | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| 066-2021 | **PRINCIPAL’S REPORT**  The Principal noted the following key points from the report:  COVID-19: Most students had returned to campus on 8 March 2021. Attendance and engagement levels had been good and most students were pleased to be back. There were however a small number of students who had not returned due to, for example anxiety, and staff were working hard to support them, however failure to complete practical assessments in some instances would mean they were unable to achieve their qualification. It was noted that following one on-site COVID test, students had now moved to home self-testing supported by an instruction video produced in-house. So far over 3500 students had been tested with only one positive result. Staff had also moved to a self-testing model.  Assessment Summer 2021: As Board Members were aware, modifications would apply again this year to student assessment. A Levels and GCSEs would be teacher assessed (including English & Maths). Results would be announced in the same week: A Levels on 10 August and GCSEs on 12 August 2021. Once GCSE results were announced the college would be open for enrolment. BTEC and VTQs would also be teacher assessed except for qualifications that were required for entry to employment or for progression (the latter included Functional Skills). For qualifications required for entry into employment, practical assessments would be required. For qualifications required for progression, exams were the preferred option, but in the event that it wasn’t possible in a COVID-secure environment, then teacher assessment could be used.  Quality: Following the recent Ofsted Progress Monitoring Visit (PMV), the college was asked to decide what it wanted as a next step, a formal Monitoring Visit or to move to Full Inspection. The college had chosen to proceed straight to Full Inspection based on the positive feedback from the PMV and the college’s judgement about its progress since the last inspection. The PMV, while limited and remote, reinforced the college’s confidence in its ability to make judgements about the provision which, with the exception of one area, was now judged to be Good. No decision had been made about when onsite inspections may resume, but it would not be before the autumn term.  It was confirmed that the FE Commissioner Diagnostic Assessment follow up visit, would be held remotely on 28 April 2021.  A new risk, of a significant Ransomware attack was noted by the Principal and assurance was provided that work to mitigate against such a risk was ongoing.  **RESOLVED:** The Board received and noted the report from the Principal. |  |
| 067-2021 | **COLLEGE IMPROVEMENT PLANS**   1. Quality Improvement Plan   Apprenticeships: There had recently been a re-brand in hairdressing and beauty which had been well received – the salon name has been changed from Flaunt to ReNew. The retention gap for apprentices from disadvantaged socio-economic wards had been investigated and distance travelled to work from low income areas was identified as common theme, it was reported that applicants would now be given clear information on salary after travel. The Director of Apprenticeships was also working on a potential bursary scheme for apprentices.  Quality of Education: Following on from the Ofsted PMV, focus was now on significant work scrutiny and assessment and a bespoke support package was being delivered for Business & Finance by the Quality Department.  Behaviour and Attitudes: Attendance had been good and students were happy to be back. It was however noted that students on practical courses in many cases needed to catch up.  Higher Education: The recurring glitch between EBS and Vision Reports had resulted in inaccurate data sets and work by WESS was ongoing to resolve this. It was confirmed that most HE students continued to study online.  Residential Provision: It was confirmed that regular spot checks were taking place in WESS, to confirm compliance with safer recruitment requirements.   1. Ofsted Feedback   College staff and Board Members were delighted with the outcome of the Ofsted Progress Monitoring Visit held in February 2021, however noted the College could not be complacent and would strive to continue making improvements. It was noted that TLAR’s would re-start on 15 March 2021.  The VP Presented to the Board on the lessons from the PMV.  Board Members were reminded that at the previous inspection, the college had been graded Good for Apprenticeships, Adults and High Needs, whilst study programmes were graded Requires Improvement, and as these accounted for 56% of provision, this impacted the overall grade.  Board Member, Sue Wellman, noted she had recently attended a session at an AoC Governance event where Denise Olander, Senior HMI spoke about the focus by Ofsted going forward being very much on curriculum. Denise had offered to talk to Boards, which was agreed would be beneficial, it was also agreed that a session from the VP Curriculum would also be useful. It was agreed that the Director of Governance would organise these.  Board Member, John Dale, noted that some employers were changing their views on skills and that the college Employee Advisory Boards would be hearing new ideas.  The suggestion for students to sign off their own learning journey was discussed and the VP Curriculum would consider this.  **RESOLVED:** The Board noted the latest College Improvement Plan Summary Report & Ofsted Feedback. | Director of Governance  VP Curriculum |
| 068-2021 | **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 amber and was being monitored closely.  Retention: Good retention levels were noted, however some students had not returned to campus on 8 March 2021 as expected.  Apprenticeships: Overall success rates were good, however practical assessments were affecting completion and this area was flagged red.   1. People   Both staff sickness and staff turnover levels were flagged green.   1. Management Accounts – February 2021   It was reported that the ESFA funding audit was completed at the end of February 2021 and the auditors were running their findings through their quality assurance process. The college had been advised that the total value of funding that had been overclaimed was £39k but the auditors also found £12k worth of under-claimed funding. It was not yet clear whether the college would suffer the full £39k impact or whether the ESFA would net off the £12k to reduce any adjustment to £27k. The final report would be received by the end of March. Alliotts, the external auditors for the college, were trying to get confirmation from the ESFA that this was the final outcome so that they could sign off the 2019/20 accounts.  The COO noted that given the funding audit was reviewing over £20m worth of funding, a net adjustment of £27k represented 0.13% which was an excellent outcome. However, gathering the evidence the auditors required had taken many person weeks of work which had impacted on other activities by the team in WESS.  As a result of the lockdown starting in March 2020, the ESFA in 2019/20 allowed colleges who had earned at least 68% of their Adult Education Budget allocation to keep the whole allocation – the college earned over 80%. The threshold for 2020/21 was announced recently at 90%, it was confirmed that the college would not meet this and up to £300k of funding was at risk.  **RESOLVED:** The Board noted the latest Dashboards and Management Accounts. |  |
| 069-2021 | **TERMLY SAFEGUARDING AND PREVENT REPORT**  The Board received and approved the compliance statements and supporting evidence.  **RESOLVED:** The Board received the Termly Safeguarding & Prevent Report and approved the compliance statements. |  |
| 070-2021 | **STUDENT VOICE REPORT**   1. Feedback from the Our College Our Voice Conference   The Our College Our Voice Conference had been a remote event this year. Two Board Members, Ian Jones and Caron Khan chaired a specific session for the Board to meet with a group of students and this was also attended by the Principal. The main areas of feedback from students were around safety in and around the college (particularly around the Lansdowne site), high prices in the refectory and teaching and learning, which included a range of very positive feedback.   1. Latest feedback from the Student Board Members   The FE Student Board Member noted that it had been good to be back on site and that this had been particularly important for those studying practical courses.   1. Student Survey 2 data   The VP Curriculum presented the Student Survey 2 Results 2020/21.  **RESOLVED:** The Board noted the above items. |  |
| 071-2021 | **CLERK’S REPORT**  Items requiring Board approval:   1. To approve Part B Minutes of the Board Away Day held on 21 January 2021   The minutes from the Board Away Day on 21 January 2021 were approved.   1. To approve Part A Minutes of the Board meeting held on 11 February 2021   The minutes from the Board meeting on 11 February 2021 were approved.   1. To consider any matters arising from the minutes and approve the updated Board Tracker   The tracker was noted and approved.   1. To review and approve updates to Governance Policies EL0-EL8   The Board reviewed and approved updates to Governance Policies EL0-EL8   1. To review and approve the latest Board Improvement Plan   The latest Board Improvement Plan was reviewed and Board Members supported the content, it was agreed that the Director of Governance and the Chair would spend some additional time to review in more detail.  Items to be noted by the Board:   1. To note the latest Risk Register   The latest version of the Risk Register was noted by the Board.   1. To note minutes of the Audit Committee meeting held on 2 March 2021   Minutes from the Audit Committee meeting held on 2 March 2021 were noted.  **RESOLVED:** The Board approved and noted items as recorded above. | Director of Governance and Chair |
| 072-2021 | **CHAIR’S ACTIONS**  It was confirmed that the Estates Strategy had been approved by the Board, via the GVO on 10 March 2021.  **RESOLVED:** The Estates Strategy had been approved. |  |
| 073-2021 | **ANY OTHER BUSINESS**  It was noted that Learning Walks had been undertaken by Board Members as follows:  On 26 February 2021, Arthur Whiteside and Ian Jones completed a learning walk with Antony Carr covering Apprenticeships.  On 4 March 2021, Sue Wellman and Caroline Foster completed a learning walk with Sharon Mackett covering Business, Digital & ESOL.  It was requested that a learning walk to cover Student Services and Safeguarding be organised for the summer term. It was agreed that the Director of Governance would organise this.  It was noted that Steve Frampton, FE/HE climate commissioner, had offered to present to Boards on the Climate Action Roadmap for Further Education College. It was agreed that the Director of Governance would follow up on this opportunity.  **RESOLVED:** The above items of Any Other Business were noted. | Director of Governance  Director of Governance |
| 074-2021 | **DATE OF NEXT MEETING:**  The next Board Meeting would take place on 13 May 2021 (16.00-18.00). |  |
| 075-2021 | **EVALUATION**  The online evaluation would be circulated following the meeting. |  |
| 076-2021 | **CONFIDENTIALITY**  Confidential items were noted in Part B |  |