# The Bournemouth and Poole College

**MINUTES OF THE BOARD MEETING HELD ON 12 OCTOBER 2017**

# Members Present:

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| James Hampton | Chair | **In Attendance:** |  |
| Roger Blaber | Vice-Chair | Marianne Barnard | Clerk to the Corporation |
| Diane Grannell | Principal | Michael Johnson | Vice Principal Finance & CD |
| Caroline Foster |  | Jacqueline Page | Vice Principal Curriculum |
| Angela Rowley | Apologies | Ken Roberts | Exec Director of Resources |
| Gail Ninnim |  | Caroline Wayment | Exec Director of HR & OD |
| David Ford |  |  |  |
| John Taylor | Apologies |  |  |
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| Fran Bove | Staff Member |  |  |
| Derrick Mason | Student Member – Apologies |  |  |
| Whitney Sharp | Student Member |  |  |

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| **PART A** | | |
| **STRATEGIC DISCUSSION** | | |
| **71/17** | **PEOPLE PLAN – PRESENTATION FROM THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES**  The Executive Director of HR & OD presented Our People Plan 2017-2020.  The three strategies were noted: Workforce Strategy, People Development and Employee Engagement Strategy. Our People Badge was presented and areas including attracting talent, reward, performance management and employee engagement were discussed.  It was confirmed that the staff survey results had been scrutinised in detail and SLT leads were working on issues and had been identifying and addressing quick wins as part of the Employee Engagement Strategy.  Board members asked how success would be measured and it was noted that by December 2017 it was hoped there would be some specific success stories to share. The Executive Director of HR & OD would also be completing an Annual Report in future to provide a narrative to show case some of the projects and initiatives. The next staff survey would be undertaken in March 2019 and would also provide an important measure of progress.  The Board considered the reporting arrangements on this project and agreed regular reporting would continue through agreed KPI’s and other regular updates, it was also agreed that an Annual Report would be valuable to look at not just the data but the narrative and some of the successes.  It was agreed by Board members that this plan was positive and would take the College in the right direction. Discussions had taken place previously at the Board around performance related pay and it was noted that this would now be part of an approach of “Total Reward for our people”, it was agreed that pay was only a small part of people feeling valued.  It was noted that one of the biggest challenges would be the current age profile of staff and that it would be essential to grow our own talent. It was also confirmed that some work would be undertaken around access to staff data by Managers across the college and that the Executive Director of HR & OD would be working with WESS to ensure this data was opened up as appropriate. | EDHR&OD |
| **BOARD MEETING** | | |
| **72/17** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from John Taylor, Angela Rowley and Derrick Mason. |  |
| **73/17** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **EXECUTIVE REPORTS** | | |
| **74/17** | **PRINCIPAL’S REPORT**  The Principal’s report was presented for information. Key items noted included:  National Policy Context  It had recently been announced that the introduction of T-Levels would be delayed until 2020 but that the Government still aimed for full implementation by 2022. It was confirmed that T-Levels would be discussed further at the Board Strategic Planning Session in November 2017.  Further information about Institutes of Technology had very recently been published and the Policy Statement had been made available to Board members.  ESFA had launched a new ITT for Apprenticeships provision for non-levy paying employers during the Summer. It was a complex document requiring text responses to some questions. Members of Exec worked on this over the summer, the exercise was approached with great care, working with colleagues to ensure the questions were understood and retaining an external bid writer with good knowledge of the sector and strong track record from RoATP. The outcome should be announced on 21 November 2017. The Chair noted the Board’s concern that significant time commitments had to be made by Executive staff to undertake the activity.  It was reported that there seemed to be an increasing number of private training provider businesses being put up for sale, this could provide some interesting opportunities for the College. The Chair sought broad agreement from Board members that there was support for growth should something of real strategic value come up.  Board members confirmed that should the College want Board members to write to local MP’s about funding, they would be happy to do so if the template letter was circulated.  Academic Matters  The VP Curriculum confirmed some very positive news that the College overall FE success rate for classroom based learning in 2016/17 had exceeded 80% for the first time.  It was noted that the final outturn for English and maths results were up on last year. Board members asked what the single most important factor influencing these changes was and it was noted that getting students onto the right course had been crucial.  Enrolment & financial matters  Enrolment for 2017/18 had not yet been finalised, currently for 16-18 overall the best case would be 4200, around 200 up, however until day 43 it was noted that the numbers would fluctuate. It was noted that there was a falling demographic locally therefore the College had increased its market share, the Board noted that market share was an important measure and requested that this be captured as a future KPI. HE recruitment had been very challenging across the sector this year, however the shortfall would be slightly less than the 21% shortfall noted in the report.  Employment Update  A number of new staffing appointments were noted, including the new Director of Marketing & Sakes (Apprenticeships), a joint appointment with Brockenhurst College.  **RESOLVED:** To note the report. | Clerk |
| **75/17** | **COLLEGE IMPROVEMENT PLAN**  Key items from the College Improvement Plan were presented to the Board, including:   * Outcomes for English and maths functional skills has improved significantly, however it was noted there was still more to do on maths. * Industrial updating of staff, the majority of staff had either completed at least one day, however there was still some work to be done. * Inconsistent completion of assessment plans, emarkbooks and EILP targets – noted that progress had been made, however it would remain on the College Improvement Plan. * SPAG training has been offered to staff but uptake had been low and practice remained inconsistent. * Outcomes for HE had recently been released and were very positive at 91% (compared to 84% in 2015/16) and for Access, 93% (compared to 84% in 2015/16).   It was noted that the College Improvement Plan extract for presentation to the Board in 2017/18 would be a revised and simplified version, to be routinely presented by the VP Curriculum.  **RESOLVED:** To note the College Improvement Plan Update report. |  |
| **76/17** | **KPI MONITORING**  It was noted that Exec members would be presenting suggested revised KPI’s to support the new College Strategic Plan 2017-2020, at the Board Strategic Planning Session on 23 November 2017.  The Board received and reviewed the Performance Dashboards for 2016/17:   1. **Academic Dashboard**   The VP Curriculum presented key items including attendance which was at 85%, 3% below the target. It was noted that there were some high areas of attendance but the focus in 2017/18 would be on areas where attendance had been poor. It was hoped a new disciplinary process would support improvements, along with increased awareness of personalised timetables. It was also noted that online learning should be considered further to support students who preferred or were required to work more independently.  Apprenticeships timely success was of concern and it was likely that success would slip to 62%, below the target of 75%. It was noted that the issues were known and there were some legacy issues on some 2 and 4 year programmes.  **RESOLVED:** To note the report.   1. **Finance Dashboard**   The VP Finance & CD reported that following very tight cost controls the draft accounts were reporting a £280k operating surplus. The Board noted the very positive position that had been achieved.  The WESS staff costs were included in the data presented to the Board and this put the College staff costs as a percentage of income significantly above the FE Commissioner guidance. The VP Finance & CD would be undertaking some benchmarking with similar colleges to look at how they manage staff costs and consider options around growing revenue.  **RESOLVED:** To note the report.   1. **Resources Dashboard**   The Executive Director Resources noted that the correct figure for annual classroom utilisation was 34.15%, a very positive position.  Accidents reported continued to fall and it was confirmed that the College was becoming a safer place for students, staff and visitors.  **RESOLVED:** To note the report.   1. **Human Resources Dashboard**   The Executive Director of HR & OD noted that sickness levels were an issue and this would be monitored closely as reporting changed following self-service coming online.  Staff turnover levels were discussed and it was noted that exit interview processes needed improving to ensure meaningful and useful data was available.  **RESOLVED:** To note the report. |  |
| **GOVERNANCE POLICIES – COMPLIANCE** | | |
| **77/17** | **MONITORING REPORTS – EXECUTIVE LIMITATION POLICIES**  The Board received and approved the following:   1. **Review of Governance Process Policies GP0 – GP11**   A number of minor amendments to Governance Process Policies GP0 – GP11 were noted and approved.   1. **EL1.6 Strategic Risk Management Monitoring**   The annual monitoring report for Risk Management, including compliance statements were noted and approved.   1. **Health & Safety Policy**   The Health & Safety Policy 2017-2019 was approved and would be signed by the Chair of the Board and the Principal.  **RESOLVED:**  To approve items as detailed above. |  |
| **REGUALR BUSINESS** | | |
| **78/17** | **CLERK’S REPORT**   1. **Minutes of the last Board meeting – 6 July 2017**   The Board approved the minutes of the meeting held on 6 July 2017 as an accurate record.   1. **Matters Arising & Board Tracker**   The Board reviewed and noted the latest Board Tracker.   1. **Complaints Policy**   The Board noted the new Complaints Policy which had been approved via email during July 2017.   1. **Search Committee Report – 9 October 2017**   The Chair provided a verbal report following the additional Search Committee meeting held on 9 October 2017. It was noted that two Board members had resigned over the summer months due to changes in their work locations. The Search Committee had considered a number of individuals for the vacant positions and it was agreed to delegate to the Chair and Principal the decision on who to appoint, following interviews which would be scheduled during November 2017.   1. **CPG Update - 3 October 2017**   The Chair provided an update following the recent CPG meeting held on 3 October, the meeting had been attended by the new Director of Apprenticeships & Marketing.   1. **Joint Legal Update – 3 October 2017**   It was reported that the joint legal update session had taken place and was well attended by both BPC and Brocklehurst College staff and Board Members.   1. **Learning Walks Schedule – 2017/18**   The schedule for the 2017/18 academic year was noted and feedback was provided on two learning walks that had been undertaken recently by three Board members.   1. **SAR Validation Schedule 20 & 21 November 2017**   The SAR validation dates were noted and Board Member involvement was confirmed.  **RESOLVED:**  To approve and note the items as listed above. |  |
| **79/17** | **CHAIR’S ACTIONS**  The Chair noted that following research on options for Electronic Board systems, the Chair and the Clerk had chosen a system which offered a sound and affordable solution and it was agreed an initial 2 year project would go ahead starting in January 2018.  The Chair noted the final probationary report for the Clerk and asked Board members to consider the following statements:  That the Board:   1. agrees the outcome from the final probationary review: that the Clerk to the Corporation meets all the standards and requirements of the role, and 2. confirms that the Clerk to the Corporation has successfully completed her probationary period.   **RESOLVED:** To approve the statements above. |  |
| **80/17** | **ANY OTHER BUSINESS**  No items of Any Other Business were noted. |  |
| **81/17** | **DATE OF NEXT MEETING**  Thursday 23 November 2017, 14.00 at Lansdowne, followed by dinner in the Escoffier Restaurant. |  |
| **82/17** | **EVALUATION**  It was agreed that it had been a positive meeting with good discussion. |  |