# The Bournemouth and Poole College

**MINUTES OF THE BOARD MEETING HELD ON 14 DECEMBER 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 |  | Ken Roberts | Exec Director of Resources |
| Gail Ninnim | Apologies | Caroline Wayment | Exec Director of HR & OD |
| David Ford |  |  |  |
| John Taylor |  |  |  |
| Lorna Carver | Apologies |  |  |
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| Fran Bove | Staff Member |  |  |
| Derrick Mason | Student Member |  |  |
| Whitney Sharp | Student Member - Apologies |  |  |

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| **PART A** | | |
| **BOARD MEETING** | | |
| **94/17** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Gail Ninnim, Lorna Carver and Whitney Sharp. |  |
| **95/17** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **EXECUTIVE REPORTS** | | |
| **96/17** | **PRINCIPAL’S REPORT**  The Principal’s report was presented for information. Key items noted included:  ITT Non-Levy  The outcome of the ITT for apprenticeships provision for non-levy paying employers had recently been announced and it was reported that the College had been successful.  Institute of Technology  The Principal reported that work was ongoing with the Skills Escalator project and a visit by a number of college staff to a similar facility at Cardiff and Vale College was planned for 15 December 2017. The DfE had recently published a prospectus which gave some further detail on the anticipated features and structure of an IoT and also confirmed the bidding timetable.  Employment Update  It was noted that there had been some staff shortages due to difficulty appointing suitably qualified staff in some areas. This was being addressed.  **RESOLVED:** To note the report. |  |
| **97/17** | **SELF-ASESSMENT REPORT 2016-17 AND COLLEGE IMPROVEMENT PLAN 2017-18**  **College Success Data**  The VP Curriculum presented the College Success Data, the headlines included the overall timely Classroom achievement rate at 81.37%, with the 16-18 LR achievement rate at 80.32% and the 19+ LR achievement rate at 84.22%, this gave an overall increase of 3.74% on 2015-16 rates, and this now put the college in line with national rates.  Members asked for some quantified data, especially where small numbers were involved and also asked what was being done to address apprenticeship issues? It was agreed the VP Curriculum would provide further data and information at a future meeting.  **Self-Assessment Presentation**  The VP Curriculum thanked Board Members that had been involved in the recent Self-Assessment sessions. The Board members involved with the Self-Assessment reported that they had witnessed very robust discussions and felt assured that the processes in place were effective.  Curriculum area grades were noted, areas of concern included Business and Finance, Construction and Maths, these areas were under scrutiny and would continue to be monitored via the College Improvement Plan throughout the academic year.  Members asked for information about deprivation and achievement. The VP Curriculum would look at this data and report back to a future meeting.  **Higher Education Self Evaluation Document**  Overall effectiveness remained Good, however poor National Student Survey response rates and scores prevented an outstanding judgement, it was confirmed that improving student survey response rates and satisfaction ratings had been identified as a key priority.  **Residential Provision**  Overall effectiveness was judged to be Good, however areas for development included continued compliance control and training needed to ensure that recruitment procedures were robust and consistent.  It was confirmed that the Board had confidence in the rigour of the self-assessment process and it was agreed that continued Board member involvement in future years would be beneficial.  **College Improvement Plan**  Board members discussed the role of the improvement plan and the targets identified to support the college in its mission to achieve outstanding status, it was agreed that some targets would support the process, but it would need to be over a period of time. It was agreed that the main focus needed to be on the College stretching itself to become outstanding by our own standards.  It was noted that the revised format changes were well received with two small amendments to be made – a “Goal” column to be added and the “Risk” column to change its title to “Confidence”. | VP Curriculum  VP Curriculum |
| **98/17** | **KPI MONITORING**  The Board received and reviewed the latest Performance Dashboards:   1. **Academic**   The VP Curriculum presented key items including attendance and retention which were both showing a healthy picture, some specific areas of concern however were noted and it was confirmed that Directors were addressing matters where necessary on a daily basis.  Apprenticeships Timely Success – it was reported that monthly monitoring meetings had been put in place between Teacher, Assessor and apprenticeship Manager to improve success rates.  **RESOLVED:** To note the dashboards.   1. **People**   The Executive Director of HR & OD noted that sickness levels were fairly consistent and that at the recent Performance Review meetings all staff with more than four episodes of sickness during 2017 were flagged to Managers.  Appraisal completion rates were reported to be at 97%.  **RESOLVED:** To note the dashboards.   1. **Finance & Commercial Development**   The VP Finance & Commercial Development reported that income compared to budget was down largely because our HE income was under budget for the year, it was reported that plans were in place to recover this income through other sources; specifically via apprenticeship income.  It was noted that Student Numbers (16-18 Classroom) was flagged red as the number returned to the ESFA was slightly lower than the contract, which will affect income in 2018/19. Student Numbers (FE Adult) was also a concern with income levels being below target, a revised curriculum plan for January 2018 to July 2018 was being produced to ensure the college delivered all the funding in the Adult Education Budget.  Student Numbers (Apprenticeships) was a positive picture, the college had 1718 apprentices enrolled against a target for the year of 1924, and with additional recruitment during January to July 2018, it was believed the College should exceed the original target.  **RESOLVED:** To note the dashboards.   1. **Physical Resources**   The Executive Director Resources noted that the classroom utilisation target of 35% had been exceeded.  **RESOLVED:** To note the dashboards. |  |
| **99/17** | **RISK MANAGEMENT**  The VP Finance and Commercial Development presented the current Risk Management Register, it was noted that both the internal and external auditors were positive about the revised format and approach but had suggested a header sheet which had been added, the Risk Management Dashboard.  It was agreed that that Board members would provide support to identify wider areas of risk.  **RESOLVED:** To note the Risk Management Register and Dashboard, November 2017. |  |
| **100/17** | **STUDENTS’ UNION ANNUAL ACCOUNTS 2016-17**  The Students’ Union Annual Accounts 2016-17 were reviewed and approved by the Board.  **RESOLVED:** To approve the Students’ Union Annual Accounts 2016-17. |  |
| **ANNUAL AUDIT COMMITTEE REPORT AND FINANCIAL STATEMENTS 2016-17** | | |
| **101/17** | **AUDIT COMMITTEE ANNUAL REPORT**  The Chair of the Audit Committee presented the Annual Report to the Board and confirmed that there were no areas of concern.  **RESOLVED:** To agree the Audit Committee’s recommendation to accept the Audit Committee’s opinion that the Board of Governors’ responsibilities have been satisfactorily discharged. |  |
| **102/17** | **FINANCE ADVISORY GROUP REPORT**  The Chair of the Finance Advisory Group presented the termly report, it was agreed that the Finance Advisory Group was continuing to provide good assurance to the Board.  **RESOLVED:** To note the report and agree that good assurance had been provided to the Board. |  |
| **103/17** | **ANNUAL REPORT AND FINANCIAL STATEMENTS 2016-17**   1. **2016/17 Annual Report and Financial Statements for the Bournemouth & Poole College**   The Chair of the Audit Committee confirmed the Annual Report and Financial Statements had been through Audit Committee and the Finance Advisory Group and no issues had been raised. It was noted that the deficit reported was due to the pension scheme and was an issue across the sector.  **RESOLVED:** To agree the Annual Report and Financial Statements for the year ending 31 July 2017.   1. **Letters of Representation**   No issues were raised.  **RESOLVED**: The Letters of Representation were agreed and signed by the Chair and the Accounting Officer.   1. **2016/17 Financial Statements for WESS**   No issues were raised.  **RESOLVED**: To note the WESS Ltd Financial Statements for the year ending 31 July 2017.   1. **2016/17 Financial Statements for Bournemouth & Poole College Services Ltd**   No issues were raised.  **RESOLVED**: To note the Bournemouth & Poole College Services Ltd Financial Statements for the year ending 31 July 2017. |  |
| **104/17** | **BOURNEMOUTH AND POOLE COLLEGE SERVICES LTD (BPCS)**   1. **To nominate a Board representative to attend the BPCS AGM**   It was agreed that Mr D Ford would attend the Bournemouth & Poole College Services Ltd AGM on 14 December 2017, as the Board Representative.   1. **Letter of Comfort for the subsidiary**   No issues raised.  **RESOLVED:** That Mr D Ford would act as Board representative at the Bournemouth & Poole College Services Ltd Annual General meeting on 14 December 2017. The Letter of Comfort was agreed and signed by the Chair. |  |
| **REGUALR BUSINESS** | | |
| **105/17** | **STUDENT VOICE**  The Student Voice report was reviewed and noted by the Board, it was confirmed that relevant actions would be included in the Quality Improvement Plan.  **RESOLVED:** To note the Student Voice report. |  |
| **106/17** | **ANNUAL SAFEGUARDING REPORT (EL1.1)**  It was noted that Lorna Carver would continue as the Board Safeguarding & Prevent lead following her return from maternity leave, the Chair thanked John Taylor for covering the role during Lorna’s absence.  The Board noted and approved the Annual Safeguarding & Prevent Annual Report  **RESOLVED:** To receive and approve the Safeguarding & Prevent Annual Report from the Director of Student Services. |  |
| **107/17** | **ANNUAL HEALTH AND SAFETY REPORT (EL1.3)**  Attention was drawn to the Health Surveillance data which was reported to have reduced significantly between 2015-16 and 2016-17. It was agreed that this data needed to be checked and further information provided before the report could be considered for approval. The Executive Director of HR agreed to bring further details back to a future meeting.  **RESOLVED:**  To provide clarification on the data at a future Board meeting. | Executive Director of HR |
| **108/17** | **WESSEX EDUCATIONAL SHARED SERVICES (WESS)**  Roger Blaber, the Board representative on the WESS Board provided an update and reported back on the current satisfactory service levels. It was noted that WESS had recently seen the departure of one senior member of staff who had taken up a post at Bournemouth & Poole College in September 2017, it was also noted that the Head of Finance would be leaving WESS in early 2018 and that a replacement was actively being sought.  **RESOLVED:** To note the feedback. |  |
| **109/17** | **CLERK’S REPORT**   1. **Annual monitoring report for EL4.1 Financial condition**   The Board approved the annual monitoring report.   1. **Review of Board Governance Policies ED0-ED4**   The Board reviewed and approved the policies ED0-ED4   1. **Clerk Budget**   The Board noted the Budget for Governance Report.   1. **Board Self-Assessment 2016-17 & Board Improvement Plan for 2017-18**   The Board reviewed and approved the Board Self-Assessment 2016-17 & the Board Improvement Plan for 2017-18  **RESOLVED:**  To approve and note the items as listed above. |  |
| **110/17** | **CHAIR’S ACTIONS**  It was confirmed that the Board currently had two vacancies. The Chair of the Board and the Principal had met with a number of potential candidates and the Search Committee had considered the options, two were proposed for appointment, one from the public sector and one with a Human Resources background. It was agreed that both would bring valuable skills and expertise to the Board. The Board agreed the appointment of Sue Wellman and Bill Cotton, subject to satisfactory DBS clearance and the Clerk would commence their induction early in 2018.  It was noted that 1-1’s between the Chair and Board members during 2017-18 would take place in late January/early February 2018 and in Summer 2018. The Clerk would make arrangements to offer a number of slots on specific dates for Board members to sign up to attend.  The Chair noted that the Search Committee had considered a range of actions to support greater Board diversity which would be followed up, including a meeting with the Dorset Race Equality Council in January 2018. | Clerk  Clerk |
| **111/17** | **ANY OTHER BUSINESS**  Items for discussion at future Board meetings were noted, including: Industrial Strategy, Competitors, Careers and Institutes of Technology. |  |
| **112/17** | **DATE OF NEXT MEETING**  Thursday 1 February 2018, 09.15 at Lansdowne |  |
| **113/17** | **EVALUATION**  It was agreed that it had been a positive meeting with good discussion. |  |