# The Bournemouth and Poole College

**MINUTES OF THE BOARD MEETING HELD ON 23 NOVEMBER 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 |  | Caroline Wayment | Exec Director of HR & OD |
| David Ford |  |  |  |
| John Taylor |  |  |  |
| Lorna Carver | Apologies |  |  |
| Fran Bove | Staff Member |  |  |
| Derrick Mason | Student Member - Apologies |  |  |
| Whitney Sharp | Student Member |  |  |

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| **PART A** | | |
| **BOARD MEETING** | | |
| **83/17** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Lorna Carver and Derrick Mason. |  |
| **84/17** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **EXECUTIVE REPORTS** | | |
| **85/17** | **PRINCIPAL’S REPORT**  The Principal’s report was presented for information. Key items noted included:  National Policy Context  The recent Autumn budget had not resulted in the extra £200 per student that had been hoped for, however some money had been made available for T-Level roll out and for students that take maths or further maths at A-level and core maths.  The outcome of the ITT for Apprenticeship provision for non-levy paying employers should have been known this week, but confirmation had been received that the ESFA would not meet the date published and no further information had been made available.  Employment Update  It was noted that the deadline for completion of staff appraisals was 31 October 2017, completion levels had risen since the report had been written and completion levels were currently at around 80%, outstanding paperwork/reviews were being chased up urgently and appropriate action would be taken where reviews had not taken place.  Safety Update  The college had recently been advised by D&B Facades of a successfully completed BR135 Fire Test for the over cladding system that the College has on a number of its buildings.  Institute of Technology  It was confirmed that an expression of interest in establishing an Institute of Technology (IoT) had been submitted by the Skills Escalator Group. The project was now gaining momentum and a detailed Business Case was currently being developed which would set out detailed curriculum requirements, accreditations processes and agree the final governance model. It was confirmed that there was no immediate action required by The College Board, however there may be a requirement to act swiftly in the coming months and further details would be provided by the Principal when available.  **RESOLVED:** To note the report. |  |
| **86/17** | **KPI MONITORING**  The Board received and reviewed the latest Performance Dashboards:   1. **Academic**   The VP Curriculum presented key items including information on the lesson observation process which had started earlier this year, to provide a very early picture of the quality of teaching, learning and assessment and allow work to be undertaken with teachers who required support.  It was reported that Classroom and HE success rates for 2016/17 had both risen, however it was requested that data on the top quartile of colleges be included to provide an aspirational benchmark.  **RESOLVED:** To note the Academic Dashboards.   1. **People**   The Executive Director of HR & OD noted that sickness absence self-service had gone live with a number of trials taking place, it was thought levels might spike slightly when it goes live across the college.  **RESOLVED:** To note the People Dashboards.   1. **Finance & Commercial Development**   The VP Finance & CD noted that the draft year end accounts had been scrutinised by both FAG and Audit Committee. It was noted that there had been a late change to draft numbers presented at the last Board meeting because some of our forecast apprenticeship achievement (included in the draft accounts) will now move into 2017/18 results. Board members asked if the budget for 2017/18 had been increased by this amount and if not to consider this?  It was noted that HE targets had not been achieved which affected income again, it was noted that we would get back on track but stressed that income streams must be achieved otherwise we were not able to invest.  **RESOLVED:** To note the Finance & Commercial Development Dashboards.   1. **Physical Resources**   The Executive Director Resources confirmed that accidents reported continued to fall and it was confirmed that the College was becoming a safer place for students, staff and visitors. Members considered whether the target number of accidents should be zero, it was agreed that whilst this was the aspiration, some accidents were inevitable.  **RESOLVED:** To note the Physical Resources Dashboards. |  |
| **REGUALR BUSINESS** | | |
| **87/17** | **CLERK’S REPORT**   1. **Minutes of the last Board meeting – 12 October 2017**   The Board approved the minutes of the meeting held on 12 October 2017 as an accurate record.   1. **Matters Arising & Board Tracker**   The Board reviewed and noted the latest Board Tracker.   1. **Search Committee Minutes – 9 October 2017**   The Board noted the minutes of the meeting held on 9 October 2017. The Chair and Principal confirmed that they had met with two potential new Board members and consideration would now be given to the options available. It was noted that two of the Board members who had recently departed had provided very measured approaches during meetings and this should be considered when current recruitment options were reviewed, to ensure a balanced mix was achieved.   1. **CPG Update - 3 October 2017**   The Board noted the minutes of the CPG meeting held on 3 October 2017  **RESOLVED:**  To approve and note the items as listed above. | Search Committee Members |
| **88/17** | **STUDENT FEEDBACK CONFERENCE – WEDNESDAY 7 MARCH 2018**  It was agreed that a focus group entitled “Meet the Board”, would be included at the conference scheduled for 7 March 2018. The Clerk would confirm the date and timings via outlook and Board members could accept or decline based on availability.  **RESOLVED:** To agree that a similar format and theme to this year’s Conference would be followed for the Student Feedback Conference in March 2018. | Clerk |
| **89/17** | **CHAIR’S ACTIONS**  The Chair noted that members had been involved earlier in the week with the Self-Assessment Validation, it was felt that the processes had been very robust and that Board member involvement had been beneficial. It was agreed that Board members should continue to engage with the process in the future and that the Clerk would confirm dates for Autumn 2018, as soon as they became available.  It was noted that the Chair, Principal and Vice Principals had attended the AoC Conference earlier in the month. A number of sessions had been useful including one around a flexible mind, thinking and questioning and another session linked to reputation of colleges and who Senior Staff and Board Members associated with. It was agreed that these themes would be explored further through future Board session.  **RESOLVED:** To note the items. | Clerk |
| **90/17** | **ANY OTHER BUSINESS**  No items of Any Other Business were noted. |  |
| **91/17** | **DATE OF NEXT MEETING**  Thursday 14 December 2017, 16.00 at North Road |  |
| **92/17** | **EVALUATION**  It was agreed that it had been a positive meeting with good discussion. |  |
| **93/17** | **CONFIDENTIALITY**  Confidential items were identified and would be recorded in Part B. |  |