

**BOURNEMOUTH AND POOLE COLLEGE****PART A - MINUTES OF THE BOARD MEETING HELD ON 2 JULY 2020, 16.00-18.30**

Meeting held via Zoom

<b>Members:</b>		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	Apologies
Lorna Carver	Board Member	
Stewart Cotterill	Board Member	Apologies
Bill Cotton	Board Member	Apologies
John Dale	Board Member	
Ian Jones	Board Member	Apologies
Dan Tout	Board Member	
Sue Wellman	Board Member	
Arthur Whiteside	Board Member	
Diane Grannell	Board Member and College Principal	
Jonathan Wood	Staff Board Member	
Johnnie Kennedy-Foote	Student Board Member (Higher Education)	Apologies
Zach Rumble	Student Board Member (Further Education)	
<b>In Attendance:</b>		
Marianne Barnard	Director of Governance & Clerk to the Corporation	
Michael Johnson	Vice Principal Finance & Commercial Development	
Jacqueline Page	Vice Principal Curriculum	
Martyna Meramow	New Student Board Member (2020/21)	
Robbie Campbell	New Student Board Member (2020/21)	
Melanie Wilkins	New Board Member (from 01.08.20)	
Caron Khan	New Board Member (from 01.08.20)	

<b>PART A</b>		
<b>Board Meeting</b>		
103-1920	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Caroline Foster, Stewart Cotterill, Bill Cotton, Ian Jones and Johnnie Kennedy-Foote.	
104-1920	<b>DECLARATIONS OF INTEREST</b> Lorna Carver declared her role as Director of the Local Enterprise Partnership.	
105-1920	<b>PRINCIPAL'S REPORT</b> The Principal noted the following key points from the report:  Guidance had recently been issued on the full re-opening of colleges from September 2020, this was being reviewed by the Estates and Health & Safety Managers, it was confirmed that there would be a blended approach with both face to face and online teaching and some continued home working during the 2020/21 academic year. The VP Curriculum confirmed it would be different for each curriculum area as some would suit online learning better than others.  The AoC had published its Skills Led Recovery Plan, which had been uploaded to the GVO for Board Members to read. The paper was an ask of the Government to invest in skills education and training to lead the country out of	

	<p>the impending recession.</p> <p>It was confirmed that the government had announced funding for capital investment, this has been brought forward and funding was to be spent by March 2021. The Executive team were currently in discussion on some options and any proposals would be brought back to Board for sign off as necessary.</p> <p>The Principal reported that for some time the college had been looking at a proposal to create a consortium of colleges from across the UK to bid for work in Latin America. The college was currently working with a contact and current advice was that although the pandemic had hit this region hard, it had not had the same impact on day to day life or on future plans as it had in the UK and that there were still imminent opportunities for business. The college was looking at the possibility of scaling back the initial investment in order to test the market. The Principal would keep the Board fully informed about this work and any associated risks.</p> <p>Detail on the new Strategic Plan had been shared with Board Members. It was noted that the time taken up with dealing with the pandemic this year, had impacted on the timescale to finalise the new Strategic Plan. However, whilst it was not finalised, the main plans and initiatives that would feature had been made available to the Board. The Principal confirmed she would be sharing these ideas and plans with college staff at the end of term briefing on 3 July 2020 and inviting feedback from them. It was hoped that the final plan would be completed for a final sign-off in the autumn term 2020.</p> <p>The target to move to 40% digital content by 2023 was noted as an ambition and it was acknowledged there would be barriers to achieving this, some students did not have the access to electronic devices or Wi-Fi and some didn't have appropriate learning spaces at home. It was also acknowledged that most teaching staff did not join the profession to teach online and most students also valued some face to face teaching. The Chair provided feedback on a recent network event that had focused on digital and how the current COVID situation had accelerated the move to focus on digital delivery.</p> <p>An update on the introduction of T-levels was noted. It was agreed that the college should be well placed to deliver T-Levels, it had excellent links with employers and the technical expertise, however the college would need to regain its Ofsted Good grading, before it would be eligible to deliver T-levels.</p> <p>The Chair commented that the plan was starting to set a real tangible picture of getting the college to outstanding. Board Members also discussed the reputation of the college in the local community and the importance of sharing some of the great success stories.</p> <p><b>RESOLVED:</b> The Board received and noted the report from the Principal.</p>	
106-1920	<p><b>COLLEGE IMPROVEMENT PLAN (COMING BACK STRONGER)</b></p> <p>The VP Curriculum noted the following key points from the Coming Back Stronger Summary Report:</p> <p>It was reported that significant and reasonable progress had been made in a number of areas, however it was noted that that there were still some areas of concern, the main being that good progress has not been made across all four areas in Quality.</p> <p>It was confirmed that the Curriculum Advisory Group had reviewed the CBS Summary in detail along with all final 2019/20 Position Statements.</p> <p>The VP Curriculum noted that a Self-Assessment for 2019/20 was now being produced and that the college would move to a Quality Improvement Plan (QIP) for 2020/21.</p> <p>The Coming Back Stronger report for Hair &amp; Beauty Curriculum Area had been included in the papers for review by Board Members.</p>	

	<p><b>RESOLVED:</b> The Board noted the latest Coming Back Stronger Plan Summary Report and the full Hair &amp; Beauty Curriculum Area Coming Back Stronger Plan.</p>	
107-1920	<p><b>KPI MONITORING - PERFORMANCE DASHBOARDS 2019/20</b></p> <p>The Board received and reviewed the latest Performance Dashboards for:</p> <p>i) People</p> <p>It was reported that staff sickness levels had improved but was flagged red, as the positive trend needed to continue.</p> <p>ii) Finance &amp; Commercial Development</p> <p>The KPI's were noted and further detail provided through the Budget item.</p> <p><b>RESOLVED:</b> The Board noted the 2019/20 KPI Dashboards.</p>	
108-1920	<p><b>BUDGET 2020/21</b></p> <p>i) July 2020 Financial Return</p> <p>The Chief Operating Officer provided Board Members with an update on the current year's financial forecast and next year's (2020/21) budget.</p> <p>It was noted that last year the ESFA replaced the Financial Plan and Finance Record with a single return (IFMC) which the Board approved for submission by 29 February 2020. Whilst the IFMC was supposed to have replaced the need for the Financial Plan and Finance Record, recently the ESFA announced that, given COVID-19, it now regarded the numbers submitted in the IFMC as not being representative of what colleges would actually be forecasting this year or budgeting for next year and therefore it would introduce a new financial return to be submitted by 31 July 2020.</p> <p>The new return was published on 15 June 2020, however given the timing of college Board meetings, the ESFA were not requiring the Board to sign off the return but the Principal must confirm that the numbers included in the return relating to next year's budget, were those that had been signed off by the Board.</p> <p>The COO reported that the college had budgeted a small surplus for 2019/20; £36k. The latest forecast produced prior to lockdown was a deficit of £185k which included a general contingency of £269k and was after accounting for a £442k adjustment to the 2018/19 apprenticeship income (which was estimated to be £307k at year end and was an unadjusted item in the financial statements.) The impact of COVID-19 was noted and the best case in year operating possible was £161k.</p> <p>The situation for 2020/21 was considerably more uncertain. It was likely that the macroeconomic picture would be one of recession in the short term. The budget had been designed to consider the likelihood of decreases in income, particularly apprenticeship delivery, commercial income and international income. The curriculum plan was prepared in February 2020, before the impact on 2020/21 was known. The draft budget made no assumptions on cost reductions, should student numbers be significantly less than anticipated.</p> <p>It was also possible that some areas of delivery such as training for the unemployed, would increase and new funding income may become available to support this. This potential income opportunity had not been modelled in the budget as it was still speculative at this stage. Equally, no changes in funding policy had been assumed.</p>	

	<p>If the budgeted position was realised, the impact on cash and solvency would be manageable, which was the overriding driver for the immediate financial objectives. However, loan covenants would be breached.</p> <p>The Chair of the Finance Advisory Group noted that the college was in a good position with a focus on reducing costs and a manageable cash flow position, in addition the college also had the support of the banks.</p> <p>The COO provided detail on the 'other income' category – it was confirmed that this included income from areas including catering operations and accommodation.</p> <p>The Board approved the Budget, however the Executive team confirmed that this would remain be under regular review. Despite signing off a budget for a deficit, it was agreed that work would be ongoing to work towards at least a break-even position. It was agreed that the Board would look at a re-budget in November 2020, post day 43. The Principal confirmed that there would be no decision on pay rises or investment, until more was known about student recruitment.</p> <p>ii) To approve the BPCSU budget for 2020/21</p> <p>The BPCSU Budget for 2020/21 was approved.</p> <p><b>RESOLVED:</b> The College budget for 2020/21 and the BPCSU Budget for 2020/21 were both approved.</p>	
109-1920	<p><b>RISK MANAGMENT</b></p> <p>The Chief Operating Officer provided an update on the latest COVID-19 Risk Register.</p> <p>COVID-19 had impacted on the entire operation of the College and would continue to do so throughout 2020/21. Rather than review the normal risk register at their meeting on 15 June 2020, the Audit Committee reviewed a register which was specific to COVID-19. This was a one-off and the risks identified would be absorbed into the college risk register for the November 2020 Audit Committee meeting.</p> <p>An additional significant risk to the College caused by lockdown was the delay to the OFSTED monitoring visit, which was imminent around the time that the college went in to lockdown and had that gone well, then a subsequent re-inspection may have resulted in the college returning to Good. The longer the college retained its RI rating, the more problematic it was becoming, for example, Dorset had been identified as an area that was lacking an Institute of Technology, but the current criteria of being at least Good, ruled the college out of bidding.</p> <p><b>RESOLVED:</b> The Board received an update from the Chief Operating Officer on the latest COVID-19 Risk Register</p>	
110-1920	<p><b>MONITORING REPORTS – EXECUTIVE LIMITATION POLICIES</b></p> <p>The Board received the annual monitoring reports for:</p> <p>i) <b>EL3 Financial Planning &amp; Budgeting (COO)</b></p> <p>The EL3 Financial Planning &amp; Budgeting report was noted and the compliance statements confirmed.</p> <p>ii) <b>EL6 Emergency Principal Succession (Principal)</b></p>	

	<p>The EL6 Emergency Principal Succession report was noted and the compliance statements confirmed.</p> <p><b>iii) EL7 Remuneration &amp; Benefits (Principal)</b></p> <p>The EL7 Remuneration &amp; Benefits report was noted and the compliance statements confirmed.</p> <p><b>RESOLVED:</b> The Board confirmed the compliance statements for EL3, EL6 and EL7.</p>	
111-1920	<p><b>2020/21 FEES POLICY</b></p> <p>The Board noted and approved the updated Fees Policy.</p> <p><b>RESOLVED:</b> The Board noted and approved the 2020/21 Fees Policy.</p>	
112-1920	<p><b>STUDENT VOICE REPORT</b></p> <p>The Board received the Our College, Our Voice Report.</p> <p>Zach Rumble provided feedback on the Student Board Member role, Zach reported that the opportunity to attend the Student Conference in Birmingham had been really valuable.</p> <p>The Chair, on behalf of the Board, thanked both Student Board Members – Zach Rumble and Johnnie Kennedy-Foote, for their commitment over the last year.</p> <p><b>RESOLVED:</b> The Board received the Our College, Our Voice Report (May 2020) and received feedback from Student Board Member – Zach Rumble.</p>	
013-1920	<p><b>CLERK'S REPORT</b></p> <p>Items requiring Board approval:</p> <p>i) To approve Part A Minutes of the Board meeting held on 14 May 2020</p> <p>The minutes of the Board meeting held on 14 May 2020 were approved.</p> <p>ii) To consider any matters arising from the minutes and approve the updated Board Tracker</p> <p>The latest Board Tracker was noted and approved.</p> <p><b>RESOLVED:</b> The Board reviewed and approved items as noted above.</p> <p>Items to be noted by the Board:</p> <p>i) Minutes of the Search &amp; Governance Committee meeting held on 14 May 2020</p> <p>The minutes of the Search &amp; Governance Committee meeting held on 14 May 2020 were noted.</p> <p>ii) Notes of the Strategy Advisory Group meeting held on 14 May 2020</p> <p>The notes from the Strategy Advisory Group meeting held on 14 May 2020 were noted.</p> <p>iii) Notes of the Finance Advisory Group meeting held on 8 June 2020</p>	

	<p>The notes of the Finance Advisory Group meeting held on 8 June 2020 were noted.</p> <p>iv) Minutes of the Audit Committee meeting held on 15 June 2020</p> <p>The minutes of the Audit Committee meeting held on 15 June 2020 were noted.</p> <p>v) Minutes of the Southern Educational Facilities Management meeting held on 15 June 2020</p> <p>The minutes of the Southern Educational Facilities Management meeting held on 15 June 2020 were noted.</p> <p>vi) Minutes of the Southern Educational Professional Services meeting held on 15 June 2020</p> <p>The minutes of the Southern Educational Professional Services meeting held on 15 June 2020 were noted.</p> <p>vii) Verbal report from the Curriculum Advisory Group meeting held on 2 July 2020</p> <p>It was confirmed that the Curriculum Advisory Group had met on 2 July 2020. The group had reviewed the Coming Back Stronger Summary, the Position Statements and the TLAR Summary Report.</p> <p>viii) Updated Meeting Schedule for 2020/21</p> <p>It was noted that the final meeting of the 2020/21 academic year had been moved a week earlier to: 29 June 2021, an additional SAG meeting for the autumn term had also been added to the schedule.</p> <p><b>RESOLVED:</b> The Board reviewed and noted items above.</p>	
114-1920	<p><b>CHAIR'S ACTIONS</b></p> <p>To note any Board approvals and actions carried out by the Chair on behalf of the Board of Governors.</p> <p>i) College re-opening</p> <p>It was confirmed that approval had been granted by the Board to re-open the college to additional numbers of learners from 15 June 2020. This approval was recorded via the GVO.</p> <p>ii) New Board Members</p> <p>It was confirmed that two new Board Members had been approved, subject to DBS clearance: Melanie Wilkins and Caron Khan, it was noted that they would both commence on 01/08/20. This approval was recorded via the GVO.</p> <p>iii) Chair &amp; Board Member 1-1 Meetings</p> <p>It was confirmed that all Independent Board Members had recently met with the Chair of the Board to complete end of year reviews. The Chair and the Director of Governance would review the feedback and progress areas for action as appropriate.</p> <p><b>RESOLVED:</b> The Board noted the approvals and actions that had been completed.</p>	
115-1920	<p><b>ANY OTHER BUSINESS</b></p> <p>No items of Any Other Business were noted.</p>	

116-1920	<b>DATE OF NEXT MEETING</b> The next Board meeting would take place on Thursday 8 October 2020. It was confirmed that all meetings during the Autumn term 2020 would be held virtually via MS Teams.	
117-1920	<b>EVALUATION</b> The online meeting evaluation survey would be shared with all Board Members following the meeting.	
118-1920	<b>CONFIDENTIALITY</b> Confidential items are record in the Part B minutes.	