# The Bournemouth and Poole College

**MINUTES OF THE BOARD MEETING HELD ON 1 FEBRUARY 2018**

# Members Present:

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| James Hampton | Chair | **In Attendance:** |  |
| Roger Blaber | Vice-Chair - Apologies | 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 |  |  |
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| Fran Bove | Staff Member |  |  |
| Derrick Mason | Student Member |  |  |
| Whitney Sharp | Student Member |  |  |

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| **PART A** | | |
| **STRATEGIC SESSION** | | |
| **Institutes of Technology (IoT)**  The Principal welcomed visitors Dave Barnes from Christchurch and East Dorset Council, and Richard Collins from Cushman and Wakefield.  The IoT project and activity to date was noted and it was confirmed that Institutes of Technology would be a new type of institution, tailored to focus on the specific technical skills needs of their area, they would be created through innovative collaborations between employers, Further Education and Higher Education providers. IoT’s would specialise in technical disciplines, particularly in science, technology, engineering and mathematics (STEM) subjects, at levels 4 and 5, but also extending to degree level and above (level 6+). They would be developed at a sufficient scale to achieve impact in meeting skills and productivity challenges.  It was confirmed that the vision was for ten to fifteen IoT’s around the country, each would have a physical distinction and have sufficient scale after 5 years (1,000 learners), they would be financially sustainable and delivered by 2021.  Dave Barnes provided some further detail on the local drivers in terms of the skills shortages across some industries within Dorset and the LEP programme to release land at the Bournemouth Airport site. Richard Collins presented on aspects of the project to date and noted the substantial involvement by employers, with businesses having committed time and money to this project. Exec members presented detail on the following areas: Curriculum Vision, Staffing, Partners, Physical Resources and Finances. Key points included the requirement for an anchor partner, which was still being considered, the financial risks and staffing.  The Principal confirmed that the deadline for submission of the initial bid was 12noon on 1 March 2018. By May 2018 a shortlist of invited partners would be notified with those selected required to work up the detail of a business case between May and December 2018. In December 2018 the successful projects would be signed off by DfE.  The Principal provided some final thoughts and sought feedback from Board members on the next steps. Board members confirmed their agreement to proceed with the initial submission and it was noted that there would be no financial commitment linked to phase 1. It was agreed that the Principal would let the Board know of any material changes if necessary, but otherwise would share the completed document once submitted. | |  |
| **Careers strategy: making the most of everyone’s skills and talents**  Board Member, Caroline Foster, presented on the recently published Careers strategy: making the most of everyone’s skills and talents.  A number of key points of significance to the College were noted:  **January 18**   * What will the College’s role be talking to all young people in our schools regarding technical education and apprenticeships? * Careers guidance will be included in Ofsted   **September 18**   * Need to publish the College Careers Programme * How can the College work with the new Careers Leaders and will the College have one? * How will the College work with our Enterprise Advisors and the Careers & Enterprise Company (CEC) to benefit from resources and possible funding?   **2018-2019**   * Who at the College will work with the CEC on Gatsby? * When the DfE produces information on T Levels how will the College use it to market our offer? * Will the College welcome new standardised application forms for FE? * What will the College’s role be in the new Skills Advisory Panel? | |  |
| **BOARD MEETING** | | |
| **1/18** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Lorna Carver and Roger Blaber. |  |
| **2/18** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **EXECUTIVE REPORTS** | | |
| **3/18** | **PRINCIPAL’S REPORT**  The Principal’s report was presented for information, key items noted included:  The DfE was conducting a technical consultation on an insolvency regime for the FE Sector. Whilst there was nothing particularly contentious in the proposals, its very existence, along with continuing funding pressures, was making the sector appear more risky to lenders which was impacting on the colleges’ ability to borrow and on the lending rates that were available.  As an organisation with more than 250 employees, the College was in the process of working to comply with the new requirement to publish information about its gender pay gap, highlights would be available to the Board at the next meeting. In addition, the Principal noted the email that had been sent to Board members about an upcoming change to the Executive.  It was reported that one RIDDOR reportable accident had occurred since the writing of the Principal’s report.  **RESOLVED:** To note the report. |  |
| **4/18** | **KPI MONITORING**  The Board received and reviewed the latest Performance Dashboards:   1. **Academic**   The VP Curriculum presented key items including attendance which was currently at 89% and 1% above the college target of 88%. Attendance was falling behind in some areas and interventions were in place where necessary. It was noted that in some cases apprentices were being called into work and therefore not able to attend college.  Retention was high overall at 99%, areas where retention was lower were noted.  It was noted that 262 lesson observations have been completed to date and following re-observations the college had a grade profile of 95.4% good or better and 4.6% require improvement lessons.  Apprenticeships timely success for 2017/18 had a best case of 78.6%. The Chair noted the graph looked very similar to last year and asked what would be different this year to reverse the trend? The VP Curriculum noted that an audit on functional skills requirements had been completed and also the introduction of the three way meetings between the apprentice, assessor and employer it was hoped would have a positive impact.  **RESOLVED:** To note the Academic dashboards.   1. **People**   The Executive Director of HR & OD noted that the December sickness absence figures showed a drop however this would have been due to the Christmas break, it was anticipated that the number would rise during January 2018. It was noted that Managers were now tracking and monitoring sickness with earlier interventions.  Staff turnover had remained consistent and was running at 14%. Board members discussed the cost of staff turnover, however it was acknowledged that a balance was needed. It was also confirmed that the recruitment to vacant posts was being carefully controlled, which was contributing to cost savings.  **RESOLVED:** To note the People dashboards.   1. **Finance & Commercial Development**   It was noted that work was ongoing to achieve an operating surplus despite shortfalls in income, this was being achieved through tight control of staff and non-staff costs, along with improved January recruitment and provision of courses to employers.  **Student Numbers:**  16-18 Classroom: The post day 42 number was 3,000, slightly under our allocation, which would impact on next year’s funding, however planned January 2018 starts were increased in order to increase our lagged funding numbers and income in 2019/20.  FE Adult: It was noted that FE adult student numbers were ahead of last year but that income associated with adults can vary tremendously based on the qualification being taken and mode of attendance.  Apprentices: It was reported that as at the end of December 2017 the College had 1,891 apprentices against a target for the year of 1,924, however an analysis of the data revealed more apprentices continuing from previous years and fewer in year starts. The college achieved 764 new starts by the end of December 2017 against a target of 800, this was a positive position, considering that nationally apprenticeship enrolment was down around 27%.  It was reported that cash flow had an adverse position of £546k due to under recruitment of HE students and the timing of payments for apprentices which was previously based on a profile from the ESFA but was now based on actual enrolled apprentices.  **RESOLVED:** To note the Finance & Commercial Development dashboards.   1. **Physical Resources**   The Executive Director Resources noted that the classroom utilisation target of 35% had been exceeded and that two non-reportable accidents occurred to students in December 2017, however the year to date accidents (10) was a decrease compared to the same period last year (18).  **RESOLVED:** To note the Physical Resources dashboards. |  |
| **REGUALR BUSINESS** | | |
| **5/18** | **CLERK’S REPORT**   1. Minutes of the Board meeting held on 23 November 2017   The Board approved the minutes of the meeting held on 23 November 2017.   1. Minutes of the Board meeting held on 14 December 2017   The Board approved the minutes of the meeting held on 14 December 2017.   1. Latest Board Tracker   The latest Board Tracker was noted. A number of updates were required from the VP Curriculum and the Executive Director or HR & OD and these would be provided at the next meeting.   1. Annual Health & Safety Report (EL1.3)   The Annual Health & Safety report had been amended to include accurate data relating to Health Surveillance during 2016-17. The report was approved.  **Items to be noted by the Board:**   1. Minutes of the Audit Committee meeting held on 22 November 2017   The Board noted the minutes of the Audit Committee meeting held on 22 November 2017.   1. Minutes of the Search Committee meeting held on 14 December 2017   The Board noted the minutes of the Search Committee meeting held on 14 December 2017.   1. Minutes of the CPG meeting held on 29 November 2017   The Board noted the minutes of the CPG meeting held on 29 November 2017.   1. AoC Governors’ Council Factsheet   The Clerk presented the AoC Governors’ Council Factsheet for note.  **RESOLVED:**  To approve and note the items as listed above.  The Clerk provided a short demonstration on the new Governor’s Virtual Office (GVO) electronic board system, which would be used to access Board and Committee papers by all meeting attendees from March 2018. |  |
| **6/18** | **CHAIR’S ACTIONS**  It was noted that the mid year 1-1’s between the Chair and Board members would continue to take place during February 2018. The Clerk would offer additional dates and asked Board members to sign up to attend. | Clerk/Board Members |
| **7/18** | **ANY OTHER BUSINESS**  Items for discussion at future Board meetings were noted, including: Teaching and Learning, Ofsted and Budget development. It was agreed to bring the complete list of potential strategic sessions to the next Board meeting for review.  It was noted that the Student Voice Conference would be taking place on 7 March 2018 and that a number of Board members would be attending to facilitate the workshops with student ambassadors.  A learning walk in Art, Media and Performing Arts was scheduled for 15 March 2018. | Clerk |
| **8/18** | **DATE OF NEXT MEETING**  Thursday 15 March 2018, at North Road |  |
| **9/18** | **EVALUATION**  It was agreed that it had been a positive meeting with good discussion. |  |