

BOURNEMOUTH AND POOLE COLLEGE**PART A - MINUTES OF THE BOARD MEETING HELD ON 11 MARCH 2020**

Members:		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	
Lorna Carver	Board Member	Apologies
Stewart Cotterill	Board Member	Apologies
Bill Cotton	Board Member	
John Dale	Board Member	
Ian Jones	Board Member	
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)	
In Attendance:		
Marianne Barnard	Director of Governance & Clerk to the Corporation	
Michael Johnson	Vice Principal Finance & Commercial Development	
Jacqueline Page	Vice Principal Curriculum	

PART A
STRATEGIC SESSION
<p>Discussion following Student Voice Conference</p> <p>Board Members that attended the conference noted the very diverse range of students they had met and spoken to. It was noted that the small numbers in some groups was disappointing but under the circumstances was understandable. The efforts of the Student Union Executive Team who had hosted the event, were noted by the Board.</p> <p>Generally it was reported that feedback from the students had been very positive, stories from students about good support on English and maths were heard, as well as high proportions of students saying they would recommend the college to a friend.</p> <p>Areas that students had fed back on at the event, that the Board agreed to progress were:</p> <p>Short term actions:</p> <ol style="list-style-type: none"> 1. Community Spirit in college – ideas on how to get students to make friends and mix across different groups. 2. Technology – students noted varying experiences with technology across college. <p>Medium term actions:</p> <ol style="list-style-type: none"> 1. Staffing issues – a number of students reported staffing cuts across a range of areas in the college and how these had impacted them. 2. Student Journey – discussion around keeping in touch with enquirers and applicants, including consistency of induction for students.

Long term action:		
1. College of the Future – ideas were discussed around balance of face to face versus remote learning and other areas for consideration.		
Strategic Objectives, Vision and Mission		
It was noted that at the Board Away Day in January, the college's strategic intent was discussed, a further meeting with Board Members had taken place and at the SLT planning day at the end of February 2020 there had been an opportunity for review and broad support for the proposed changes were agreed. The Principal presented the new ideas and it was noted that at the end of March – a wider group within the college including Managers, would discuss the changes, detail would then be shared with all staff at the end of term staff briefings.		
Board Meeting		
072-1920	APOLOGIES FOR ABSENCE Apologies were received from Lorna Carver, Stewart Cotterill and Johnnie Kennedy-Foote.	
073-1920	DECLARATIONS OF INTEREST No declarations of interest were noted.	
074-1920	PRINCIPAL'S REPORT The Principal noted the following key points from the report: <u>National Policy Context</u> It was noted that an expression of interest for the second wave of IoT's was to be submitted, it was confirmed that there was no commitment involved with the initial submission. The proposal would be around advanced engineering and be across Dorset – it was confirmed that Bournemouth University, AUB and the LEP were involved, along with both Weymouth and Kingston Maurward Colleges. The recently published OFSTED Residential Inspection report had been circulated to Board Members, the report was very positive and the Board noted their congratulations to all those involved. It was noted that the Principal had met with representatives from the Meyrick Estate recently to consider future options for the Lansdowne site. Discussions were in the early stages, but some possibilities were considered and it was hoped there would be some flexibility to consider options on the site. It was noted that a Coronavirus Critical Incident Team were meeting daily and that the college would continue to follow advice from Public Health England and the DfE. Currently students and staff were in college as normal, with the exception of a small group that had recently travelled to high risk areas. RESOLVED: The Board received and noted the report from the Principal.	
075-1920	COLLEGE IMPROVEMENT PLAN (COMING BACK STRONGER) The VP Curriculum noted the following key points from the Coming Back Stronger Summary Report: It was reported that no areas were now flagged red, however some key areas for concern included teaching, learning and assessment, where it was noted that the quality still varied. It was confirmed that where SPAG corrections were not happening, this was being challenged. There were a number of areas that had seen improvements, including in year retention and achievement and teachers going out into industry. The Teachers' Conference due to take place later in March 2020 was noted, this would have	

	<p>a focus on leadership at all levels, Board Members were welcome to attend as observers.</p> <p>It was noted that the full Coming Back Stronger Plan for the Business & Finance curriculum area had been made available to Board Members to provide evidence on the level of detail being covered. It was agreed that the Coming Back Stronger Plan for a different curriculum area would be provided in the papers for each Board meeting. It was confirmed that the Curriculum Advisory Group would be looking at Position Statements at the meeting on 16 March 2020.</p> <p>RESOLVED: The Board noted the latest Coming Back Stronger Plan Summary Report and the Business & Finance Coming Back Stronger Plan.</p>	
076-1920	<p>KPI MONITORING - PERFORMANCE DASHBOARDS 2019/20</p> <p>For information: To receive and review the latest Performance Dashboards for:</p> <p>i) Academic</p> <p>The VP Curriculum noted the current attendance rates were showing above target, however it was reported that there was still work to do. The Staff Board Member gave examples of students not able to attend college, for example due to being overseas for a period of time and how teachers supported this through setting work and skype tutorials to keep track on progress. It was noted that the numbers of students not attending and not engaging was very limited. Retention was showing as 1% lower than this time last year and apprenticeship timely success was on target.</p> <p>ii) People</p> <p>It was reported that staff sickness levels were currently high and that individual cases were being closely monitored.</p> <p>iii) Finance & Commercial Development</p> <p>It was noted that there had been good 16-18 enrolment numbers in January 2020, however Apprenticeship starts were flagged red. Staff costs were flagged green, however spending on agency staff would offset any savings that were being made. Cash flow was ahead of budget and it was noted that the college was approaching the low point for cash over the next month or so, the VP Finance & Commercial Development was looking at cash flow daily, however there were currently no concerns.</p> <p>iv) Resources</p> <p>Accident levels for 2019/20 were flagged green and were noted by the Board.</p> <p>Management Accounts to January 2020</p> <p>The VP F&CD provided an update on the Surplus Improvement Plan which had been reviewed at the FAG meeting on 24 February 2020, this was currently showing a £474k deficit, however an updated forecast showed an improved position at a £345k deficit. Some positive impacts on the budget were noted including the planned summer school activity, however the impact of COVID-19 on this could be devastating. An additional FAG meeting had been scheduled for 3 April 2020, to review the early draft of the 2020/21 budget.</p> <p>RESOLVED: The Board noted the 2019/20 KPI Dashboards and the College Management Accounts to January 2020.</p>	
077-1920	<p>TERMLY SAFEGUARDING AND PREVENT REPORT</p> <p>The Board reviewed the latest Safeguarding & Prevent Report. Board Members noted ongoing engagement with the Policing teams, particularly at</p>	

	<p>the Lansdowne site, to encourage a better police presence on and around the site.</p> <p>RESOLVED: The Board noted the Safeguarding & Prevent Report.</p>	
078-1920	<p>WHISTLEBLOWING POLICY</p> <p>The Board noted the updated Whistleblowing Policy which had recently been updated and approved at the recent Audit Committee.</p> <p>RESOLVED: The Board noted the updated Whistleblowing Policy.</p>	
079-1920	<p>CLERK'S REPORT</p> <p>Items requiring Board approval:</p> <p>i) To approve Part A minutes of the Board meeting held on 6 February 2020</p> <p>The Part A minutes from the Board meeting held on 6 February 2020 were confirmed as an accurate record.</p> <p>ii) To consider any matters arising from the minutes and approve the updated Board Tracker</p> <p>The Board reviewed and approved the latest Board Tracker.</p> <p>iii) To review and approve updates to Governance Policies EL0-EL8</p> <p>Board Members reviewed and approved the recommended updates to the Governance Policies EL0-EL8.</p> <p>iv) To review and approve the latest Board Improvement Plan</p> <p>The latest Board Improvement Plan was presented to the Board for review and was approved.</p> <p>Items to be noted by the Board:</p> <p>v) To note the latest Risk Register</p> <p>It was noted that the latest Risk Register had been reviewed in full at the Audit Committee meeting on 2 March 2020. It was also confirmed that the Chair of the Curriculum Advisory Group had attended the Audit Committee to support this review. It was agreed that at the next Board meeting some time should be devoted for the Board to review the top 5-10 risks.</p> <p>vi) To note the latest Search minutes from the meeting held on 6 February 2020</p> <p>The minutes from the Search meeting held on 6 February 2020 were noted by the Board.</p> <p>vii) To receive a verbal report from the FAG meeting held on 24 February 2020</p> <p>The Finance Advisory Group had met on 24 February 2020, the meeting had focused on the review of the Surplus Improvement Plan, receiving feedback from the VP F&CD on the completion of the IFMC and a review of the College's estate. It had been agreed that the group would meet again ahead of the Easter break to complete a review of a draft 2020/21 budget.</p> <p>RESOLVED: The Board reviewed and noted items above.</p>	

080-1920	<p>CHAIR'S ACTIONS</p> <p>There were no Chairs Actions to report.</p>	
081-1920	<p>ANY OTHER BUSINESS</p> <p>It was noted that the Integrated Financial Model for Colleges had been approved by Board Members following review at FAG and approval confirmed and recorded via the GVO.</p> <p>Board Member, Arthur Whiteside, reported that he has attended the AoC SW Governance Conference in Taunton on 2 March 2020.</p>	
082-1920	<p>DATE OF NEXT MEETING</p> <p>The next Board meeting would take place on Thursday 14 May 2020 at North Road.</p>	
083-1920	<p>EVALUATION</p> <p>The online meeting evaluation survey would be shared with all Board Members following the meeting.</p>	
084-1920	<p>CONFIDENTIALITY</p> <p>There were no confidential items.</p>	