# BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 12 DECEMBER 2019**

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| **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 |
| Jonathan Coole | Board Member | Apologies |
| Stewart Cotterill | Board Member |  |
| 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) |  |
| Zach Rumble | Student Board Member (Further Education) |  |
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| **In Attendance:** |  |  |
| Marianne Barnard | Director of Governance & Clerk to the Corporation |  |
| Michael Johnson | Vice Principal Finance & Commercial Development |  |
| Jacqueline Page | Vice Principal Curriculum |  |
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| **PART A** | | |
| **Board Meeting** | | |
| 033-1920 | **APOLOGIES FOR ABSENCE**  Apologies had been received from Jonathan Coole and Lorna Carver. |  |
| 034-1920 | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| 035-1920 | **STUDENT OUTCOMES 2018-19**  The Vice Principal Curriculum gave a presentation on the 2018/19 student outcomes for:   1. Further Education   It was noted that 2018/19 achievement for 16-18 year olds showed a significant improvement above both 2016/17 and 2017/18 levels, up 8.1% compared to 2017/18 and 4.1% better than the current national rate. Adult achievement rates had improved by 2.1% since 2017/18 and were 0.5% better than the national rate. Overall it was reported that the College was 2.2% above the national rate. Achievements rates were also presented by level and qualification.   1. Higher Education   It was reported that following the introduction of the Office for Students in 2018/19, new metrics had been introduced, with continuation rates and attainment rates being the prime metrics that the college would be measured against.  Continuation rates measured the percentage of students that either continued into their next year of study or achieved their final year. The continuation rate was 88.7% for the college’s HE provision as a whole. Full time Foundation degrees and full time HNCs performed least well, being 5.6% and 16% respectively below the overall result, although it should be noted that the cohort size for the HNCs was very small.  Attainment rates measured students on Honours degrees who passed with either a first or two-one as a percentage of all final year students. The College had an overall good result of 64.7%, showing that just under two thirds of students achieved the highest grades.   1. Apprenticeships   The college’s timely achievement rate for apprenticeships was better than the national rate at every level. Rates had improved year on year at level 2, 3 and 5. At level 4 achievement rates had dropped in 2018/19, but it should be noted that this was for a small cohort size.  The Board commented on the excellent results across the College and noted their thanks to all the staff involved and their congratulations to the students.  **RESOLVED:** The Board received the student outcomes presentation. |  |
| 036-1920 | **SELF ASESSMENT REPORT**  The Vice Principal Curriculum gave a presentation on the College Self-Assessment Report 2018/19.  An Overall Effectiveness grade 3 had been awarded, with grade 2 awarded for Apprenticeships, Adult Learning, Behaviour & Attitudes and Provision for Learners with High Needs, a grade 3 had been awarded for Education Programmes for Young People, Leadership and Management, Personal Development and Quality of Education. It was felt that there was still some work to do across areas of teaching and learning, before an Overall Effectiveness grade 2 could be achieved.  The grades for the individual curriculum areas were presented, it was reported that grade 1 areas had all sustained excellent results over a number of years. It was noted that some areas had moved up a grade and some had moved down a grade. There were five curriculum areas that had been graded as a grade 1, ten areas that had been gradated as a grade 2 and four that had been graded as a grade 3.  The VP Curriculum presented the key strengths and key areas for development. Under the Leadership & Management heading Board Members discussed how the Board could improve and drive the ambition of the college further.  A number of Board Members had been involved with the SAR validation sessions and all noted the very rigorous nature of the events.  **RESOLVED:** The Board received and approved the College Self-Assessment Report 2018/19. |  |
| 037-1920 | **AUDIT COMMITTEE ANNUAL REPORT**  The Chair of the Audit Committee noted the report that provided a summary of the activities of the committee over the academic year 2018/19. The report also set out detail on the internal and external audit work undertaken during the year.  **RESOLVED:** The Board received and approved the Annual Report of the Audit Committee for 2018/19. |  |
| 038-1920 | **ANNUAL REPORT AND FINANCIAL STATEMENTS 2018-19**  To receive and approve the following:   1. 2018/19 Annual Report and Financial Statements for The Bournemouth and Poole College   The Board noted the 2018/19 Annual Report and Financial Statements for The Bournemouth and Poole College. It was reported that these had been reviewed and discussed at the joint Finance Advisory Group and Audit Committee meeting held in November 2019. The deficit for 2018/19 and the breached loan covenant that had been waived, were both noted.   1. KPMG Report to the Audit Committee   The Board noted the KPMG Report to the Audit Committee.   1. Letters of Representation   The Board noted and approved the Letters of Representation.  **RESOLVED:** The Board approved the above items.  To receive and note the following:   1. 2018/19 Financial Statements for WESS Ltd   The Board noted the 2018/19 Financial Statements for WESS Ltd.   1. 2018/19 Financial Statements for SEFM Ltd   The Board noted the 2018/19 Financial Statements for the subsidiary company SEFM Ltd.  **RESOLVED:** The Board noted the above items. |  |
| 039-1920 | **KPI MONITORING – FINAL PERFORMANCE DASHBOARDS**  The Board noted the final 2018/19 Performance Dashboards for Academic, People, Finance & Commercial Development and Resources. It was reported that there had been no changes to the data since the last Board meeting in November 2019.  **RESOLVED:** The Board noted the final 2018/19 Performance Dashboards. |  |
| 040-1920 | **PRINCIPAL’S REPORT**  The Principal noted the following key points from the report:  National Policy Context  The Principal reported that the College, along with many other institutions, had received a letter from the Office for Students (OfS) highlighting two instances of non-compliance with their regulations: late payment of fees to QAA and late submission of the Unistats return.  The late payment of fees occurred as the invoice received should have been paid within 30 days, however it took the college 37 days to pay. It was reported that the Unistats return had been submitted by the College ahead of the deadline using the relevant portal system, at the time of submission the portal indicated it had been completed correctly, however the submission was subsequently rejected and was not then rectified until after the deadline. The Board noted the breaches. Actions to prevent future recurrences were confirmed, including ensuring the Finance team were aware when invoices were likely to be received so they could be tracked more closely and ensure that users confirmed submission of data by downloading the data confirmation report.  Operational Update  The Principal reported that eight Teaching, Learning & Assessment Reviews had now been completed. The Foundation Studies report was shared at the November Board and reports had since been made available for Sixth Form, English, Media and Business & Finance. Further reports would be shared once available.  Enrolment & Financial Matters  It was noted that Apprenticeship reform had made things very bureaucratic and that enrolments and funding for 2019/20 were still not clear. This along with the unexpected funding shortfall in 2018/19, indicated an exposure to risk on Apprenticeship funding that must be addressed. It would seem that the issues faced were not unique, but that the size of the College’s delivery made it a significant issue.  **RESOLVED:** The Board received and noted the report from the Principal. |  |
| 041-1920 | **COLLEGE IMPROVEMENT PLAN**  The VP Curriculum noted the following key points from the College Improvement Plan Summary Report:  All teaching staff recently completed a back to industry day, with 136 employers visited. 99.4% of staff achieved their main aim of the visit, with 93.8% finding it beneficial and 80.4% advising it would inform future practice.  Student attendance levels for November 2019 were noted as a concern, however it was reported that there were some unmarked registers and data would catch up, it was noted that this would continue to be monitored closely.  It was noted that low and declining recruitment onto full time Higher Education courses was a concern and was being reviewed.  Confidential Minute noted in Part B  **RESOLVED:** The Board noted the latest College Improvement Plan Summary Report. |  |
| 042-1920 | **KPI MONITORING - PERFORMANCE DASHBOARDS 2019/20**  For information: To receive and review the latest Performance Dashboards for:   1. Academic   The VP Curriculum noted the current attendance, retention and apprenticeship timely success levels.   1. People   The KPI’s for Sickness Absence and Staff turnover were noted.   1. Finance & Commercial Development   The VP Finance and Commercial Development presented key points from the KPI’s and the College Management Accounts, including flagging potential shortfalls in international income and the ongoing concerns around apprenticeship recruitment and funding.   1. Resources   Accident levels for 2019/20 were noted.  **RESOLVED:** The Board noted the 2019/20 KPI Dashboards and the October 2019 College Management Accounts. |  |
| 043-1920 | **RISK REGISTER**  The latest Risk Register was presented to the Board and the Vice Principal Finance & Commercial Development noted new risks which had been presented to the autumn term Audit Committee meeting and the risks which it had been agreed would be added to the Risk Register.  Board and Executive Members confirmed they felt that all risks had been identified and that risks were being mitigated as necessary. It was noted that the Audit Committee planned to devote time at the spring term meeting, to looking in more detail at the current identified risks.  **RESOLVED:** The Board noted the latest Risk Register. |  |
| 044-1920 | **STUDENT VOICE REPORT**  To receive a verbal report from the Student Board Members on:   1. Student Voice Meetings Report - Autumn Term 2019   The Student Board Members provided an update on the “Our Voice, Our College” week initiative. It was reported that 143 groups had participated to date with 2,308 students sharing their views, meaning more students than ever before had taken part and had their views listened to. Three focus groups would take place in January 2020, covering: timetabling, further developing staff understanding of Mental Health and Equality and Diversity.  The second “Our Voice, Our College” week took place during week commencing Monday 9 December 2019. The week was focused around Teaching and Learning and developments within the Students' Union. Bespoke feedback sessions for ESOL and Apprentice Students had been developed and there had also been two Student Voice events for HE Students, held in conjunction with the HE staff team. Key themes around further improvement to the SU for HE Students and use of feedback were noted.   1. Feedback from the AoC Student Governor Training Conference - November 2019   Student Board Member, Zach Rumble, had attended the AoC/UNLOC Student Governor Training Conference held in Birmingham in November 2019. Zach provided a summary of his experiences at the residential event, it was reported that the training had been useful and that he had felt well looked after at the event.  Feedback was also provided following a meeting of BPCSU Members with the College Principal, Chair and Vice Chair of the Corporation. It was reported that the BPCSU representatives were a very ambitious group of students with a key focus on the future for the College.  **RESOLVED:** The Board noted the Student Voice Report |  |
| 045-1920 | **ANNUAL HEALTH & SAFETY REPORT (EL1.3)**  The Board reviewed the Annual Health & Safety Report. It was noted that the Health and Safety Manager in the college reported into the VP Finance & Commercial Development. The Board approved the report.  **RESOLVED:** The Board approved the annual Health & Safety Report. |  |
| 046-1920 | **SAFEGUARDING TERMLY REPORT**  The Board reviewed the Safeguarding Termly Report. It was confirmed that the Director of Student Experience would attend the Board meeting in February 2020, to provide a refresher to all Board Members on Safeguarding and Prevent.  **RESOLVED:** The Board reviewed and approved the Safeguarding Termly Report. |  |
| 047-1920 | **SUBSIDIARY COMPANIES**  It was noted that Directors’ meetings for the two college subsidiary companies (Southern Educational Facilities Management Ltd and Southern Educational Professional Services Ltd) had taken place on 12 December 2019. An AGM for both companies would be held directly following the Board meeting and it was agreed that Dan Tout would attend as the Board Representative.  The Board noted and approved the appointment of Ian Jones as a Director for both subsidiaries and the Board noted the financial statements for BPCS Ltd (now Southern Educational Facilities Management Ltd).  **RESOLVED:** The Board noted and approved items as listed. |  |
| 048-1920 | **CLERK’S REPORT**   1. To approve Part A Minutes of the Board meeting held on 7 November 2019   The Board reviewed and approved the minutes of the previous Board meeting held on 7 November 2019.   1. To consider any matters arising from the minutes and approve the updated Board Tracker   The Board reviewed and approved the latest Board Tracker.  **RESOLVED:** The Board reviewed and approved the above items.   1. To note the Part A Audit Committee minutes from the meeting held on 25 November 2019   The Board noted the Part A Audit committee minutes from the meeting held on 25 November 2019.   1. To note the Finance Advisory Group notes from the meeting held on 25 November 2019   The Board noted the Finance Advisory Group notes from the meeting held on 25 November 2019   1. To note the Strategy Advisory Group notes from the meeting held on the 7 November 2019 and to note the Terms of Reference for the group   The Board noted the Strategy Advisory Group notes from the meeting held on the 7 November 2019 and noted the Terms of Reference for the group.  **RESOLVED:** The Board reviewed and noted items as listed. |  |
| 049-1920 | **CHAIR’S ACTIONS**  There were no Chairs Actions to report. |  |
| 050-1920 | **ANY OTHER BUSINESS**  The Staff Board Member noted that he had attended an AoC training event in London on 29 November 2019, presentations from the session had been shared with all Board Members via the GVO.  A request was made relating to Board Members having their photographs on college lanyards, in the same way that staff did, it was agreed that the Director of Governance would organise this.  Feedback was provided following a learning walk that had taken place on 3 December 2019. The learning walk covered students with SEND, including those in the Foundation curriculum area and SEND students on study programmes across the college. It was noted that there were more students with high needs learning in main stream classes, than in the specific Foundation curriculum area. It was reported that there were some excellent examples of best practice, where teaching staff were working well to ensure that students with high needs were well supported during their programmes. | Director of Governance |
| 051-1920 | **DATE OF NEXT MEETING**  The next Board events would take place as follows:   * Away Day - 23 January 2020, at Arts University Bournemouth * Board Meeting - 6 February 2020, at North Road * Student Voice Conference & Board Meeting - 11 March 2020, at the RNLI, Poole |  |
| 052-1920 | **EVALUATION**  The Chair provided feedback that had been received following the November 2019 meeting.  It was noted that the online meeting evaluation survey for 12 December 2019, would be shared with all Board Members following the meeting. |  |
| 053-1920 | **CONFIDENTIALITY**  Confidential minutes are noted in Part B |  |