# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 13 DECEMBER 2018**

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| **Members:** |  |  |
| James Hampton | Board Member and Chair |  |
| Roger Blaber | Board Member and Vice-Chair |  |
| Diane Grannell | Board Member and Principal |  |
| Caroline Foster | Board Member |  |
| Angela Rowley | Board Member |  |
| Gail Ninnim | Board Member | Apologies |
| David Ford | Board Member |  |
| John Taylor | Board Member | Apologies |
| Lorna Carver | Board Member |  |
| Sue Wellman | Board Member |  |
| Bill Cotton | Board Member |  |
| Fran Bove | Staff Board Member | Apologies |
| Cameron Whittingham | Student Board Member | Apologies |
| Kellie Northover | Student Board Member |  |
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| **In Attendance:** |  |  |
| Marianne Barnard | Clerk to the Corporation |  |
| Michael Johnson | Vice Principal Finance & Commercial Development |  |
| Jacqueline Page | Vice Principal Curriculum |  |
| Caroline Wayment | Executive Director of Human Resources & Occupational Development |  |

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| **PART A** | | |
| **BOARD MEETING** | | |
| **035-1819** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Gail Ninnim, John Taylor, Fran Bove and Cameron Whittingham. |  |
| **036-1819** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **037-1819** | **STUDENT OUTCOMES 2017-18**  For resolution: To receive a presentation by the Vice Principal Curriculum on the 2017-18 student outcomes for:   1. Further Education   The VP Curriculum noted that there had been a 3 year improvement in overall achievement rates, however overall the College was still 1.5% below the national rate. 16-18 rates were down 1.2% compared to 2016/17 and 2.0% below the latest national rates, Adult rates were up year on year and were 0.1% better than the national rate.  It was noted by the Chair of the Board that whilst it was important to recognise areas for development, there were many positive outcomes during 2017-18 which had been evidenced by Board Members during the SAR validation sessions.   1. Higher Education   Year 1 HE achievement had increased by 2.9% on the previous year, made up of a 4.9% rise for HNDs, a 6.4% rise for Foundation Degrees and a 6.4% rise for Cert Ed/PGCEs, whilst HNC achievement fell by 3.8%. Year 2 achievement levels were 2.3% lower compared to the previous year, due to a 6.1% drop in HND achievement, countered by a 3.3% increase for HNCs. Year 3 honours degree achievement rates were 2.2% lower in 2017/18 compared to 2016/17.   1. Apprenticeships   Apprenticeship achievement rates had increased significantly compared to 2016/17 at level 2 across all age groups, in addition these rates were well above the national rate at this level. At level 3 the 16-18 group were 2.1% above national rate and 1.5% above last year. Adults had performed well against the national average, being higher by 11.8% (19-23) and 14% (24+).  The transformation in apprenticeship provision results had been excellent and it was noted that senior staff were very clear on how the college had achieved this, including the positive impact of the monthly review meetings. Board Members that had been involved with the SAR validation for apprentices noted how impressed they had been with all the staff involved.  **RESOLVED:** The Board received the presentation on Student Outcomes 2017-18, by the VP Curriculum. |  |
| **038-1819** | **KPI MONITORING – 2017-18 FINAL PERFORMANCE DASHBOARDS**   1. The Board received and reviewed the final 2017-18 Performance Dashboards for: 2. Academic   Attendance for 2017-18 ended at 87%, a 2% increase on the previous year, however the target of 88% was missed by 1%. It was noted by Board Members that there had been a downturn around March/April time, the VP Curriculum noted that in some cases students would achieve early and it was important to ensure the college was able to record these situations accurately (an early achiever rather than a leaver). It was noted that changes to delivery format and timings may help, particularly for students that go on to work in seasonal jobs from Spring onwards.   1. People   Staff sickness levels were flagged as amber, rates were below target, however it was acknowledged that not all instances of sickness absence were being reported. It was noted that at monthly review meetings, Directors and Managers were now asked if staff sickness was impacting on students. It was also noted that work was ongoing with WESS to provide performance management workshops for managers in the spring term 2019.   1. Finance & Commercial Development   The VP Finance & Commercial Development noted that there had been no change since the last time KPIs were presented to the Board. The main concerns were currently around EBITDA and whilst this was deemed Good by the ESFA, it had been flagged red as it was lower than budget.   1. Physical Resources   It was reported that classroom utilisation currently exceeded targets and it was noted that accident numbers were going down, the Board were given reassurance that all accidents were being recorded accurately.   1. KPI Master Sheet   Board Members noted the KPI Master Sheet, it was agreed that some minor amendments would be actioned to ensure that the college was stretching targets appropriately. The VP F&CD had recently received some feedback from the Chair of the Finance Advisory Group and it was agreed that this would be reviewed and amendments made as appropriate. The KPI master sheet once updated by Members of the Executive would be uploaded to the GVO as a reference point for Board Members.  **RESOLVED:** To note the KPI 2017/18 final dashboards and to approve the KPI Master Sheet. | Clerk |
| **039-1819** | **SELF-ASSESSMENT REPORT 2017-18**  The Board received and debated The College Self-Assessment Report 2017-18 for:   1. Further Education and Homestay   The Chair asked Board Members to confirm that the College SAR was an accurate representation of where the college was. It was agreed that the key strengths and areas for improvements were the right things, it was also confirmed that Board Members felt familiar with these and there was nothing featured that Board Members were not already aware of. It was agreed that the SAR was an accurate representation of where the college was, it was an excellent piece of work and Board Members involved in the SAR validation week, confirmed that the process had been robust and all decisions challenged.  The Chair of the Board noted that whilst the College had high ambitions and the focus on high grades was always important, it was also vital to note that the college does an amazing job for so many young people.  **RESOLVED:** The Board approved the College Self-Assessment Report 2017-18.  The Board noted the College Higher Education Self-Evaluation Document.   1. Higher Education Self-Evaluation Document (SED)   It was confirmed that Board Members had previously received and had been asked to review the College’s Higher Education SED and QIP documents and to discuss any queries or share comments via the GVO system at an earlier date, in order to meet the OfS Annual Assurance Statement deadline.   1. Self-Assessment Review (SAR) Validation - Reflections from Board Members   The Board noted the SAR reflections document, prepared by Board Members that had been involved with the review meetings in November 2018. Board members acknowledged the huge effort put in by all staff that contributed to the SAR.  **RESOLVED:** The Board noted the Higher Education SED 2017-18 and the SAR Reflections document. |  |
| **040-1819** | **AUDIT COMMITTEE ANNUAL REPORT 2017-18**  The Chair of the Audit Committee noted the report that provided a summary of the activities of the committee over the academic year 2017-18. The report set out detail on the internal and external audit work undertaken during the year. The Clerk would ensure that Finance Advisory Group Members were provided with the 2019 Autumn term Audit Committee date as soon as this was agreed, to support attendance.  **RESOLVED:**  The Board received and approved the Annual Report of the Audit Committee. | Clerk |
| **041-1819** | **ANNUAL REPORT AND FINANCIAL STATEMENTS 2017-18**  To receive and approve the following:   1. 2017-18 Annual Report and Financial Statements for The Bournemouth and Poole College   It was noted that the Finance Advisory Group had reviewed the numbers at their meeting on 7 November 2018 and that the draft accounts had been reviewed at the Audit Committee meeting on 26 November 2018.  **RESOLVED: T**o agree the Annual Report and Financial Statements for the year ending 31 July 2018.   1. KPMG Report to the Audit Committee   The Board noted the KPMG Report to the Audit Committee.  **RESOLVED:** The Board noted the KPMG Report to the Audit Committee.   1. Letters of Representation   The Board noted the Letters of Representation and no issues were raised.  **RESOLVED:** The Letters of Representation were agreed and signed by the Chair and the Accounting Officer.   1. 2017-18 Financial Statements for WESS Ltd   No issues were raised.  **RESOLVED:** To note the WESS Ltd Financial Statements for the year ending 31 July 2018.   1. 2017-18 Financial Statements for Bournemouth and Poole College Services Ltd   No issues were raised.  **RESOLVED:** To note the Bournemouth & Poole College Services Ltd Financial Statements for the year ending 31 July 2018. |  |
| **042-1819** | **PRINCIPAL’S REPORT**  Quality  The Principal reported thatOfsted were planning to make some changes to their approach, the key points that were proposed include the change from the Common Inspection Framework (CIF) to Education Inspection Framework (EIF), changes to the categories that are graded to: Quality of Education, Behaviour and Attitudes, Personal Development and Leadership & Management. It was noted that there would be a clear shift of emphasis away from Outcomes to the quality of education that students received and in particular, measuring students’ progress and development and ensuring that programmes of study aligned with job opportunities.  External Networking and Initiatives  It was noted that the Principal, the Chair of the Board and the VP Curriculum had attended the annual AoC Conference in Birmingham in November 2018. Anne Milton had given a very brief and poorly received speech, in which she emphasised that the answer to the sector’s current financial challenges was good leadership and Governance.  Enrolment & financial matters  It was noted that it was disappointing that the College was once again looking to be short of income targets, however it was important to note that the college performance on Apprenticeships recruitment in relation to the rest of the sector with a 14% growth in starts to date this year compared to the same point last year was positive, and similarly that Adult delivery was ahead of the same point last year. Members of the Board were aware that action was already underway to reduce the cost base in response to income shortfalls. The Executive would also be looking with the SLT at how to maximise College income, rather than a focus on cost reduction.  People and Employment Update  The management restructure that the Board were aware of had been completed and it was reported that it had been possible to fill the posts available without the need to hold competitive interviews. Eight management posts in total would be lost: seven (two Directors of Learning and five Learning Managers) leaving under Voluntary Redundancy and one vacant Learning Manager post not being filled.  Property & Resources Update  It was reported that there had been no decision about the two LEP bids and it was understood that a decision had been deferred to January 2019.  Other news  The Principal noted that a college student Adam Dufresne (Uniformed Public Services) had won the AoC's prestigious national Young Student of the Year Award. The awards ceremony took place in Birmingham on Monday 19 November 2018, ahead of the AoC Annual Conference and there would be a further event in Parliament in March 2019. It was also noted that two former BPC students were currently competing in the semifinals of MasterChef the Professionals. Board Members noted their interest in receiving social media updates on college news and it was agreed that the Clerk would provide links to Board Members.  **RESOLVED:** The Board received the report from the Principal. | Clerk |
| **043-1819** | **COLLEGE IMPROVEMENT PLAN 2018-19**  For information: To receive and debate The College Improvement Plan 2018-19 for:   1. Further Education and Homestay   The VP Curriculum presented the key areas for development that had been identified for 2018-19. The Chair noted the feedback previously provided, that more ambitious targets should be included, the VP Curriculum agreed to make some revisions to address this.   1. Higher Education   The VP Curriculum presented the key areas for development that had been identified for 2018-19.  It was agreed that the summary document for Board would continue to be well received in terms of the level of detail available, it was agreed that if the college continued to focus on the items included in the College Improvement Plan, it would continue to work towards being an outstanding college.  **RESOLVED:** The Board received and debated the College Improvement Plan 2018-19 summary. |  |
| **044-1819** | **KPI MONITORING – PERFORMANCE DASHBOARDS 2018-19**  For information: To receive and review the latest Performance Dashboards for:   1. Academic   The VP Curriculum noted that attendance was good at 93% overall, 3% higher than at the same point last year. Classroom attendance was currently at 88.6%, apprenticeship attendance at 95.5% and higher education attendance at 95%.   1. People   It was anticipated that staff absence levels would rise and November figures would be available at the next Board meeting. Staff turnover had risen slightly and was currently at 14.5%, this was the first time a rise had been seen since 2016/17. The rise was not significant being only 0.5%, however it would be monitored over the next couple of months to identify any trends.   1. Finance & Commercial Development   The VP F&CD noted that the budgeted deficit for the year was after the Sales and Marketing contingency of £250k. This was rated red as it was already recognised that the College would fall short on the apprenticeship income.  It was noted that the budget for the year was £32,276k (2017/18 actual £32,023k.) It was predicted that there would be a shortfall in excess of £400k on apprenticeship income and international income was also looking under threat. During 2017-18 the College fell short of the Adult Education Budget and as a result subcontracted more provision than was expected. The current picture was more positive and it was hoped that the college would deliver the adult income without the need to subcontract.  Student Numbers (16-18 Classroom): In the September dashboard it was reported that the college had enrolled 2970 students and that there were fewer students who had enrolled but did not ever attend and fewer students withdrawn than in previous years. Since then a further 61 students have been withdrawn meaning the current position was 2909. The 2955 target assumed 50 students would start in January and work was underway to look at the viability of putting on additional courses in January to improve overall enrolled numbers. This was RAG rated red because (i) the planned November starts were enrolled early and (ii) the January targets are normally missed.  The VP F &CD noted the cash flow position and that this was being monitored carefully. Our position at the end of October 2018 was £95k up on budget however there was £2.2m less in the bank at the end of October 2018 than at the same point last year.   1. Physical Resources   It was reported that last year's target for classroom utilisation of 35% was exceeded (36.03%). The Target for 2018/19 was set at 36%. It was noted that utilisation was a factor of both occupancy and capacity, meaning that if a room with a capacity of 20 was used 100% of the time with a group of 10, it will have a utilisation rate of 50%. Last year the college had a teaching room usage rate of 94%.  During October 2018 there had been one non-reportable accident to a member of staff and three non-reportable accidents to students. There had been no RIDDOR reportable accidents during this period. Academic Year to date accidents was at six, compared to five at the same time last year.  **RESOLVED:** The Board noted the latest KPI Dashboards. |  |
| **045-1819** | **RISK MANAGEMENT**  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. 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 some time at the Spring term meeting, to looking in more detail at the current identified risks.  **RESOLVED:** The Board received an update from the Vice Principal Finance & Commercial Development, on the latest Risk Register. |  |
| **046-1819** | **STUDENT VOICE**  The Student Board Member provided a report on the issues emerging from the November 2018 Student Forum meetings, including the issues of homeless people in the vicinity of college sites. It was also reported that some groups felt under represented by the Student’ Union, particularly in relation to specific Higher Education activities, it was agreed that a focus group would take place in the Spring term and the Student Board Members would attend to support this and understand better the issues.  It was noted that the Student Board Members had attended an NUS Student Governor Training Session in London on 30 November 2018, it was reported that a range of topics had been covered and it had been a good opportunity to network with Student Board Members from other colleges.  **RESOLVED:** The Board received the Student Voice report. |  |
| **047-1819** | **ANNUAL HEALTH AND SAFETY REPORT (EL1.3)**  Due to time constraints, this item was deferred to the February 2019 Board meeting. |  |
| **048-1819** | **WESSEX EDUCATIONAL SHARED SERVICES (WESS)**  The Board received a verbal update from Roger Blaber, Board representative on the WESS Board. It was noted that the high staff turnover levels in WESS had caused some issues which the Board had been made aware of previously. It was reported that the report from the Chair of the Operations Group provided to the WESS Board did not always reflect the issues that the BPC Board were aware of. The VP F&CD confirmed that robust discussions did happen at the operations group and that these were ongoing. It was noted however, that with the different service areas within WESS and the two colleges it supported, that it was common for service levels to drop in one area, to then be addressed but drop in a different area. It was agreed that an update on the latest position would be included at the Board meeting scheduled in February 2019.  The Chair noted the Roger Blaber, attending his final board meeting at BPC, had been involved with WESS from the beginning and thanked him for his support and contributions to this area.  **RESOLVED:** The Board received an update from the WESS Board representative | Exec |
| **049-1819** | **BOURNEMOUTH AND POOLE COLLEGE SERVICES LTD (BPCS)**  The Board noted the BPCS Ltd financial statements and nominated Sue Wellman as the Board representative to attend the BPCS AGM (immediately following the Board meeting).  **RESOLVED:** To note the BPCS Ltd financial statements. |  |
| **050-1819** | **CLERK’S REPORT**  Items requiring Board approval:   1. Minutes of the Board meeting held on 8 November 2018   The minutes of the Board meeting held on 8 November 2018 were approved as an accurate record.   1. Latest Board Tracker   The latest Board tracker was noted and it was agreed that some updates would be completed ahead of the next Board meeting.   1. Annual monitoring report for EL4.1 Financial Condition.   The annual monitoring report for EL4.1 Financial Condition was reviewed and approved by the Board.   1. Review of Board Governance Policies ED0 – ED4   The Board reviewed and approved some minor updates to Governance Policies ED0-ED4.   1. To receive and agree the 2017-18 Board Self-Assessment Report and Board Improvement Plan for 2018-19   The Board reviewed and approved the final 2017-18 Board Self-Assessment Report and the Board Improvement Plan for 2018-19.  **RESOLVED:** The Board received and approved items noted above.  Items for note by the Board:   1. To note minutes of the Audit Committee meeting held on 26 November 2018   The Board received and noted the Audit Committee minutes from the meeting held on 26 November 2018.   1. To note minutes of the Finance Advisory Group held on 7 November 2018   The Board received and noted the Finance Advisory Group minutes from the meeting held on 7 November 2018.  **RESOLVED:** The Board received and noted items listed above. |  |
| **051-1819** | **CHAIR’S ACTIONS**  The Chair noted that the next meeting of the Board would be the Away Day event in January 2018. All Board Members would be asked to bring some ideas with them to the session including a presentation lasting 2 minutes about their view of the college in 5-10 years’ time, with a focus on their area of expertise. Further information would be circulated to Board Members in the new year.  The Chair reminded Board Members that the Principal’s appraisal review would be conducted in the new year and that a request for feedback would be circulated by the Clerk in early January.  **RESOLVED:** The Board noted the updates provided by the Chair. |  |
| **052-1819** | **ANY OTHER BUSINESS**  It was noted that Board Member, Roger Blaber was attending his final Board meeting. An opportunity had been taken earlier in the day to thank him for his many years of service and commitment to the college and all Board Members wished him well for the future. |  |
| **053-1819** | **DATE OF NEXT MEETING**  Away Day - Thursday 24 January 2019, The Haven Hotel, Poole.  Board Meeting - Thursday 7 February 2019, North Road. |  |
| **054-1819** | **EVALUATION**  It was agreed that good levels of challenge and debate had been seen. |  |
| **055-1819** | **CONFIDENTIALITY**  To seek members’ advice as to which items on the agenda should be treated as confidential.  **RESOLVED:** No items were deemed confidential. |  |