

**BOURNEMOUTH AND POOLE COLLEGE****PART A - MINUTES OF THE BOARD MEETING HELD ON 14 MAY 2020, 16.00-18.00**

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	
Lorna Carver	Board Member	Joined meeting at 16.05
Stewart Cotterill	Board Member	
Bill Cotton	Board Member	Joined meeting at 16.05
John Dale	Board Member	
Ian Jones	Board Member	
Dan Tout	Board Member	
Sue Wellman	Board Member	Left meeting at 17.50
Arthur Whiteside	Board Member	Left meeting at 17.30
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)	
<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	

<b>PART A</b>		
<b>Board Meeting</b>		
085-1920	<b>APOLOGIES FOR ABSENCE</b> No apologies had been received.	
086-1920	<b>DECLARATIONS OF INTEREST</b> No declarations of interest were noted.	
087-1920	<p><b>COVID-19</b></p> <p>Board Members gave updates on the impact of COVID-19 across different sectors, including HEI's, the LEP, local councils and industry. It was noted that the focus now was on the response, including the new normal and what the future would look like for many businesses.</p> <p>The two Student Board Members provided feedback on their own experiences of college life since lockdown, it was acknowledged that things were very different, but tutors continued to provide learning and support online, which was working well.</p> <p>The Staff Board Member noted his experiences to date, including providing lessons online and the uncertainty still around how qualifications would be assessed. Students were all reporting that they missed coming into college and the social interaction with teachers and other students.</p> <p><b>RESOLVED:</b> The Board noted the updates from members on their own experience of COVID-19.</p>	

088-1920	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal noted the following key points from the report:</p> <p>It was noted that the college had re-opened to a small group of students, in addition a directive had recently been issued by the government to reopen for face to face contact for further groups of students from 1 June 2020. There would be a focus on students that needed to attend to complete assessments, vulnerable students and those progressing within the college next year. It was reported that there would be a range of challenges associated with opening up more widely and work was ongoing to ensure the college was prepared. Planning for September 2020 was also ongoing and it was agreed that a blended model of learning would be needed.</p> <p>Board Members asked about the communication strategy for new students, the Principal responded that Marketing were engaging with students through keep warm activities. An open event would also be taking place in June, which would be the college's first virtual open event.</p> <p>It was reported that the DfE had released more detail about the criteria for Wave 2 Institutes of Technology. Two key requirements to be involved were noted: colleges needed to be at least Good for overall effectiveness at their last Ofsted inspection and that the minimum size at year 5 had increased from 1,000 in Wave 1 to 1,500 in Wave 2. It was noted that the college currently had an Ofsted Requires Improvement grade.</p> <p>An update was provided on the LEP Skills Board, it was confirmed that the College Principal would now chair a sub-group focusing on Engineering Skills. It was noted that the skills needed for Dorset would be scoped out before a decision could be made on what was needed going forward.</p> <p>Members were aware that the college had begun to implement the decision to close A-Level provision. Students and applicants who were affected by the decision had all been contacted and offered advice and guidance. The college was working closely with Brockenhurst College and Bourne Academy to accommodate students who could not progress to A2 year with the college. Staff and unions had been informed and a consultation about the impact on jobs was underway and would conclude on 21 May 2020.</p> <p>National performance data had been released in March 2020 and the final version of the College's detailed KPIs showed updated sector benchmarks and also relative performance. It was pleasing to see that the improvement in achievement rates for 16-18 students had moved the college from the 8th Decile to the 3rd Decile nationally and also that timely achievement for apprenticeships placed the college in the 1st Decile nationally.</p> <p>Detail on the new Strategic Plan had been shared with Board Members and further detail had been discussed by the Strategic Advisory Group. The next version would incorporate the visual aspects and this would be brought back to Board for approval. The Board discussed the idea to create a manifesto to sit under the Vision.</p> <p><b>RESOLVED:</b> The Board received and noted the report from the Principal.</p>	
089-1920	<p><b>FINANCE UPDATE</b></p> <p>This item, to receive an update on the current financial situation, including the draft 2020/21 budget, would be covered under the KPI Monitoring agenda item.</p>	
090-1920	<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 good progress had been made in a number of areas, however it was noted that that there were some emerging gaps which were being drilled down into.</p>	

	<p>Board Members noted the importance of returning to an Ofsted Good grading and queried whether there was a way to get the Ofsted monitoring visit completed? It was noted that currently there were no inspections taking place.</p> <p>Board Members noted the many positive points, however there was concern for those students that weren't engaging with online learning, it was also noted that many students were missing the social aspects of attending college.</p> <p>Board Members asked about the activities going on to engage students and staff. It was reported that there were many initiatives including volunteering and donating of PPE equipment and details on some of these would be shared with the Board.</p> <p>The Coming Back Stronger report for Engineering had been included in the papers for review by Board Members. It was confirmed that the Engineering Department was in a significantly better place than a year ago and it was noted that full time provision would be offered again from September 2020.</p> <p><b>RESOLVED:</b> The Board noted the latest Coming Back Stronger Plan Summary Report and the full Engineering Coming Back Stronger Plan.</p>	
091-1920	<p><b>KPI MONITORING - PERFORMANCE DASHBOARDS 2019/20</b></p> <p>For information: To receive and review the latest Performance Dashboards for:</p> <p>i) People</p> <p>It was reported that staff sickness levels were improving and that staff turnover levels had reached a plateau, however both were flagged red as they were above the AoC benchmark.</p> <p>ii) Finance &amp; Commercial Development</p> <p>The KPI's were noted and further detail provided through the Management Accounts.</p> <p>2019/20 forecast</p> <p>The Finance Advisory Group had met on 3 April 2020 and discussed a forecast for the current year which suggested a deficit of £185k (including a contingency of £269k). Given this was after accounting for the impact of the apprenticeship unadjusted item from last year (£402k) this could have resulted in an in-year surplus of £487k. However this was before accounting for the impact of coronavirus which would have a significant impact on income and a deficit of £935k was now being forecast.</p> <p>It was confirmed that with this deficit one of the loan covenants would be breached, NatWest had confirmed that they would take a sensible approach. Board Members queried how creditors and debtors were being managed, the VPF&amp;CD confirmed that these were being managed carefully.</p> <p>The following were noted in relation to COVID-19:</p> <p><u>16-18 funding – value £14.5m</u></p> <ul style="list-style-type: none"> <li>The ESFA advised that they would continue to pay 16-18 funding</li> </ul> <p><u>Adult Education Budget - value £2.5m</u></p> <ul style="list-style-type: none"> <li>The ESFA announced it would continue to pay 'on profile'</li> <li>At the start of the year the ESFA sent a breakdown of how they would pay the £2.5m over the year. They would continue to pay this irrespective of the income earned.</li> </ul> <p><u>Apprenticeship income – value £6.5m (excl. £402k hit from previous year)</u></p> <ul style="list-style-type: none"> <li>There were significant risks associated with the college apprenticeship income:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ The forecast assumed over 100 starts between March and July 2020 and most of these would not happen</li> <li>○ Employers were making apprentices redundant meaning the college would lose forecast funding from the point at which they left, as well as forecast achievement funding</li> <li>○ Other employers were asking for the apprentice to have a break in learning and this would pause payments received</li> <li>○ Some non-levy employers who made a 5% contribution towards the training costs had cancelled their DDs. As well as meaning this funding would be lost, last year as part of the unadjusted item related to where the ESFA did not pay achievement funding for apprentices from whom the college had not recovered the employer's 5%. Guidance was awaited as to whether the ESFA would take a more lenient view this year</li> <li>○ On 24 April 2020 the ESFA announced a 'post-16 relief scheme' where providers were able to claim for costs associated with non-levy apprenticeships where we will be losing funding. The college had submitted a claim - for £105k.</li> </ul> <p><u>Adult Learner Loan and HE Income – value £2.3m</u></p> <ul style="list-style-type: none"> <li>● Guidance suggested that the college would continue to be paid the grant from the OfS and that the Student Loan Company would continue to fund FE and HE loan-funded students.</li> </ul> <p><u>Job Retention Scheme (JRS)</u></p> <ul style="list-style-type: none"> <li>● Guidance emerged over time with this scheme. Originally it was suggested that colleges could not benefit from the scheme as some of the college funding was being protected.</li> <li>● It was then suggested that the college could participate if the funding supporting the salary cost was either not publicly-funded or was publicly-funded but that funding was not guaranteed</li> <li>● On the basis that c. 10% of the forecast income fell into this category and it was considered appropriate to furlough c. 10% of staff. Members of FAG supported that view at their meeting on 3 April 2020 <ul style="list-style-type: none"> <li>○ At this stage 92 staff had been furloughed which represented more than 10% of staff but because the staff involved tended to be lower paid, it was less than 10% of staff costs</li> <li>○ The 80% contribution would represent c. £280k income which had not been built into the forecast</li> <li>○ In addition, Southern Educational Facilities Management Ltd (the cleaning company) had furloughed all of its staff</li> <li>○ In both cases (the College and SEFM) would continue to pay 100% of wages whilst reclaiming the 80%.</li> </ul> </li> </ul> <p>It was noted that the furlough scheme money would improve the projected deficit levels and that the contingency was also still available, therefore it was anticipated that the projected deficit would improve.</p> <p>Cash flow showed a favourable position, it was noted that the VPF&amp;CD currently spoke to the ESFA on a weekly basis. Board Members requested confirmation of the lowest point in cash for the next year, the VPF&amp;CD confirmed there was no anticipation of needing to go into the overdraft. It was agreed that the VPF&amp;CD would add the cashflow daily lowest to the reporting to Board for future meetings.</p>	VP F&CD
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	<p><u>2020/21 Draft Budget</u></p> <p>A draft budget for 2020/21 was presented to FAG at their meeting on 3 April 2020. It was noted that a relatively positive position had been made worse by the impact of COVID-19 such that a deficit of £836k was now being assumed. It was noted that a pay award of up to 2% was still included in the budget, however discussions had taken place at FAG on options around this.</p> <p>It was agreed that budgeting ahead was particularly challenging at the moment, however the college would continue to make every effort to mitigate the impact of COVID-19 for the rest of the current financial year as well as next year.</p> <p>Despite the challenging circumstances, Board Members noted the potential opportunities associated with COVID-19, including that options for gap years to travel or work would be limited and greater numbers of adults would be looking for re-training opportunities. The Board noted the opportunity to consider investing in marketing.</p> <p>iii) Resources</p> <p>Accident levels for 2019/20 were flagged green and this was noted by the Board.</p> <p><b>RESOLVED:</b> The Board noted the 2019/20 KPI Dashboards and the College Management Accounts to March 2020.</p>	
092-1920	<p><b>TERMLY SAFEGUARDING AND PREVENT REPORT</b></p> <p>The Board reviewed and approved the latest Safeguarding &amp; Prevent Report.</p> <p><b>RESOLVED:</b> The Board approved the Safeguarding &amp; Prevent Report.</p>	
093-1920	<p><b>EQUALITY &amp; DIVERSITY REPORT (APRIL 2020)</b></p> <p>The Board received and noted the latest Equality &amp; Diversity Report (April 2020)</p> <p><b>RESOLVED:</b> The Board received and noted the Equality &amp; Diversity Report.</p>	
094-1920	<p><b>EL5 – ASSET PROTECTION</b></p> <p>To Board received from the VP Finance &amp; Commercial Development, the annual monitoring report and confirmed the compliance statements for EL5 Asset Protection.</p> <p><b>RESOLVED:</b> The Board confirmed the compliance statements for EL5 Asset Protection.</p>	
095-1920	<p><b>STUDENT VOICE REPORT</b></p> <p>The Board received the Our College, Our Voice Report. It was noted that in response to the current situation with COVID-19, BPCSU had tailored the Our Voice, Our College Week in April 2020 to ask students about their online learning experience and the headline data was presented.</p> <p><b>RESOLVED:</b> The Board received the Our College, Our Voice Report (May 2020).</p>	

096-1920	<p><b>STUDENT UNION UPDATES</b></p> <p><b>i) Budget Update - the mid-year update on BPCSU's financial performance.</b></p> <p>The budget update was approved.</p> <p><b>ii) BPCSU Constitution - to review and approve the updated SU Constitution</b></p> <p>The updated BPCSU Constitution, which had been updated to reflect changes to the titles of the Student Exec members and college job titles, was approved.</p> <p><b>RESOLVED:</b> The Board approved the items noted.</p>	
097-1920	<p><b>CLERK'S REPORT</b></p> <p>Items requiring Board approval:</p> <p><b>i) To approve Part A Minutes of the Board meeting held on 11 March 2020</b></p> <p>The minutes of the Board meeting held on 11 March 2020 were approved.</p> <p><b>ii) To consider any matters arising from the minutes and approve the updated Board Tracker</b></p> <p>The latest Board Tracker was noted and approved.</p> <p><b>iii) To review and approve the Board Meeting Schedule for 2020/21</b></p> <p>The Chair provided detail on the proposed schedule of meetings for 2020/21 including the proposal for Board Members to join meetings virtually in some cases. The schedule of meetings for 2020/21 were 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><b>i) To note the latest Risk Register</b></p> <p>It was noted that a COVID-19 focused Risk Register would be presented to the Audit Committee in June 2020, a copy would also be shared with the Board.</p> <p><b>ii) To note the appointment of new External Auditors</b></p> <p>It was reported that new external auditors had recently been appointed following a tender exercise and that Alliotts had been appointed.</p> <p><b>iii) To note the Audit Committee Part A Minutes from the meeting held on 2 March 2020</b></p> <p>The minutes of the Audit Committee meeting held on 2 March 2020 were noted.</p> <p><b>iv) To note the Minutes of Subsidiary Company meetings held on 2 March 2020</b></p> <p>The minutes of the subsidiary company meetings held on 2 March 2020 were noted.</p> <p><b>v) To note the CAG notes from the meeting held on 16 March 2020</b></p> <p>The notes of the CAG meeting held on 16 March 2020 were noted.</p> <p><b>vi) To note the FAG notes from the meetings held on 24 February 2020 and 3 April 2020.</b></p> <p>The notes of the FAG meetings held on 24 February and 3 April 2020 were noted.</p>	

	<b>RESOLVED:</b> The Board reviewed and noted items above.	
098-1920	<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> <ul style="list-style-type: none"> <li>• It was confirmed that the Instrument &amp; Articles had been updated and approved by the Board.</li> <li>• It was confirmed that the arrangements in place for Higher Education students during the college site closure had been reviewed by the Chair and Vice-Chair of the Board.</li> </ul> <p><b>RESOLVED:</b> The Board noted the approvals and actions that had been completed.</p>	
099-1920	<p><b>ANY OTHER BUSINESS</b></p> <p>On behalf of the Board, thanks were noted to the Executive team who had been working incredibly hard in these challenging times.</p>	
100-1920	<p><b>DATE OF NEXT MEETING</b></p> <p>The next Board meeting would take place on Thursday 2 July 2020.</p>	
101-1920	<p><b>EVALUATION</b></p> <p>The online meeting evaluation survey would be shared with all Board Members following the meeting.</p>	
102-1920	<p><b>CONFIDENTIALITY</b></p> <p>Confidential items are record in the Part B minutes.</p>	