# The Bournemouth and Poole College

**MINUTES OF THE BOARD MEETING HELD ON 17 MAY 2018**

# Members Present:

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| James Hampton | Chair | **In Attendance:** |  |
| Roger Blaber | Vice-Chair  | Marianne Barnard | Clerk to the Corporation |
| Diane Grannell | Principal  | Michael Johnson | Vice Principal F&CD  |
| Caroline Foster  |  | Jacqueline Page | Vice Principal Curriculum |
| Angela Rowley |   | Caroline Wayment | Exec Director of HR & OD |
| Gail Ninnim | Apologies  |  |  |
| David Ford |  |   |   |
| John Taylor | Apologies |  |  |
| Lorna Carver |  |  |  |
| Sue Wellman |  |  |  |
| Bill Cotton  |  |  |  |
| Fran Bove | Staff Member  |  |  |
| Derrick Mason | Student Member  |   |   |
| Whitney Sharp | Student Member - Apologies |  |   |

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| **PART A** |
| **STRATEGIC SESSION - 2018/19 Budget Planning**  |
| The VP Finance and Commercial Development gave a presentation to the Board on how the college received its funding and implications for the 2018/19 budget. In the current financial climate it was felt it would be useful to allow some time for this debate and agree the current fundamental items in order for the VP F&CD to have the time to prepare the budget for 2018/19 before sign off at the July 2018 Board Meeting. It was noted that income had been steadily decreasing since 2015/16 mainly due to falling demographics. Other difficulties included competition between classroom based and apprenticeship provision, the flat funding rate and external competition from greater numbers of 6th Form Schools now in the local area. For adults, the funding had changed repeatedly over a short period of time which made planning difficult and for apprenticeships the funding was excessively complicated. HE income had fallen significantly over a number of years, largely due to the closure of previously franchised courses, but also falling demographics which were also now starting to impact HEI’s. The draft budget for 2018-19 was being developed and it was proposed to the Board that this included a £250k investment in marketing, it had been agreed previously that there had been an appetite to invest in marketing and branding, so that when demographics started to go up from 2020, the College was well placed to increase market share. The proposed draft budget for 2018/19, included a deficit of £360k, along with a £250k investment in marketing and a £213k investment in staff pay costs, this totalled a proposed £823k deficit. Board members noted concern about budgeting for a deficit and it was felt that to invest in marketing and staff pay, there would have to be cuts elsewhere. It was however noted that the cuts had been ongoing for a number of years and that BPC was an efficient college when benchmarked in the sector. Board Members noted that there was agreement for some investment in marketing and Members were supportive of a change in approach. It was agreed that a Marketing Working Group would meet shortly to review the opportunities and costings involved, before some further consideration was given by Exec.   |   |
| **BOARD MEETING** |
| **22/18** | **APOLOGIES FOR ABSENCE**Apologies were received and accepted from Gail Ninnim, John Taylor and Whitney Sharp.  |  |
| **23/18** | **DECLARATIONS OF INTEREST**No declarations of interest were noted. |  |
| **EXECUTIVE REPORTS** |
| **24/18** | **PRINCIPAL’S REPORT** The Principal’s Report was presented for information, key items noted included: **National Policy Context:**Ofsted had recently written to all FE Providers outlining changes to how they would inspect in the future, the main item of interest was that from September 2018, colleges that were judged to be Good at their last inspection could now expect to be inspected within five years of their last inspection, rather than three years. It was noted that this did not mean Ofsted will work to a five year cycle and they would continue to carry out risk analysis to inform their planning.The DfE had launched a consultation about inspections of college Groups and multi-site colleges. Depending on which definition of multi-site was adopted (e.g. size, distance), BPC could be affected by the proposals to report separately on the performance of each college site.**Local Context:** It was noted that plans to open a new Free School, Livingstone Academy, on the site of the old police station in Bournemouth town centre were going ahead. The school for pupils aged 11-18, would be due to open in September 2019 and would specialise in digital technologies.**Business Development Update:** The College continued to look for suitable opportunities to acquire a private training provider, an Expression of Interest had been submitted recently for a provider, however this was now not going ahead. The outcome of the IoT Bid was still outstanding, however the College had been carrying out further work to develop the curriculum, build relationships and undertake communications. One aspect of the bid that needed urgent work was scoping the demand from the Boscombe Down development which emerged late in the bidding process. A meeting had taken place with Wilshire Council Development tem and Qinetic and Exec were now considering what opportunities there may be.**Property & Resources Update:** It was noted that the outcome of the planning application for the Lansdowne site was still outstanding, more than ten months after it was submitted. There were no matters outstanding from the college side and Ken Roberts was continuing to manage this. **Other Matters:** The College was continuing to work on the application to go on the new Register of Providers of HE with the newly formed OfS (Office for Students), by the 23 May 2018 deadline.**RESOLVED:** To note the report from the Principal. |   |
| **25/18** | **College Improvement Plans - Update** **Further Education (FE):** The VP Curriculum reported on stretch/challenge (linked to value added). It was noted that staff had been working hard to address issues, a cycle was being developed which included setting targets and sharing information with the parents early in the year. Resources to stretch and challenge students were also being developed further and would be shared with staff when completed.**Higher Education (HE):** It was noted that the main area for concern was around recruitment and marketing, which was flagged red, however, campaigns through UCAS and other organisations continued to perform at above national benchmarks and new keep warm and internal progressions activities were in place. **RESOLVED:** The Board received the progress report updates from the VP Curriculum. |  |
| **26/18** | **KPI MONITORING**The Board received and reviewed the latest Performance Dashboards:1. **Academic**

The VP Curriculum presented key items including attendance which was at 88% and 2% above where we were last year. It was noted that the trend indicated falling short of the target, however the VP Curriculum was confident the target for 2017/18 would be achieved, it was reported that incentives were being offered to students and staff were very carefully monitoring students. Retention level trends continued to go down, it was reported that number of students had achieved early, however they would need to continue with maths and English and college staff would be working to ensure the records were updated accurately. The Apprenticeships timely success trend showed a likely dip at the end of the year, however monthly monitoring meetings continued between the teacher, apprentice and apprenticeship staff which it was believed would make a difference. **RESOLVED:** To note the Academic dashboards.1. **People**

The Director of HR & OD noted that long term and frequent periods of sickness continued to be discussed with managers within each department as part of the new monthly HR Business meetings and steps had been taken to address some very long term absences. The second phase of self-service had now started, which it was anticipated would improve the capturing of absence data and future reporting. Staff turnover remained steady and below the baseline of 14%.**RESOLVED:** To note the People dashboards. 1. **Finance & Commercial Development**

Operating Surplus: The VP F&CD provided an update on the changing financial position. The budgeted surplus for the year was £227k. The PR2 forecast was for a surplus of £52k and in April 2018 when the College was able to forecast apprenticeship income this showed a shortfall of £0.5m against the £6.1m budget. Some savings had been recognised and the College had frozen all but non-essential revenue and capital spend. The latest forecast was for a worse case of £348k deficit, but the College would look to recover that to nearer breakeven. **RESOLVED:** To note the Finance & Commercial Development dashboards.1. **Physical Resources**

It was reported that during March, three non-reportable accidents occurred to staff/Contractors and students and during April three non-reportable accidents occurred to staff and students. Year to date accidents showed a decrease compared to the same period last year.**RESOLVED:** To note the Physical Resources dashboards.  |   |
| **27/18** | **Risk Management** The VP F&CD presented the Risk Register that had been reviewed at the last Audit Committee. It was agreed that three further risks would be added to the Register: * Continual cost cutting and potential impact on operations
* Significant loss through cyber attack
* Student success rates

The Board noted the improved format/presentation of the Risk Register which allowed Board members to receive an oversight and identify additional items.**RESOVLED:** To note the update from the Vice Principal Finance & Commercial Development on Risk Management and the Risk Register. |  |
| **28/18** | **College Capitalisation Limit** The Board reviewed and approved the proposal to increase the College’s capitalisation limit from £500 to £1,000.**RESOLVED:** The Board approved the proposal to increase the College’s capitalisation limit from £500 to £1,000. |  |
| **REGUALR BUSINESS**  |
| **29/18** | **Interim Safeguarding & Prevent Report (EL1.1)** The Board reviewed the Interim Safeguarding and Prevent Report. **RESOLVED:** The Board reviewed the termly Safeguarding & Prevent report and confirmed the Compliance Statements. |  |
| **30/18** | **Interim Equality & Diversity Report (EL1.2)** The Board reviewed the Interim Equality & Diversity Report. It was questioned whether the College reported on student data in relation to protected characteristics and it was confirmed that this was reported through the College SAR. **RESOVLED:** The Board reviewed the interim Equality & Diversity Report and confirmed the Compliance Statements. |  |
| **31/18** | **SU Budget Update** The Board noted the mid-year update on BPCSU’s financial performance. **RESOLVED:** To receive the mid-year update on BPCSU’s financial performance. |  |
| **32/18** | **Student Voice** i) To receive an update from the Student Board Members on the Student Voice Meetings Report - Spring Term 2018. It was noted that the feedback loop was continuing to be managed carefully, facebook and twitter were used regularly along with schemes such as “you said, we did”. In addition, attendance at Student Voice meetings continued to be encouraged. ii) To receive a verbal report from the Student Board Members on issues emerging from the Student Voice Meetings – Summer Term 2018.A verbal update was provided, including some positive feedback on one specific HE course where it was reported staff had responded exceptionally well to student feedback and requests. **RESOLVED:** To note the Student Voice reports.  |  |
| **33/18** | **Wessex Educational Shared Services (WESS) Update**It was reported that the two Head of Service vacancies had been recruited to and were now working well. It was noted that there had been some issues with the HR service due to staff absence and significant attention of resources to Brockenhurst College. **RESOLVED:** To note the update on WESS.  |  |
| **34/18** | **Lansdowne area re-development** This item was deferred to the July Board meeting.  |  |
| **35/18** | **CLERK’S REPORT** **Items requiring Board approval:** 1. To approve the minutes of the Board meeting held on 15 March 2018.

The minutes of the Board meeting held on 15 March 2018 were approved as an accurate record. 1. To review the pattern of Board and Committee meetings and approve the proposed schedule of meetings for 2018-19.

The Board reviewed and approved the proposed schedule of meetings for 2018-19. **Items for note:** 1. To review and note Matters Arising from the Board meeting held on 15 March 2018 & the latest Board Tracker.

The Board reviewed the latest Board Tracker. 1. To note the minutes of the Audit Committee meeting held on 19 March 2018

The Board noted the minutes of the Audit Committee meeting held on 19 March 2018. 1. To note the minutes of the Finance Advisory Group meeting held on 6 March 2018

The Board noted the minutes of the Finance Advisory Group meeting held on 6 March 2018. **RESOLVED:**  To approve and note items as listed above.  |  |
| **36/18** | **CHAIR’S ACTIONS**It was agreed that feedback on the recent learning walk would be shared at the July Board meeting.  |  |
| **37/18** | **ANY OTHER BUSINESS** There were no items of Anny Other Business  |   |
| **38/18** | **DATE OF NEXT MEETING** Thursday 5 July 2018, 16.00 at North Road |  |
| **39/18** | **EVALUATION** It was agreed that it had been a positive meeting.  |  |