# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 21 MARCH 2019**

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| **Members:** |  |  |
| James Hampton | Board Member and Chair |  |
| Diane Grannell | Board Member and Principal |  |
| Caroline Foster | Board Member |  |
| Angela Rowley | Board Member | Apologies |
| David Ford | Board Member |  |
| John Taylor | Board Member |  |
| Lorna Carver | Board Member |  |
| Sue Wellman | Board Member | Apologies |
| Bill Cotton | Board Member |  |
| Fran Bove | Staff Board Member |  |
| Cameron Whittingham | Student Board Member |  |
| Kellie Northover | Student Board Member | Apologies |
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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** | | |
| **Training Session** | | |
|  | **Safeguarding & Prevent Update for Governors**  Debbie Smith attended to provide Board Members with the Annual Safeguarding & Prevent Training. Board Members were reminded of the responsibilities of Governors and the Key changes to the Keeping Children Safe In Education 2018, which had been shared with Board Members previously. |  |
| **Strategic Session** | |  |
|  | **Presentation from the Principal – Ofsted feedback**  The Principal provided a presentation to Board Members which included a summary of the provisional grades following the Ofsted inspection. Areas identified as positive and areas that required improvement were both summarised and noted.  Board Members were briefed on the implications for the College following the publication of the report. The Principal presented on the next steps including a Monitoring visit in 6-9 months and Re-inspection in 12-24 months.  Members of the Executive and Board Members reflected on the provisional outcomes and noted the message to all staff, which was around the opportunity to make the leap forward that was needed. |  |
|  | **Student Voice Conference**  Board Members provided feedback on the key messages from students that attended the Student Voice Conference at AFC Bournemouth on 13 March 2019. The Board noted feedback which was overwhelming positive in relation to whether current students would recommend the college to their family and friends.  Some initial areas for improvement were noted as follows:   * Communication * Security on and around college sites * Promoting Bournemouth and Poole College externally |  |
| **070-1819** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Angela Rowley, Sue Wellman and Kellie Northover. |  |
| **071-1819** | **DECLARATIONS OF INTEREST**  John Taylor noted that his company Beagle Technology Group were a direct competitor of David Hart Aerospace Pipes (DHAP), who it was noted in the Principal’s Report, the college had recently secured engineering apprenticeships with (subject to Due Diligence). |  |
| **072-1819** | **PRINCIPAL’S REPORT**  Local Context - It had recently been made public that the merger between Southampton City College and Eastleigh College had collapsed after the application to the Transaction Unit (TU) was rejected. It was not clear how this would progress as the TU had closed and any merger would require substantial financial support in order to be successful.  Academic Matters - It was noted that mid-year ALPS (value added progress) data had recently been received and work was ongoing with a number of areas where progress appeared to be below target.  People & Employment Update - Board Members were aware that a Voluntary Redundancy scheme had recently been launched. Some applications had been received and it was anticipated that further applications would be received ahead of the deadline.  International - As a result of working with an external agent based in Latin America for just over twelve months it was hoped that two new contracts would be secured which would generate c£140k annually.  Health and Safety - The college had a Health & Safety Executive (HSE) Inspection on 11 March 2019. The Inspection focused on the control measures for dermatitis, the use and safe handling of metal working fluids within the Engineering Department and processes for ensuring a safe work place for college apprentices. The visit had been prompted by a college apprentice contracting Dermatitis in their workplace. The HSE had already inspected the company concerned. The college was aware of the incident and had been working with the company with whom the college had a long standing relationship and who employed ten apprentices from the college. The Principal confirmed that following the HSE inspection there would be no Improvement Notices issued to the college.  **RESOLVED:** The Board received and noted the report from the Principal. |  |
| **073-1819** | **KPI MONITORING – PERFORMANCE DASHBOARDS 2018-19**  For information: To receive and review the latest Performance Dashboards for:   1. Academic   Attendance: It was noted that the data on attendance indicated it should be RAG rated amber. The VP Curriculum noted in the commentary noted positive areas however it was identified that areas for concern must be included.  Retention: Board Members noted the similar trend to last year which indicated the College target in 2018/19 would not be achieved. The VP Curriculum highlighted the approach being taken with ‘at risk’ students which was having a positive impact.  Lesson Observations: There had been one hundred and fifty lessons observed to date. Of these, one hundred and thirty eight (92%) had been rated good and twelve (8%) as requiring improvement. It was pleasing to report that there had been fifty two lessons which had cited outstanding practice, compared to just twelve in the whole of 2017/18.  Apprenticeships Timely Success (Best Case): It was reported that that current best case success was at 80.22% against a national rate of 60.8% and a College target of 74%.   1. People   Staff sickness: Levels were flagged as amber despite being on track against the KPI. It was noted that further work was ongoing to improve the recording of sickness on self-service HR system.  Staff Turnover: It was reported that levels had reduced slightly, however this area remained Amber and under close review.   1. Finance & Commercial Development   Operating Surplus: The budgeted deficit for the year was after the Sales and Marketing contingency of £250k. Our latest forecast assumed we would not spend that contingency and would make a deficit of £0.5m. At the FAG meeting on 5th March, Members were taken through the detail of this forecast. The 2018/19 Actual line had now been extended to reflect the forecast for the remainder of the year.  It was agreed that the latest Management Accounts would be presented at all future Board meetings as part of the Finance & Commercial Development dashboards, to ensure all Board Members had sufficient oversight. It was also noted that Management Accounts were regularly uploaded to the GVO, for all Board Members to access.  Income: The budget for the year was £32,276k (17/18 actual £32,023k) and at the moment the forecast suggests £31,438k would be generated. The revised prediction of apprenticeship income was £6.4m versus an original budget of £7.1m; however the £6.4m represents in-year growth of £1m or 20%.  The budget assumed it would be possible to achieve £273k growth in International income and while there had been success in securing new work the lead times were such that it would not replace in-year the income lost at the start of the year when fewer than planned students from China started.  Staff Costs: It was reported a year-to-date favourable variance despite incurring the costs (redundancy and PILON) associated with the restructuring exercise in the Autumn term 2018. The forecast assumed a saving of £547k for the year but it was hoped to achieve a larger saving than that through continued scrutiny of all staff requests.  Non-staff costs: There was a favourable variance of £523k in the year to date. Budget holders were required to keep within the costs they incurred last year and it was not anticipated that any of the £250k contingency for sales and marketing would be spent. Since re-organising the Sales and Marketing area under the Commercial Director, a number of savings had been identified which we had allowed to be reinvested in various initiatives including our new partnership with AFC Bournemouth.  Staff Costs of % of income: The budget assumed that 70% of income would be spent on staff costs (having included the share of WESS staff costs) which was the same as the actual percentage last year. However the shortfall in income was such that even with the level of staff costs reported about, it would be difficult to achieve this target.  Student Numbers 16-18 Classroom: It was reported that following post-Christmas recruitment, it was pleasing to report that the college had exceeded the recruitment target for this group for the year.  FE Adults Income: Last year this graph was based on student numbers rather than income, however despite significantly over-recruiting, income was down last year and as a result the college was required to subcontract significantly more delivery than was anticipated. This year the graph has been changed to reflect income. Currently this was tracking ahead of this same point last year but behind budget.  Student Numbers Apprenticeship Starts: Last year this graph looked at total numbers of apprentices (including those that had been rolled over from previous years). This year in-year starts only were being looked at as this drives the bulk of income. 1331 starts were planned but by December 2018 this target had been reduced to 1045, compared to 920 in the previous year. Currently the position was slightly better than this revised target - currently 867 compared to the 861 target.  Cash flow: March was confirmed as the low point for cashflow each year and therefore balances were being reviewed daily. The forecast based on the £0.5m deficit suggested that it would be possible to recover the position to somewhere near budget because (i) the August starting point was £312k better than budgeted, (ii) the £250k contingency would not be spent and (iii) savings on pay and non-pay expenditure. The cashflow forecasts assumed the remainder of the capital budget would be spent but this could be caped if necessary. Despite positive noises from the ESFA that they would adjust February and March funding instalments to support colleges through this period, unfortunately the February payment did not reflect a cash injection.   1. Resources   All accidents: During January 2019 there were four non-reportable accidents to members of staff, one non-reportable accident to a student and one near miss to a student reported. There was one RIDDOR reportable accident during January 2019. During February 2019 there were four non-reportable accidents to students, one non-reportable accident to a member of staff and no near miss incidents reported. There were three RIDDOR reportable accidents during February 2019. It was reported that academic year to date accidents were at twenty-five, compared to the same period last year (twenty-two). This was flagged as red and it was noted that the Executive Director HR would look into the higher numbers for this reporting period.  **RESOLVED:** The Board noted the latest KPI Dashboards. |  |
| **074-1819** | **COLLEGE IMPROVEMENT PLAN**  The Board reviewed the Higher Education and Residential Provision plans.  Higher Education - It was confirmed that central data capture and reporting for HE remained a concern and was not yet available. External practice was being explored and support from QAA had been discussed.  Residential Provision - Further discussions were taking place regarding the requirements of the new minimum standards and keeping students safe in education.  **RESOLVED:** The Board noted the latest College Improvement Plans for HE and Residential Provision. |  |
| **075-1819** | **RISK MANAGEMENT**  The Vice Principal Finance & Commercial Development presented the latest Risk Register to the Board. As previously reported, the Audit Committee discussed the Risk Register in detail during the spring term Audit Committee meeting. The meeting took place immediately following the Ofsted visit where provisional feedback was noted and the items on the Risk Register therefore reviewed and rated appropriately.  It was noted that the risk around the budget needed to be flagged as an area for concern, it was confirmed that the May Board meeting agenda would include some time to review the 2019-20 draft budget in detail.  **RESOLVED:** The Board received an update from the VPF&CD, on the latest Risk Register. |  |
| **076-1819** | **TERMLY SAFEGUARDING & PREVENT REPORT (EL1.1)**  Board Members reviewed the Termly Safeguarding & Prevent Report.  **RESOLVED:** The Board received the Termly Safeguarding & Prevent Report and noted the compliance statements. |  |
| **077-1819** | **CLERK’S REPORT**  Items requiring Board approval:   1. Minutes of the Board meeting held on 7 February 2019   The minutes of the Board meeting held on 7 February 2019 were agreed as an accurate record.   1. Latest Board Tracker   The Board noted and approved the latest Board tracker.   1. Review of Board Governance Policies EL0-EL8   The Board reviewed and approved the suggested updates to Governance Policies EL0-EL8.  Items to be noted by the Board:   1. Minutes of the Search Committee held on 7 February 2019   The minutes of the Search Committee held on 7 February 2019 were noted by Board Members. The Chair noted that the Search Committee recommended to the Board the appointment of three new Board Members, to join the Board as vacancies arose through the year. Board Members discussed the candidates and approved the appointment of three new Board Members: Prof Stewart Cotterill, Stephen Bates and Nanzy Sebata.   1. Verbal report from the Audit Committee meeting held on 18 March 2019   It was noted that the Audit Committee had met on Monday 18 March, the substantive item had the full review of the Risk Register.   1. Verbal report from the Finance Advisory Group meeting held on 11 February 2019   Members of the Finance Advisory Group noted the pressures the VP F&CD was under in terms of the lack of support currently received from WESS.   1. Review of the latest Board Improvement Plan   Board Members confirmed they had reviewed and noted the updates to the Board Improvement Plan.  **RESOLVED:** The Board noted the above items. |  |
| **078-1819** | **CHAIR’S ACTIONS**  The Chair confirmed that 1-1s between the Chair and Board members would be scheduled for March 2019.  The Chair noted that he had attended the AoC South West Principal’s and Chairs meeting and the Vice Chair noted that he had attended the AoC South West Governance Conference, both of which had been informative sessions. Presentations from the South West Governance Conference would be shared with all Board Members via the GVO.  **RESOLVED:** The Board noted the updates provided. |  |
| **079-1819** | **ANY OTHER BUSINESS**  It was confirmed that Board Members had been provided with a paper (via email on 11.03.19) advising that the College was planning to resurrect its subsidiary company BPCS Ltd, to employ staff and deliver cleaning services to the college. It was noted that members of the Executive had discussed the proposed plans with the Directors of BPCS Ltd and other Board Members, and that support had been received.  It was noted that members of Executive were about to start working with solicitors, to ensure the smooth and compliant transition of the cleaning company. A meeting of the BPCS Ltd Directors would be organised during April 2019, where the future governance and reporting arrangements would be discussed.  **RESOLVED:** The Board noted the plans and confirmed their support. |  |
| **080-1819** | **DATE OF NEXT MEETING**  Board Meeting - 16 May 2019, 16.00-19.30 at North Road. |  |
| **081-1819** | **EVALUATION**  It was agreed that it had been a positive meeting with appropriate focus and challenge from Board Members. |  |
| **082-1819** | **CONFIDENTIALITY**  No items were noted as confidential. |  |