

FINAL

**BOURNEMOUTH AND POOLE COLLEGE**

**PART A - MINUTES OF THE BOARD MEETING HELD ON 3 OCTOBER 2019**

<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	
Stewart Cotterill	Board Member	
Bill Cotton	Board Member	
John Dale	Board Member	
Dan Tout	Board Member	
Sue Wellman	Board Member	
Arthur Whiteside	Board Member	
Diane Grannell	Board Member and Principal	
Fran Bove	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>Training Session - Insolvency Regime</b>		
	Mark Taylor and Richard Colebourn from Eversheds Sutherland provided a training session to Board Members on the Technical and Further Education Act 2017 and the insolvency regime for Further Education Colleges.	
<b>Board Self-Assessment - 2018/19</b>		
	The Board Self-Assessment session used the nine expectations of good governance, as set out in the Code of Good Governance for English Colleges. Board Members were asked to consider the activities they undertook, to reflect on the impact they had and consider areas for improvements.  Board Members all agreed the framework provided a good opportunity to reflect on the impact the Board had and guided them to identify areas for development.	
<b>Board Meeting</b>		
001-1920	<b>APOLOGIES FOR ABSENCE</b> No apologies had been received.	
002-1920	<b>DECLARATIONS OF INTEREST</b> Lorna Carver noted her conflict of interest with the Dorset LEP Bid, 007-1920.	

003-1920	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal noted the following key points from the report:</p> <p><b>National Policy Context</b></p> <p>The recent spending review had included an additional £400m funding for 16-18 education from August 2020. The bulk of the funding would provide an increase in the 16-18 base rate of 4.7% taking it to £4,188 but there would also be increases in the weighting factor for high cost courses such as Engineering, Science and Maths. The additional funding that had been allocated this year to cover the costs of increased employer contributions to the TPS had also been promised until at least March 2021. While the increase was clearly welcomed, it was noted that it was only a fraction of what the sector had been campaigning for and it would not be paid until 2020/21. This was in contrast with the schools' settlement which provided money immediately and included the teachers' pay grant which FE did not receive. Clearly the campaign would need to continue if funding parity was to be achieved. The Principal noted that the college would need to consider carefully how to spend any additional funding.</p> <p><b>Quality, including Ofsted</b></p> <p>It was reported that the college had received a visit on 25 September 2019, from one of the HMIs who was on the inspection team. The visit was informal in that no report would result and the purpose was to share detail on the college's progress since the inspection and also to be briefed on the new Education Inspection Framework, to help the college with preparations for re-inspection. It was reported that it had been a useful visit which had provided a focus on the new inspection framework.</p> <p><b>Academic Matters</b></p> <p>It was reported that whilst final achievement levels were still being closed down, it was clear that achievement rates would show a pleasing increase. In addition, as Board Members were already aware, GCSE high grade results showed significant increases with 36% high grades in English compared to a national 27% and 29% in Maths compared to a national 17%; the increase bucked the national trend for GCSE re-takes which had fallen. AS results were disappointing overall, although the A2 pass was positive at 97%. A final picture would be provided to the December Board, following the SAR validation meetings taking place in November.</p> <p><b>Re-application RRoAP</b></p> <p>It was noted that the re-application to stay on the Register of Approved Apprenticeship Providers (RoATP) had been successful.</p> <p>The Principal confirmed that Members of the Executive were continuing to increase their commercial focus.</p> <p><b>RESOLVED:</b> The Board received and noted the report from the Principal.</p>	
004-1920	<p><b>COLLEGE IMPROVEMENT PLAN</b></p> <p>The VP Curriculum noted the following key points from the College Improvement Plan Summary Report:</p> <p><b>Educational programmes for young people (student programmes)</b></p> <p>Consistent teaching to stretch &amp; challenge students – it was reported that 68 themed learning walks had taken place by Learning Managers in the first two weeks of September 2019, to monitor initial student learning experiences – Learning Managers have been tasked with completing 4 learning walks per week.</p> <p>High expectations &amp; progress for students – it was noted that target setting and revised tutoring processes were in place to monitor progress of students through the appointment of Personal Development Tutors (PDT).</p>	

	<p>Participation in work experience – a new Work Placement Strategy had been introduced and a cohort of 7.5 FTE Work Placement Officers had been appointed.</p> <p>Attendance – it was reported that attendance had improved to 89% in 2018/19 and that a new policy was in place from September 2019.</p> <p>English &amp; mathematics – the VP Curriculum reported that achievement had improved significantly, as follows:</p> <ul style="list-style-type: none"> <li>• 16–18 Study Programmes 85% (6% increase)</li> <li>• GCSE English 96.26% (36% G9-4)</li> <li>• GCSE maths 96.57% (29% G9-4)</li> </ul> <p><b>Adults</b></p> <p>The Teachers' Conference in April 2019 and the Staff Development day in July 2019 had addressed key training needs. A new teaching and learning review process was in place and learning walk themes had been confirmed and included a key focus on scrutiny of written work and progress tracking.</p> <p><b>Apprenticeships</b></p> <p>It was noted that all apprentices had completed a onefile tutorial and a subsequent quiz, in addition all apprentices had an interactive Prevent update written by the student services team. The review template had been revamped to ensure that open and broad questioning was used in work based reviews. Assessors were briefed by managers on up to date Prevent issues for use in review meetings.</p> <p><b>Provision for learners with high needs</b></p> <p>The VP Curriculum reported that there had been an allocation of caseload tutors by directorate to monitor and support improvements, including the immediate review and improvement of teaching and social spaces including gym in Foundation area.</p> <p><b>Behaviour &amp; Attitude</b></p> <p>An audit of targets had been completed and all teachers had been re-trained in target setting. Student attendance in 2018/19 had improved by 2% and the new attendance policy implemented. It was reported that attendance would be an objective in all teachers' appraisals and attendance monitoring an objective for all PDTs.</p> <p><b>Personal Development</b></p> <p>It was noted that a new Work Placement Strategy had been implemented and a new team of Work Placement Officers appointed, including a dedicated Work Placement Officer for Foundation Learning.</p> <p>Student voice confirmed a 12% improvement in student understanding of British Values and 92.1% of students surveyed were able to explain the risks of radicalisation and extremism following the programme.</p> <p><b>Higher Education</b></p> <p>It was reported that improvements needed to be made on data capture and monitoring for Higher Education and HE metrics had now been agreed by CLG. These would align to the Office for Students requirements and allow for comparisons with other providers. It was noted that WESS were currently working with HE admin to create a central online data system.</p> <p><b>Residential</b></p> <p>The VP Curriculum confirmed that audits completed in 2018/19 confirmed that safe recruitment processes were in place. Gaps in employment were captured for all new recruits at the interview stage and verification of references was completed.</p>	
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	<p>The Board noted the latest College Improvements Plans for Further Education, Higher Education, Apprenticeships and Residential Provision. The Board were informed that the college would receive a Residential Provision Ofsted Inspection during 2019/20, due from January 2020 onwards.</p> <p><b>RESOLVED:</b> The Board noted the latest College Improvement Plans.</p>	
005-1920	<p><b>KPI MONITORING - PERFORMANCE DASHBOARDS 2018/19</b></p> <p>For information: To receive and review the latest Performance Dashboards for:</p> <p>i) Academic</p> <p>Attendance: It was reported that attendance for all modes and age ended at 89% overall, 2% higher than 2017/18 and 1% above target.</p> <p>Retention: The VP Curriculum noted that classroom retention (all ages) ended at 95%, 1% above target and 2% higher than 2017/18.</p> <p>Apprenticeships Timely Success: It was noted that the best case timely achievement showing on ProAchieve was 69.95%, however approximately 6% of unprocessed achievement was not currently reflected, so the true position was a best case of approximately 75% (2017/18 outturn was 71.9%). Best case overall achievement was 76.49% which was a 0.3% increase on last academic year.</p> <p>ii) People</p> <p>Sickness Absence: It was reported that staff sickness dipped to 2% at the end of July 2019.</p> <p>Staff Turnover: Staff turnover in July 2019 had increased to 7%, due mainly to redundancies - both Voluntary and Compulsory at the end of the month.</p> <p>iii) Finance &amp; Commercial Development</p> <p>Operating Surplus: The budgeted deficit for the year was after the Sales and Marketing contingency of £250k. The mid-year forecast suggested a deficit of £500k (without the investment in Sales and Marketing) and since the start of the 4th quarter the college had been forecasting a deficit of £953k. The draft yearend accounts suggest an actual deficit of £855k.</p> <p>The VPF&amp;CD confirmed that a loan breach had occurred, however it was reported that NatWest had given a waiver. It was also noted that the College had slipped down to Requires Improvement with the ESFA, but that no further action was expected, assuming the finances improved as expected.</p> <p>Student Numbers 16-18 Classroom (2019/20), it was reported that there were currently 2972 full time students, slightly below the target for the year, however some students would withdraw and the college were looking at starts in November 2019 and January 2020 to increase numbers.</p> <p>iv) Resources</p> <p>Accidents: It was confirmed that there had been no issues to report.</p> <p><b>RESOLVED:</b> The Board noted the latest KPI Dashboards.</p>	
006-1920	<p><b>RISK MANAGEMENT</b></p> <p>The VPF&amp;CD confirmed that the Risk Register would be updated and reviewed ahead of the Audit Committee meeting taking place in November 2019, however it was noted that the three highest risks continued to apply and were being actively managed.</p> <p>It was agreed in future to include a copy of the latest Risk Register in the Clerk's Report to the Board, unless the Audit Committee had met and an updated Risk Register was available. An updated Risk Register would be presented to the Board in December 2019.</p>	

007-1920	<p><b>DORSET LEP BID</b></p> <p>i) It was reported to the Board that over the summer months a £610k application had been submitted to the LEP. This had not been included in the 2019-20 budget and was over the £250k level, therefore the Board were asked to approve that the College commit capital expenditure on a project to be fully funded by the Dorset LEP.</p> <p><b>RESOLVED:</b> The Board agreed for the College to commit capital expenditure on a project fully funded by the Dorset LEP</p> <p>ii) The Board were asked to consider and approve that the College investigate the opportunity to lease out on a commercial and short-term basis, a unit at the Fulcrum that would be vacated should the LEP funded project go ahead. The Board discussed a number of options and agreed the VP F&amp;CD should investigate opportunities to lease the unit on a short term basis, to allow flexibility.</p> <p><b>RESOVLED:</b> The Board agreed that the VP F&amp;CD should investigate leasing options for a unit at the Fulcrum.</p>	VPF&CD
008-1920	<p><b>MONITORING REPORTS – EXECUTIVE LIMITATION POLICIES</b></p> <p>i) EL1.6 Strategic Risk Management Monitoring</p> <p>The VP F&amp;CD presented the EL1.6 Strategic Risk Management Monitoring report and Board Members considered and confirmed the compliance statements.</p> <p><b>RESOLVED:</b> Board Members received the EL1.6 Strategic Risk Management Monitoring report and confirmed the compliance statements.</p>	
009-1920	<p><b>CLERK'S REPORT</b></p> <p>Items requiring Board approval:</p> <p>i) Part A Minutes of the Board meeting held on 4 July 2019.</p> <p>The Part A minutes of the Board meeting held on 4 July were approved by the Board as an accurate record.</p> <p>ii) Latest Board Tracker.</p> <p>The latest Board Tracker was noted and approved by the Board.</p> <p>iii) Review of Governance Process Policies GP0 – GP11.</p> <p>The proposed changes and updates to Governance Process Policies GP0-GP11 were reviewed and approved by the Board.</p> <p>iv) Terms of Reference – To review and approve Committee Terms of Reference for 2019/20.</p> <p>The Terms of Reference for Committees in 2019/20 were noted and approved by the Board.</p> <p>iii) Appointment of new Board Members</p> <p>It was confirmed that four new Board Members had been approved by the Board: Arthur Whiteside and John Dale had been approved and appointed from 1 October 2019 and Ian Jones and Jonathan Coole had been approved and would be appointed from 1 November 2019.</p> <p><b>RESOLVED:</b> The Board approved the items listed above.</p>	

	<p><b>Items to be noted by the Board:</b></p> <p>i) Minutes of the Audit Committee meeting held on 17 June 2019. The minutes of the Audit Committee meeting held on 17 June 2019 were noted by the Board.</p> <p>ii) Notes from the Curriculum Advisory Group meeting held on 4 July 2019. The notes of the Curriculum Advisory Group meeting held on 4 July 2019 were noted by the Board.</p> <p>iii) Verbal Report from the Search &amp; Governance Committee meeting held on 3 October 2019. The Chair of the Committee provided detail on how new Board Members that were not members of a committee or advisory group would be invited to attend a range of different committee and advisory group meetings, in order to gain an understanding of the scope of the different meetings, before formally joining a committee or advisory group when spaces became available.</p> <p>iv) Meetings &amp; Learning Walk Schedule - 2019/20. The current schedule for meetings and learning walks were noted, however it was confirmed that members of the Curriculum Advisory Group were reviewing the format for learning walks and an update would be provided at the next Board meeting.</p> <p><b>RESOLVED:</b> The Board noted the items listed above.</p>	
010-1920	<p><b>CHAIR'S ACTIONS</b></p> <p>There were no Chairs Actions to report.</p>	
011-1920	<p><b>ANY OTHER BUSINESS</b></p> <p>The Director of Governance confirmed that the Remuneration Committee had reviewed the draft Colleges' Senior Post Holder Remuneration Code in December 2018 as part of the consultation, a response was submitted and following its publication the Committee were asked to consider adopting the code. The Committee recommended for approval by the Board, the adoption of the Colleges' Senior Post Holder Remuneration Code.</p> <p><b>RESOLVED:</b> The Board approved the adoption of the Colleges' Senior Post Holder Remuneration Code.</p> <p>The Chair of the Board noted his thanks on behalf of the Board, to the Staff Board Member, Fran Bove, who was attending his final Board meeting.</p>	
012-1920	<p><b>DATE OF NEXT MEETING</b></p> <p>The next Board meeting would take place on 7 November 2019, 16.00-19.30 at North Road.</p>	
013-1920	<p><b>EVALUATION</b></p> <p>A new online meeting evaluation survey would be shared with all Board Members following the meeting.</p>	
014-1920	<p><b>CONFIDENTIALITY</b></p> <p>There were no confidential items noted.</p>	