# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 4 OCTOBER 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  | Apologies |
| 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  | Left the meeting at 17.00 |
| Cameron Whittingham  | Student Board Member  | Joined the meeting at 17.00 |
| Kellie Northover  | Student Board Member  | Joined the meeting at 17.00 |
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| **In Attendance:** |  |  |
| Marianne Barnard | Clerk to the Corporation |  |
| Michael Johnson | Vice Principal F&CD |  |
| Jacqueline Page | Vice Principal Curriculum |  |
| Caroline Wayment | Exec Director of HR & OD |  |

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| **PART A** |
| **-** | **BOARD SELF-ASSESSMENT SESSION** The Chair introduced the Board Self-Assessment and the Board Improvement Plan documents. Board Members and the Executive provided feedback on areas that they felt required further development, including greater focus on key themes within the College Improvement Plan. Members of the Executive provided confirmation that they felt well supported by informed Board Members. A suggestion to create an advisory group focusing on curriculum was discussed and it was agreed that the Chair and Clerk would consider this further. It was agreed that the Clerk would make some updates following discussions, before uploading the Board Self-Assessment and Improvement Plan document to the GVO for Board Members to review and provide any final feedback. It was confirmed that the Board Away day in January 2019 would be an opportunity to consider a refresh to the approach on Board Self-Assessment.  | Chair/ Clerk Clerk |
| **-** | **STRATEGIC DISCUSSION – HIGHER EDUCATION****Office for Students** - The Principal provided an overview of the new Office for Student (OfS) which replaced the Higher Education Funding Council for England (HEFCE) and the Office for Fair Access (OFFA) on 1 April 2018. The OfS aimed to ensure that every student whatever their background, had a fulfilling experience of Higher Education (HE) that enriches their lives and careers. The OfS general duties include: * Protecting institutional autonomy of HE providers
* Promoting quality and greater choice and opportunities for students
* Encouraging competition between providers while having regard to the benefits of collaboration
* Promoting value for money in the provision of HE
* Promoting equality of opportunity in connection with access to and participation in HE
* Using OfS resources in an efficient, effective and economic way
* Adopting the principles of best regulatory practice

General implications of the OfS included: a focus on students not providers, protection of students’ rights and interests, importance of information, transparency across the sector, standardisation and use of KPIs, removing barriers to validation and increased scrutiny and board information.**Higher Education Strategy** - The VP Curriculum presented the new Bournemouth and Poole College HE strategy. The focus for HE at the college was currently on social mobility and upskilling individuals that may be unable to re-locate to study. Growth areas and aspirations were noted, including Human Resource Management-a new emerging area and future opportunities around Higher and Degree apprentices and Health and Care qualifications. It was suggested that the Board away day in January 2019 could be an opportunity to consider how the core college strategy linked with strategies sitting alongside, such as HE, Marketing and Property. The Exec would consider this with the Chair of the Board.  | Exec/ Chair  |
| **BOARD MEETING** |
| **008-1819** | **APOLOGIES FOR ABSENCE**Apologies were received and accepted from Gail Ninnim, Angela Rowley and John Taylor.  |  |
| **009-1819** | **DECLARATIONS OF INTEREST**Lorna Carver noted her awareness of minutes of the meeting held on 13 September which she did not attend due to a conflict of interest.  |  |
| **010-1819** | **Principal’s Report****National Policy Context:**The Principal noted the imminent Association of Colleges (AoC) action on funding, which was now probably the number one concern amongst sector Principals. The AoC would be co-ordinating a campaign to make the case for more funding ahead of the 2019 Spending Review, part of this would be a ‘Love our Colleges’ week from 15 to 19 October 2018 with various activities including a lobby of Parliament. It was noted that representation from BPC would be taking part in the demonstration in London on Wednesday 18 October 2018. College staff and Board Members were being asked to participate by lobbying their MP’s. **Enrolment update:** 16-18: enrolment levels were positive, with some further enrolments ongoing, it was however noted that some students would be lost ahead of Day 43 and there was still work to do to ensure targets were met and funding secured for 2019/20. Adult: adult enrolment had not yet started or was still underway in high volume areas e.g. ESOL, Adult English & maths and also many students were still arranging their Adult Learner Loans and so not fully enrolled. Apprenticeships: recruitment of apprentices was positive but had not yet reached target whilst nationally numbers are significantly down. The college had plans for significant in-year starts and achieving income targets in this area remained a significant challenge and focus for staff. HE: to date enrolment was slightly up for full-time students and slightly down for part-time students. **Teacher Pension Scheme:** This was noted as potentially a huge cost that would need to be picked up. Members of the Finance Advisory Group would look at this in more detail and further information would be provided to the Board in November 2018. **RESOLVED:** The Board received the report from the Principal. |  |
| **011-1819** | **COLLEGE IMROVEMENT PLAN - 2017/18**The VP Curriculum noted the main areas for concern included the slippage in GCSE English results and maximising success rates. It was confirmed that some courses were being very closely monitored via an intensive care model. Board Members were made aware that English and maths results had slipped nationally, and therefore the rise in Maths results at BPC had been an excellent result. **RESOLVED:** The Board received a final progress report from the VP Curriculum. |  |
| **012-1819** | **KPI MONITORING**For information: To receive and review the Performance Dashboards – 2017/2018:1. **Academic Dashboard (VP Curriculum)**

All contract attendance was currently 87% overall, 1% below the College target but 2% above at the same point last year.Retention was 1% lower than the year-end last year at 92% for all ages, areas where retention was particularly poor were being closely reviewed. 1. **People Dashboard (EDHR)**

Long term and frequent periods of sickness continued to be discussed and appropriate action plans put in place as part of the new monthly HR Business meetings. Steps had also been taken to address some very long term absences. It was noted that in some cases there was a direct correlation between staff sickness and poor student performance. Staff turnover levels remained steady and below the baseline of 14%. There was a slight increase in August due to the end of the academic year. 1. **Finance and Commercial Development Dashboard (VP F&CD)**

It was noted that Staff costs as a percentage of income exceeded 70% due to income being down. It was also confirmed that an interim financial accountant in WESS would be undertaking a full review of cash flow. 1. **Resources Dashboard (EDHR and VP F&CD)**

Total accidents were down on the previous year and reporting continued to be thorough. One incident had occurred during the summer, involving a contractor, which had been reported.  |  |
| **012-1819** | **RISK MANAGEMENT**The latest Risk Register was presented to the Board and the VPF&CD noted new risks which were likely to be added when the next updates were completed, ahead of the autumn term Audit Committee meeting. Board and Executive Members confirmed they felt that all risks had been identified and risks were being mitigated as necessary. It was noted that TIAA (Internal auditors) had recently provided a newsletter to the Audit Committee, in this the Institute of Internal Auditors List of 2019 ‘Hot Topics’ were identified and these included Cyber Security and Data security/protection. The National Cyber Security Centers (NCSC) had identified a range of questions which would help generate the right discussions between Board Members and their Chief Information Security Officer (CISO), and increase awareness of key topics in cyber security. Five core questions which Boards should be asking of their CISOs were provided and college staff have provided a response to the Audit Committee. **RESOLVED:** The Board received an update from the Vice Principal Finance & Commercial Development on the latest Risk Register. |  |
| **013-1819** | **MONITORING REPORTS**1. **Review of Governance Process Policies GP0 – GP11**

The Clerk provided detail on some minor updates to GP0-GP11, which were approved by the Board. 1. **EL1.6 Strategic Risk Management Monitoring**

The VPF&CD noted the compliance statements, which were approved by the Board. **RESOLVED:** The Board received and reviewed the Governance Process Policies and annual monitoring report and confirmed the compliance statements where applicable. |  |
| **014-1819** | **CLERK’S REPORT**Items requiring Board approval:1. **Minutes of the last meeting**

The Board reviewed and approved the minutes of the Board meeting held on 5 July 2018. 1. **Matters Arising & Board Tracker**

The Board reviewed and approved the latest Board Tracker. 1. **Terms of Reference (ToR) – To review and approve Committee ToR for 2018/19.**

The Board reviewed and approved the Committee ToR for 2018-19, subject to a further update to the Remuneration Committee ToR, to clarify that neither the Chair nor the Vice-Chair of the Board would be eligible to Chair the Remuneration Committee. 1. **Instrument & Articles – to review and approve updates to the Instrument.**

The Clerk noted that following changes to the Charities Act around disqualification of Trustees, revisions had been made to paragraphs 8 and 10 of the Instrument of Government relating to eligibility and termination of office of Members. These updates were approved by the Board. **RESOVLED**: The Board received and approved items noted above.Items for note: 1. **Audit Committee Minutes**

The Board noted the Audit Committee minutes from 18 June 2018.1. **Learning Walk Schedule**

The learning walk schedule for academic year 2018-19 was noted by the Board. It was agreed that the Clerk would send outlook requests and Board Members could accept or decline as appropriate. It was also noted that should Board Members require additional dates for learning walks, the Clerk would organise these on request. 1. **SAR Validation Schedule**

The validation of Self-Assessment Reports (SAR) schedule was noted by the Board. It was agreed that the Clerk would send outlook requests and Board Members could accept or decline as appropriate. 1. **Board Training (online)**

Safeguarding and Prevent - The Clerk confirmed that Board Members (except those that had taken up office in the last 18 months) would be required to refresh their Safeguarding and Prevent training, the Clerk would circulate details on how to access the online training modules shortly. 1. **Declaration of Eligibility**

The Clerk noted that Board Members would be required to confirm their continued eligibility, following changed to the Charities Act. The Clerk would bring forms to the November 2018 Board meeting for completion. **RESOLVED:** The Board received and noted items listed above. |  |
| **015-1819** | **CHAIR’S ACTIONS**It was noted that one to one meetings between the Chair and Board Members had been taking place over the last month and were now all completed. It was reported that Board Members all supported increased simplicity of Board papers, to ensure focus on the most relevant areas.It was confirmed that two Board Members would be finishing in 2019, Roger Blaber in February and James Hampton in August. The Search Committee had recently considered the process for the recruitment of new members and were proposing that the College advertise the two vacancies. A webpage would be created which could be shared amongst contacts, it was noted that a focus on increasing board diversity had been agreed previously and this would be pursued. A focus on replacing skills and experience in the accountancy, risk and Further Education sector would also be sought. The recruitment of a new Chair and Vice-Chair would also need to take place and it was agreed at the Search committee that there was enough interest from existing members to not need to recruit externally to these roles. It was confirmed that the Clerk would confirm the process and exact timescales to Board Members in due course. **RESOLVED:** The Board noted the updates provided by the Chair.  |  |
| **016-1819** | **ANY OTHER BUSINESS** No items of Any Other Business were raised.  |  |
| **017-1819** | **DATE OF NEXT MEETING** Thursday 8 November 2018, 16.00 at North Road. |  |
| **018-1819** | **EVALUATION** The Chair asked for feedback on the proceedings, it was agreed that a balance needed to be achieved in terms of allowing sufficient time for discussion and debate whilst being mindful of time commitments and availability of Board Members and College staff. It was agreed that opportunities to utlise the GVO further to encourage some aspects of business to be dealt with outside the meetings would continue to be pursued. Student involvement was also noted as an area for continuous development. Executive Members fed back that a focus on the content and not just the format would be beneficial.  |  |
| **019-1819** | **CONFIDENTIALITY** To seek members’ advice as to which items on the agenda should be treated as confidential.No items were deemed confidential.  |  |