# The Bournemouth and Poole College

**MINUTES OF THE BOARD MEETING HELD ON 5 JULY 2018**

# Members Present:

|  |  |  |  |
| --- | --- | --- | --- |
| James Hampton | Chair - Apologies | **In Attendance:** |  |
| Roger Blaber | Vice-Chair (Chair - 05/07/18) | Marianne Barnard | Clerk to the Corporation |
| Diane Grannell | Principal | Michael Johnson | Vice Principal F&CD |
| Caroline Foster | Apologies | Jacqueline Page | Vice Principal Curriculum |
| Angela Rowley |  | Caroline Wayment | Exec Director of HR & OD |
| Gail Ninnim |  |  |  |
| David Ford |  |  |  |
| John Taylor |  |  |  |
| Lorna Carver |  |  |  |
| Sue Wellman |  |  |  |
| Bill Cotton | Apologies |  |  |
| Fran Bove | Staff Member |  |  |
| Derrick Mason | Student Member |  |  |
| Whitney Sharp | Student Member - Apologies |  |  |

|  |  |  |
| --- | --- | --- |
| **PART A** | | |
| **STRATEGIC SESSION – VALUE ADDED** | | |
| The VP Curriculum gave a presentation to the Board on Value Added. It was noted that Value Added measured progress made by students whilst at college, from their starting point and that it was limited to specific level 3 graded provision. It was noted that the national profile of Value Added success had increased significantly over the last few years and it was reported that Bournemouth and Poole College staff had been working very hard to improve our Value Added scores.  Good progress in this area relied on a number of things, including the motivation levels of the students as well as teaching staff stretching and challenging students appropriately.  It was noted that whilst Value Added scores were limited to specific provision, it was important to acknowledge that the work being done by teaching teams around Value Added, would benefit and improve progress across all groups of college students. It was also noted that added value linked to student’s personal development was very good at the college, however this was measured through the College SAR and not through formal Value Added metrics.  Issues had been identified and addressed over the last year to ensure more accurate reporting of Value Added and a range of actions had been taken, including: implementation of a Value Added cycle, raised awareness with teachers, tutorial discussions and individual target setting, stretch and challenge activities for individual abilities, staff development and quality practitioner support. | |  |
| **BOARD MEETING** | | |
| **41/18** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from James Hampton, Caroline Foster, Bill Cotton and Whitney Sharp. |  |
| **42/18** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **EXECUTIVE REPORTS** | | |
| **43/18** | **PRINCIPAL’S REPORT**  The Principal’s Report was presented for information, key items noted included:  **Academic Matters:**  It was reported that although retention was slightly lower than it was at the same time last year, there had been some positive messages at the recent performance review regarding there being fewer at risk students. All GCSE exams had now been completed and there had been a significant increase in attendance compared to last year: maths was 96% (an 11% increase) and English was 92% (a 4% increase). A-level exam attendance was also high at 99.6%, with only three exams being missed by one student.  **Enrolments and Financial Matters:**  It was confirmed that delivering the forecast surplus for 2017/18 was continuing to be a real challenge, with the problems all concerning securing income. A fuller update would be given during the finance dashboard item.  As at the end of May 2018, 16-18 applications for 2018/19 were down by 5% for full time courses and up by 4% for apprenticeships, making a 3% drop overall. Adult applications for full time courses were 6% down and 15% up for apprenticeships, making a 2% increase overall. HE applications were once again a concern.  **People and Employment Update:**  It had been almost a year since the launch of teambpc, the College’s employee engagement initiative. It was noted that a number of changes and projects had been successfully delivered by the teambpc strands during the year, including the welcome re-introduction of an annual staff awards event.  **Business Development Update:**  The Dorset Local Enterprise Partnership (LEP) had recently launched an invitation to bid for capital funds. Two possible bids were being considered by the college, firstly a bid to progress the Skills Escalator project, following the unsuccessful Institute of Technology (IoT) bid. Secondly, following planning permission for the Lansdowne re-development being secured, a bid for this project would be considered. The deadline date of 28 September 2018, was ahead of the first scheduled Board Meeting of the 2018/19 academic year, therefore it may be necessary to seek Board approval ahead of the deadline, if any form of match funding was to be committed for either project. The Clerk would contact Board Members should this be necessary.  **Safeguarding and Prevent**:  The college had recently learnt that there would be a Serious Case Review concerning a college student that had died in 2017.  **Priorities for 2018/19:**  Priorities for 2018/19 were noted, including: further improving success rates, improving Value Added, progress tracking and target setting for students, pilot of new lesson observation/teaching staff performance management model, achieving income targets, teambpc project, staff and student wellbeing (especially mental health issues), strategies to attract and retain staff especially in areas such as Engineering and Construction, implementing our new HE strategy and in particular developing higher level courses and extended work placement pilot in preparation for T Levels.  **RESOLVED:** To note the report from the Principal. |  |
| **44/18** | **COLLEGE IMPROVEMENTS PLANS - UPDATE**  **Further Education (FE) including Residential:**  The VP Curriculum reported on the target for 100% participation in industrial updating for all teaching staff and assessors, significant improvement had been seen but work was ongoing to achieve 100%.  It was noted that overall College attendance was currently at 87%, the VP Curriculum was confident that the target of 88% would be achieved.  **Higher Education (HE):**  It was noted that the strategic review needed of the breadth and relevance of the curriculum offer with regards to employer demand and skills shortages would come to the Board in the Autumn term.  **RESOLVED:** The Board received the progress report updates from the VP Curriculum. |  |
| **45/18** | **KPI MONITORING**  The Board received and reviewed the latest Performance dashboards:   1. **Academic**   The VP Curriculum presented key items including attendance which was at 87% and 2% above where we were last year. Retention levels were noted as good overall but the focus would continue to be on achievement.  **RESOLVED:** To note the Academic dashboards.   1. **People**   The Director of HR & OD noted that sickness absence levels were flagged as amber, however looking at the recently published AoC Workforce Survey, the national average was 3% and above the current Bournemouth and Poole College rate of 2.6%. Staff turnover remained steady at 13% and below the sector average of 17.4%.  **RESOLVED:** To note the People dashboards.   1. **Finance & Commercial Development**   The VP Finance & CD provided an update on the changing financial position. The budgeted surplus for the year was £227k, however a shortfall in income had resulted in a challenging financial position. 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 work would continue to recover that to nearer breakeven.  The VP Finance & CD noted a range of apprenticeship opportunities which were being pursued to boost income.  **RESOLVED:** To note the Finance & Commercial Development dashboards.   1. **Physical Resources**   There had been one RIDDOR reportable accident for the period, where a staff member in construction had fallen from height.  The year to date accidents (32) showed a decrease compared to the same period last year (40).  **RESOLVED:** To note the Physical Resources dashboards. |  |
| **46/18** | **BUDGET 2018-19**  The VP Finance & CD presented the commentary. The full report was being presented to the Board and it was noted that some explanatory text would be removed before being submitted to the ESFA.  It was noted that at the Board meeting on 17 May 2018, the Board spent a significant amount of time discussing the 2018/19 budget and longer term financial planning. At that meeting the Executive presented a draft budget for 2018/19 which disclosed a £350k deficit before a cost of living increase and before any investment in Sales and Marketing. Board Members gave a steer that the Executive should produce a balanced budget including a 1% pay award and separately include a specific £250k contingency for an investment in Sales and Marketing. Members also agreed the establishment of a Board task and finish group to look specifically at the development of a Sales and Marketing Plan, this group met for the first time on 30 May 2018 and it was agreed that only once the plan had been sufficiently progressed and the group had identified where any investment would be most effective in terms of income growth, would the group revert to the Board to draw down any of the £250k specific contingency.  Members of the Finance Advisory Group (FAG) had been presented at a meeting on 13 June 2018, with a draft budget which did achieve a breakeven position after including a 1% pay increase; this became a £250k deficit with the addition of the specific Sales and Marketing contingency. Members of FAG recommended this budget to the Board, having recognised all the challenges and risks in delivering this budget.  The VP Finance & CD confirmed that the financial plan being proposed would continue to deliver an ESFA financial health grade of Good. It was also noted that at a recent Audit Committee meeting, the external auditors had presented a benchmarking document which showed a large number of colleges across the country had significant debts.  **RESOLVED:** The following recommendations were approved by the Board:  a) That the Financial Forecast 2017/18 to 2019/20 was approved.  b) That the Financial Forecast to be submitted to the Education & Skills Funding Agency (ESFA) by the 31st July 2018 was approved.  c) That the 2018/19 Budget was approved. |  |
| **47/18** | **RISK MANAGEMENT**  The VP F&CD presented the Risk Register that had been reviewed in detail at the Audit Committee meeting on 18 June 2018. The dashboard highlighted movement within the register and the new risks added were noted.  **RESOLVED:** To note the update from the Vice Principal Finance & CD on Risk Management and the latest Risk Register. |  |
| **REGUALR BUSINESS** | | |
| **48/18** | **MONITORING REPORTS – Executive Limitation Policies**  The Board received and noted the annual monitoring reports and confirmed the compliance statements for:  i) EL5 Asset Protection (VPF&CD)  ii) EL3 Financial Planning & Budgeting (VPF&CD)  iii) EL6 Emergency Principal Succession (Principal)  iv) EL7 Remuneration & Benefits (Principal)  **RESOLVED:** To approve the annual monitoring reports and compliance statements listed above. |  |
| **49/18** | **BOARD POLICY REVIEW – Strategic Objectives: SO0-SO3**  The Board reviewed the proposed updates to the SO0-SO3 policy, it was agreed it had been timely to review the wording around the geographical focus of the college and the Board agreed the proposed updates.  **RESOLVED:** The Board agreed the proposed amendments to the Strategic Objectives: SO0-SO3. |  |
| **50/18** | **2018/19 FEES POLICY**  The VP Finance & CD presented to the Board the updated Fees Policy for 2018/19, it was noted that the updates focused around requirements from the Office for Students (OfS).  **RESOLVED:** Board Members approved the 2018/19 Fees Policy. |  |
| **51/18** | **SU BUDGET 2018/19**  The BPCSU proposed budget for 2018/19 was presented to the Board. Board Members reviewed and approved the budget.  **RESOLVED:** To approve the BPCSU budget for 2018/19. |  |
| **52/18** | **STUDENT VOICE**  i) To receive an update from the Student Board Member on the Student Voice Meetings Report - Summer Term 2018.  The Student Board Member noted that HE provision had been running smoothly and that end of year feedback to staff would be undertaken shortly, following the conclusion of final exams.  The VP Curriculum provided an update on items relating to FE, including: the consistency of tutorials and ensuring all students had access to one to ones and ensuring that students were aware of assessment timetables and that where possible, assessments were spaced across the academic year. It was noted that these items were being tracked.  **RESOLVED:** To note the Student Voice reports. |  |
| **53/18** | **WESSEX EDUCATIONAL SHARED SERVICES (WESS) UPDATE**  It was reported that there had been some ongoing issues with HR service levels, partly due to high levels of staff turnover within the HR team in WESS. It was reported that currently the VP Finance & CD and the Director of HR & OD were meeting weekly with senior WESS staff, to ensure service levels were monitored.  **RESOLVED:** To note the update on WESS. |  |
| **54/18** | **CLERK’S REPORT**  The Clerk presented the report to the Board and items for approval and note were considered.  **Items requiring Board approval:**   1. To review and approve the minutes of the Board meeting held on 17 May   The minutes of the Board meeting held on 17 May 2018 were approved as an accurate record.  **Items for note:**   1. To review and note matters arising from the Board meeting held on 17 May 2018 & the latest Board Tracker.   The Board reviewed and noted the matters arising from the meeting on 17 May 2018 and the latest Board Tracker.   1. To note the minutes of the Search Committee meeting held on 17 May 2018   The Board noted the minutes of the Search Committee meeting held on 17 May 2018.   1. To note the minutes of the Finance Advisory Group meeting held on 13 June 2018   The Board noted the minutes of the Finance Advisory Group meeting held on 13 June 2018.  **RESOLVED:**  To approve and note items as listed above. |  |
| **55/18** | **CHAIR’S ACTIONS**  It was noted that a learning walk in Service Industries had taken place in May 2018. |  |
| **56/18** | **ANY OTHER BUSINESS**  There were no items of Any Other Business. |  |
| **57/18** | **DATE OF NEXT MEETING**  Thursday 4 October 2018, 16.00 at North Road. |  |
| **58/18** | **EVALUATION**  It was agreed that it had been a positive meeting with appropriate debate. |  |