

BOURNEMOUTH AND POOLE COLLEGE**PART A - MINUTES OF THE BOARD MEETING HELD ON 6 FEBRUARY 2020**

Members:		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	
Lorna Carver	Board Member	Apologies
Stewart Cotterill	Board Member	Apologies
Bill Cotton	Board Member	Apologies
John Dale	Board Member	
Ian Jones	Board Member	
Dan Tout	Board Member	
Sue Wellman	Board Member	Left the meeting at 18.15
Arthur Whiteside	Board Member	
Diane Grannell	Board Member and College Principal	
Jonathan Wood	Staff Board Member	Apologies
Johnnie Kennedy-Foote	Student Board Member (Higher Education)	
Zach Rumble	Student Board Member (Further Education)	Apologies
In Attendance:		
Marianne Barnard	Director of Governance & Clerk to the Corporation	
Michael Johnson	Vice Principal Finance & Commercial Development	Apologies
Jacqueline Page	Vice Principal Curriculum	

PART A		
Board Meeting		
054-1920	APOLOGIES FOR ABSENCE Apologies were received from Lorna Carver, Bill Cotton, Stewart Cotterill, Jonathan Wood, Zach Rumble and Michael Johnson.	
055-1920	DECLARATIONS OF INTEREST No declarations of interest were noted.	
056-1920	PRINCIPAL'S REPORT The Principal noted the following key points from the report: <u>National Policy Context</u> The ESFA were running a pilot to switch all non-levy paying employers to the DAS (Digital Apprenticeship Service) ahead of this going live for all employers. It was noted that this would open up the non-levy market to all providers on the RoATP, not just those (like the College) who had an allocation. <u>Operational Update</u> It was noted that the college was on full alert for the Ofsted Monitoring Visit. CONFIDENTIAL NOTE IN PART B The Principal confirmed that the college had been selected for a FE	

	<p>Commissioner Team Diagnostic Assessment which would take place on 24 and 25 March 2020. The assessment would provide challenge on the College's plans to improve its quality and finances and would result in three possible outcomes: No action, Recommendations to strengthen the existing plans or Formal intervention. The FEC Team would speak to various individuals and groups including the Chair, Members of the Exec, the Clerk and a group of governors.</p> <p><u>International</u></p> <p>Following the news in the December 2019 Principal's report of two new contracts in Brazil, the first group of students had now arrived in the UK. It was noted that the College was considering forming a consortium with a small number of other colleges to secure larger contracts through a consultant in Latin America. Developing this new market would reduce the College's prior dependence on the Chinese market which had dried up following the College RI Ofsted grade. The Board would be kept informed of any further developments.</p> <p><u>New Strategic Plan</u></p> <p>Following the Board Away Day in January 2020, the Chair of the Corporation and the Principal had been considering a timeline to develop the new Strategic Plan. A session for a group of Board Members & Exec would be scheduled to look further at the Strategic Outcomes, Vision and Mission and the outcomes of this would be reported to Board at the March 2020 meeting. The Exec would also work with the SLT, CMT and staff body to develop a response, which would come to the May 2020 Board. It was anticipated that the final plan would be considered and signed off at the July 2020 Board meeting.</p> <p>The Principal shared the news that the College's Electrical Department were national finalists in the 2020 AAC Apprenticeship Awards (Construction Apprenticeship Provider of the year category). Forty-four organisations and individuals had been shortlisted in twenty two categories after more than three hundred and fifty entries were submitted by colleges, training providers and employers. The winner would be announced at an event in Birmingham on 2 March 2020.</p> <p>The Chair of the Board challenged the Exec on the TLAR process, asking whether improvements were being seen? It was requested that some information on trends were added to the reporting, including details on what proportion of the curriculum areas had been covered to date. The Principal would provide additional information.</p> <p>RESOLVED: The Board received and noted the report from the Principal.</p>	Principal
057-1920	<p>COLLEGE IMPROVEMENT PLAN (COMING BACK STRONGER)</p> <p>The VP Curriculum noted the following key points from the Coming Back Stronger Summary Report:</p> <p>It was reported that no areas were now flagged red. It was noted that there were a limited number of areas flagged green, as this flag was limited to areas which had been fully completed.</p> <p>Board Members noted that it had been nearly a year since the Ofsted Inspection, it was recognised that the Coming Back Stronger Plan was in place and staff had been working hard to address areas for development, however Members of the Exec were asked to consider what the main areas for concern still were. The VP Curriculum noted that some pockets of lower than expected attendance was still an issue, however there had been a focus on ensuring students were still learning even if they were not able to attend college for specific reasons.</p> <p>It was noted that the full Coming Back Stronger Plan for Art & Design had been made available to Board Members, to provide evidence on the level of detail</p>	

	<p>being covered at curriculum area. It was agreed that the Coming Back Stronger Plan for a different curriculum area would be provided in the papers for each Board meeting.</p> <p>RESOLVED: The Board noted the latest Coming Back Stronger Plan Summary Report and the Art & Design Coming Back Stronger Plan.</p>	
058-1920	<p>KPI MONITORING - PERFORMANCE DASHBOARDS 2019/20</p> <p>For information: To receive and review the latest Performance Dashboards for:</p> <p>i) Academic</p> <p>The VP Curriculum noted the current attendance rates which were 1% lower than last year, however it was noted that some data reconciliation exercises were to be completed and the VP Curriculum was confident that following these improvements would be seen. Retention levels were on target. Apprenticeship timely success levels were flagged as amber.</p> <p>ii) People</p> <p>The KPI's for Sickness Absence and Staff Turnover were noted. It was reported that staff turnover levels were high due to redundancies.</p> <p>iii) Finance & Commercial Development</p> <p>The Principal presented key points from the KPI's and the College Management Accounts, including AEB and apprenticeship starts. Cash flow levels were noted as strong at the moment.</p> <p>iv) Resources</p> <p>Accident levels for 2019/20 were noted.</p> <p>RESOLVED: The Board noted the 2019/20 KPI Dashboards and the December 2019 College Management Accounts.</p>	
059-1920	<p>INTEGRATED FINANCIAL MODEL FOR COLLEGES (IFMC)</p> <p>It was reported to the Board that in response to worsening financial performance across the FE Sector the ESFA had introduced a new financial return (IFMC) to be submitted by 28 February 2020. The return required Board approval. It was agreed that the Finance Advisory Group would review the model in detail at their meeting on 24 February 2020, following this, full Board approval would be requested via the GVO prior to submission to the ESFA by 28 February 2020. It was agreed that all Board Members would be invited to the FAG meeting and a number agreed to attend to support the process.</p> <p>RESOVLED: The Finance Advisory Group would review the model in detail at their meeting on 24 February 2020, full Board approval would be requested via the GVO prior to submission to the ESFA by 28 February 2020.</p>	
060-1920	<p>SAFEGUARDING AND CHILD PROTECTION POLICY 2019-20</p> <p>The Board reviewed the updated Safeguarding and Child Protection Policy 2019-20. It was noted that one addition had been made to the policy, the addition of a section on 'up skirting'.</p> <p>RESOLVED: The Board approved the updated Safeguarding and Child Protection Policy 2019-20.</p>	
061-1920	<p>STUDENT VOICE REPORT</p> <p>To receive a verbal report from the Student Board Members on:</p> <p>i) Student Voice Meetings Report - Autumn Term 2019</p>	

	<p>The HE Student Board Member provided an update on the “Our Voice, Our College” week initiative and provided some feedback on his own experiences, including:</p> <ul style="list-style-type: none"> • Communication with tutors was good and staff responded promptly to emails • Feedback on assignments was useful and supported further learning • The HE Common Room at North Road had been improved and staff had listened and responded to requests for additional facilities • It was noted that some HE students had not fully understood the difference between studying at the College and the validating University. <p>RESOLVED: The Board noted the Student Voice Report</p>	
062-1920	<p>CLERK’S REPORT</p> <p>Items requiring Board approval:</p> <p>i) To approve Part A Minutes of the Board meeting held on 12 December 2019</p> <p>The Board reviewed and approved the Part A minutes of the Board meeting held on 12 December 2019 as a correct record.</p> <p>ii) To consider any matters arising from the minutes and approve the updated Board Tracker</p> <p>The Board reviewed and approved the latest Board Tracker.</p> <p>iii) To approve updates to the Board-Executive Delegation Policies ED0-ED4</p> <p>The Board noted and approved the proposed amendments to Governance Policies ED0-ED4.</p> <p>RESOLVED: The Board reviewed and approved the above items.</p> <p>Items to be noted by the Board:</p> <p>i) To note the latest Risk Register</p> <p>The latest Risk Register was presented to the Board and it was noted that updates would be made ahead of the spring term Audit Committee meeting where it was planned to devote time to looking in detail at the current identified risks. It was noted that the current top five risks had been included for some time, it was requested that the Audit Committee consider these further.</p> <p>RESOLVED: The Board reviewed and noted items above.</p>	
063-1920	<p>CHAIR’S ACTIONS</p> <p>There were no Chairs Actions to report.</p>	
064-1920	<p>ANY OTHER BUSINESS</p> <p>The Chair noted that he had attended an ETF Chairs’ Development Network event on 3 February 2020.</p>	
065-1920	<p>DATE OF NEXT MEETING</p> <p>The next Board events would take place as follows:</p>	

	<ul style="list-style-type: none"> • Student Voice Conference & Board Meeting – Wednesday 11 March 2020, at the RNLI, Poole • Board Meeting – Thursday 14 May 2020, 16.00-19.30, at North Road 	
066-1920	<p>EVALUATION</p> <p>The Chair provided feedback that had been received following the December 2019 meeting.</p> <p>It was noted that the online meeting evaluation survey for 6 February 2020, would be shared with all Board Members following the meeting.</p>	
067-1920	<p>CONFIDENTIALITY</p> <p>Confidential items were noted in Part B.</p>	