# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 7 FEBRUARY 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 |  |
| Bill Cotton | Board Member |  |
| Fran Bove | Staff Board Member | Apologies |
| Cameron Whittingham | Student Board Member | Apologies |
| 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** | | |
|  | **Briefing update from Kimberley Coe - Ofsted changes**  Kimberley Coe, Director of Quality presented to the Board on the proposals for changes to the Education Inspection Framework from September 2019.  Some key changes were highlighted:   * The new framework will draw on the knowledge built up through Ofsted’s inspection history as well as wider research. * There would be a continuity, but also a sharper focus on the quality of education rather than on data, workload for teachers, lecturers and leaders and the student experience. * The curriculum would be at the heart of the new framework * Alongside refocusing on the curriculum, the proposed new framework would focus on reducing the pressures on teachers, lecturers, practitioners and leaders, particularly where those pressures are associated with inspection. |  |
| **Strategic Session** | |  |
|  | **Presentation from the Principal – Sector Data**  The Principal presented to the Board a range of sector and college data.  Highlights included:   * Data on where young people were educated - over 50% in colleges with smaller numbers in Academy and School Sixth Forms, Studio Schools, Free Schools and other providers. * The average size of providers – colleges on average had almost 2500 16-18 year olds. * 1,613 providers had fewer than 200 students, roughly double the number than in 2009. These include: 801 academy and free school sixth forms out of 1,512 (53%), 266 school sixth forms out of 445 (60%) and 23 studio schools out of 24 (96%). * Pass rates for English and maths at both the College and across the sector were noted. |  |
| **056-1819** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Angela Rowley, Fran Bove, Cameron Whittingham and Kellie Northover. |  |
| **057-1819** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **058-1819** | **PRINCIPAL’S REPORT**  National Policy Context  The Principal reported that the responsibility for distributing the Adult Education Budget (AEB) in 2019/20 would be taken on by several devolved administrations. In order to establish baseline budgets, providers delivering to students with an address in a devolved area would have their funding allocation reduced by that amount and the money would be redirected to the devolved administration in question. The impact on the College 2019/20 budget would be a reduction of £431k, due to the online provision.  It was also noted that the Funding Letter for 2019/20 had been published and it confirmed that there would be no change to the 16-18 funding rate of £4,000, although there could be some additional funds for disadvantaged students.  Quality  The Principal reported that the College application to join the Office for Students Register of HE Providers had been successful. It was noted that during April 2019, the College would be required to re-apply to go on the Register of Apprenticeship Training Providers.  It was noted that the College had been piloting provision for under-16 Elected Home Educated students. The College has been overwhelmed by the demand and was finding that it did not have the expertise or sufficient resources to provide the requisite level of support for these students. The decision had therefore been taken not to offer the provision again, but to work with the Local Authority and local schools to consider the appropriate support for this group of under-16s.  External Networking and Initiatives  It was noted that the college had recently hosted a meeting of four south coast Collab colleges to discuss if and how the colleges could work together collaboratively to win new income. It was also reported that the College would be joining a Collab International Group.  The Principal confirmed that Keith Smith, the ESFA’s Director of Apprenticeships would be visiting the College on 1 March 2019. The Chair of the LEP Jim Stewart, had unfortunately had to postpone a visit to the college just before Christmas 2018 and the re-arranged date at the start of February 2019.  Operational Update  It was noted that following discussions at the recent Board Away Day, a suggested format for Board monitoring of progress against the Strategic Plan had been shared and the Principal was looking at how this could be adopted for use within the College.  Academic Matters  National performance tables had been published by the DfE on 24 January 2019. These showed a significant improvement in the College’s value added score for Applied General qualifications from -0.66 to -0.21 and while this involved only 109 students, it lifted the College well out of Minimum Levels of Performance. Unfortunately A Level Value Added fell to -0.5 (117 students) from -0.37. The College’s Maths and English Progress Scores improved to -0.13 for Maths and -0.04 for English compared to the previous year’s scores of -0.26 and -0.17 respectively.  Enrolment & financial matters  It was noted that the College was achieving growth on Apprenticeship delivery, re-establishing the baseline following last year’s shortfall meant the College was not delivering to the original budget. A recent meeting with the ESFA reinforced the difficult environment for non-levy Apprenticeships with the very real prospect that this income line faced constraints in the foreseeable future and that growth was only likely to be possible by way of levy employers. The way in which the non-levy budget had been broken into separate budget lines meant the College was running the risk of not being paid for over delivery on one budget line at the same time as the ESFA banks savings due to under-delivery on other lines representing a risk to the forecast of c£375k.  Property & Resources Update  It was reported that the College had recently been informed that neither of the Local Enterprise Partnership (LEP) bids had been successful. A review via the Dorset Gateway to see if any other sources of funding may be a possibility had been requested. In addition the projects would be looked at again to identify if any elements would be deliverable without capital funding support. The Principal had asked for clarification about the status of the bids, as the intention was to create a pipeline of bids in readiness for when new funding became available.  **RESOLVED:** The Board received and noted the report from the Principal. |  |
| **059-1819** | **KPI MONITORING – PERFORMANCE DASHBOARDS 2018-19**  For information: To receive and review the latest Performance Dashboards for:   1. Academic   The VP Curriculum noted that attendance was good at 91% overall, 2% higher than at the same point last year. Classroom attendance for 16-18 year olds was currently at 91%, apprenticeship attendance for 16-18 year olds at 95% and Higher Education attendance at 92%. Apprenticeship attendance for adults was at 93% and attendance for classroom adults was at 88%.  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 seven lessons observed to date. Of these, one hundred (93.45%) had been rated good and seven (6.5%) as requiring improvement. It was pleasing to report that there had been forty lessons which had cited outstanding practice, compared to just twelve in the whole of 2017/18.  Apprenticeships timely success: Current best case success was at 77.83% against a national rate of 60.8% and a College target of 74%.   1. People   Staff sickness levels were flagged as amber. It had been discussed previously at Board that it was believed sickness absence was being under reported. HR colleagues had been working closely with Managers to support and educate them in using the self-service system more effectively and to resolve those not processed. It was predicted that there would be a rise in January 2019 figures.  Staff Turnover levels for November and December 2018 had shown an increase, this was due in part to the restructure in December 2018. It was reported that appraisal completion levels were currently at 95%.   1. Finance & Commercial Development   The VP F&CD noted that the budgeted deficit for the year was after the Sales and Marketing contingency of £250k. A forecast for the year had been produced which suggested a deficit of £0.5m assuming we would not be spending this contingency. Work was ongoing investigating some of the income shortfalls and attempting to extract more non-pay savings. The position was reported to Senior Leadership Team on 17 December 2018, where it was agreed there would be a complete freeze on staff recruitment, unless there would be a direct, negative impact on students  Income: It was reported that the budget for the year was £32,276k (2017/18 actual £32,023k) and at the current forecast suggested £31,577k of income would be generated. The revised prediction of apprenticeship income was £6.4m versus an original budget of £7.1m; however it was noted that the £6.4m represented in-year growth of £1m or 20% on last year’s actual income.  Staff costs: The VPF&CD noted that there has been an overspend of £56k in December 2018 as a result of one-off costs of £59k relating to redundancy. The savings accruing from the loss of these posts and the impact of other staffing changes would reduce the forecast spend against budget by £449k.  Non-staff costs: It was reported that there was a favourable variance of £291k in the year to date. The College was currently forecasting savings of £406k for the year but all budget holders had been told to keep within the costs they incurred last year which would result in further savings.  It was noted that it was not anticipated that the College would spend any of the £250k contingency that had included for sales and marketing, however since re-organising the marketing area under the Commercial Director a number of savings had been identified which has allowed the College to reinvest in various initiatives, including the new partnership with AFC Bournemouth Football Club.  Staff costs as a % of income: The College’s share of WESS staff costs was included in the reporting to Board, however in the management accounts the contribution towards the cost of running WESS appeared as a non-pay cost. The Board were reminded that a couple of years ago the FE Commissioner suggested colleges should aim to have a staff cost as a percentage of income less than 65%, but increasingly the sector was finding this difficult to achieve as income reduced and pressure on pay costs increased.  Student Numbers (16-18 Classroom): The target for 2018/19 was 2955 (lower than the 3017 allocation). The return to the funding body in December 2019 reported 2909, which will result in a reduced allocation in 2019/20. The 2018/19 target assumed 50 starts post-Christmas, to date 35 students post-Christmas have been enrolled and there were another 18 to interview.  FE Adults: Previously in this category student numbers rather than income had been reported to Board, however despite significantly over-recruiting in 2017/18, income was down and as a result it had been necessary to subcontract significantly more delivery than anticipated. The graph now reflected income and it was reported that the College was currently tracking ahead of the same point last year but behind budget. At a recent Executive Planning Day, a strategic approach to adult delivery was discussed and work was currently ongoing.  Apprenticeship starts: In 2017/18 the Board looked at total numbers of apprentices (including those that had rolled over from previous years). In 2018/19 in-year starts only were being reported as this was what drove the bulk of income. The target for the period to December 2018 was 1110 and 810 had been enrolled. In December 2018 a revised set of targets were produced for the rest of the year which assumed the College would have 1045 starts in 2018/19 (compared to 920 in 2017/18). The target for January 2019 was 59 starts which had already been exceeded and gave some degree of confidence that the target-setting was now more realistic.  The VP F&CD noted the cash flow position and that this was being monitored carefully. The position at the end of August 2018 was £312k ahead of budget but the College had now slipped to a position which was £853k worse than budget. The forecast cash flow for the rest of the 2018/19 year assumed that by the end of the year the College would only be £141k worse than budget and this would be achieved by freezing £500k of the £1.35m capital budget.   1. Physical Resources   During November 2018 there had been one non-reportable accident to a member of staff, and two non-reportable accidents to students. During December 2018 there had been two non-reportable accidents to students. There were no RIDDOR reportable accidents during both periods. Academic Year to date accidents were at eleven, compared to ten during the same period last year.  **RESOLVED:** The Board noted the latest KPI Dashboards. |  |
| **060-1819** | **COLLEGE IMPROVEMENT PLAN**  The VP Curriculum presented the summary report of the College Improvement Plans and confirmed one of the key focuses was currently the destination and progression of students. It was noted that reporting options for destination data including national comparisons were being reviewed as well as developing an additional field in ProMonitor to capture students intended next steps.  Other areas of focus noted included: Overall achievement rates to exceed national rate in line with outstanding providers and data capture and monitoring for Higher Education students.  **RESOLVED:** The Board noted the latest College Improvement Plans. |  |
| **061-1819** | **RISK MANAGEMENT**  The Vice Principal Finance & Commercial Development presented the latest Risk Register to the Board. It was noted that the Audit Committee would be discussing the Risk Register in detail during the spring term Audit Committee meeting taking place in March 2019.  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.  **RESOLVED:** The Board received an update from the VPF&CD, on the latest Risk Register. |  |
| **062-1819** | **ANNUAL HEALTH AND SAFETY REPORT (EL1.3)**  The Director of HR presented the Annual Health and Safety Report for 2017-18. It was confirmed and agreed that the College had in place, strategies, systems and procedures that provided a safe, healthy environment for its students, staff and members of the community. This extended to ensuring that compliance with legislative and statutory requirements, including the expectations of Ofsted, the Educational Skills Funding Agency and other regulatory and statutory bodies.  **RESOLVED:** The Board received the Annual Health & Safety Report and noted the compliance statements. |  |
| **063-1819** | **STUDENT VOICE**  It was confirmed that the annual Student Voice Conference would take place on 13 March 2019 and that the Board would run a “Meet the Board” focus group as in previous years. It was agreed that meeting with smaller groups of students would be beneficial to ensure that as wide range of students as possible were able to contribute to the discussions.  Board Members were asked to confirm their attendance at the event with the Clerk.  **RESOLVED:** The Board noted the details of the Student Voice Conference taking place on 13 March 2019. | Board Members |
| **064-1819** | **CLERK’S REPORT**   1. Minutes of the Board meeting held on 13 December 2018   The minutes of the Board meeting held on 13 December 2018 were approved.  **RESOLVED:** The Board approved the minutes of the Board meeting held on 13 December 2018.   1. Latest Board Tracker   The Board noted and approved the latest Board Tracker.  Confidential Minute noted in Part B.  **RESOLVED:** The Board approved the latest Board Tracker.   1. Appointment of new Chair and Vice Chair   It was noted that the Search Committee and the Board had previously agreed that there was sufficient interest from current Board Members for the positions of Chair and Vice-Chair of the Board. The Clerk confirmed that all Board Members had been invited to nominate both a new Chair and a new Vice-Chair, to pick up positions through 2019 as the vacancies arose. Nominations had been received, David Ford had received six nominations for the role of Chair and Caroline Foster had received six nominations for the role of Vice-Chair. The Search Committee therefore recommended to the Board the appointment of David Ford as Chair of the Board for a two year term from 1 August 2019, when James Hampton’s term as Chair would end. As previously agreed David Ford would take on the role of Vice-Chair for the interim period until 1 August 2019. The committee also agreed to recommend to the Board the appointment of Caroline Foster as Vice Chair for a two year term starting on 1 August 2019. Board Members agreed both appointments and it was confirmed that the appointments would be formally made at the Board meeting on 5 July 2019.  **RESOLVED:** The Board agreed the appointment of David Ford as Chair of the Board and Caroline Foster as Vice Chair of the Board, from 1 August 2019.  **Items to be noted by the Board:**   1. Verbal report from the Search Committee meeting held on 7 February 2019.   The Chair provided an update on the current Board Member vacancies. It was noted that the Search Committee has worked to create a webpage to advertise vacancies and that the Principal and the Clerk had recently shared the link with various contacts. It was confirmed that three new Board members were needed, two immediately and one from August 2019. It was agreed that there was a continued drive to improve diversity on the College Board whilst also addressing the identified skills gaps.  **RESOLVED:** The Board noted the verbal report from the Search Committee. |  |
| **065-1819** | **CHAIR’S ACTIONS**  1-1s would be scheduled for March 2019  **RESOLVED:** The Board noted the update on 1-1s provided by the Chair. |  |
| **066-1819** | **ANY OTHER BUSINESS**  The capacity of the Executive was noted as a cause for concern by one Board Member. The Principal responded that steps had been taken recently to ensure resource was appropriate, for example a bid-writer had been identified and timetabling had been outsourced, however at a time of significant staff cuts it would be very difficult to not apply the same at all levels of the business. It was agreed that further debate would be beneficial and that the May Board meeting would allow some time to discuss and consider the issue further.  **RESOLVED:** The Board noted the concerns and the response from the Principal. |  |
| **067-1819** | **DATE OF NEXT MEETING**  Board Meeting - Thursday 21 March 2019, North Road. |  |
| **068-1819** | **EVALUATION**  It was agreed that it had been a positive meeting with appropriate focus and challenge from Board Members. |  |
| **069-1819** | **CONFIDENTIALITY**  Board Members agreed that a section of minute reference 064-1819 should be recorded confidentially.  **RESOLVED:** It was agreed that a section of minute reference 064-1819 should be recorded confidentially. |  |