

FINAL

**BOURNEMOUTH AND POOLE COLLEGE**

**PART A - MINUTES OF THE BOARD MEETING HELD ON 7 NOVEMBER 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	
Jonathan Coole	Board Member	
Stewart Cotterill	Board Member	
Bill Cotton	Board Member	
John Dale	Board Member	Apologies
Ian Jones	Board Member	
Dan Tout	Board Member	
Sue Wellman	Board Member	Apologies
Arthur Whiteside	Board Member	Apologies
Diane Grannell	Board Member and College Principal	
Jonathan Wood	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</b>		
	<p><b>Special Educational Needs and Disabilities (SEND)</b></p> <p>Debbie Smith and Lois Knight gave a presentation on Special Educational Needs &amp; Disabilities (SEND) at Bournemouth &amp; Poole College and the new partnership with the Linwood Teaching School Alliance.</p>	
<b>Strategic Session</b>		
	<p><b>Strategic Session - Curriculum Strategy</b></p> <p>The Principal and Vice Principal Curriculum gave a presentation to Board Members on the Curriculum Strategy and it was agreed that the away day for Board Members in January 2020 would be used to debate the Strategic Plan refresh.</p> <p>It was noted that the curriculum review that was underway was being completed with a clear focus on: Intent, Implementation and Impact. Board Members were asked to provide any feedback at this stage to the Executive team.</p>	Board Members

<b>Board Meeting</b>		
015-1920	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies had been received from John Dale, Sue Wellman and Arthur Whiteside.</p>	
016-1920	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest were noted.</p>	
017-1920	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal noted the progress with implementing the operational plan, which it had been agreed would be the main point for discussion. The Board reviewed the appendix which provided detail on the top twelve projects and the Board discussed the current status of each.</p> <p>Board Members noted the potential risks around increasing pension costs. It was noted that the government had agreed to fund increases for colleges until March 2021, it was agreed by the Board that the College should plan on the assumption that this funding would cease in March 2021.</p> <p>It was noted that The Aviation Skills Partnership would be holding an event locally on 18 November 2019, to showcase their plans to establish an aviation academy at Bournemouth airport.</p> <p>The new process for Teaching and Learning Reviews (TLARs) was noted and it was confirmed that three had been completed so far in 2019/20.</p> <p><b>RESOLVED:</b> The Board received and noted the report from the Principal.</p>	
018-1920	<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>Apprentices - It was noted that the latest feedback suggested radicalisation was not yet fully understood. Focus groups of apprentices at North Road and Lansdowne were being convened to understand why messages were not resonating.</p> <p>Behaviour &amp; Attitudes - Attendance levels for 2018/19 were 89%, up 2% on the previous year. The new 'Vision' attendance reports indicated a slightly lower attendance for September 2019, however it should be noted that the methodology had changed and tutorials were now included in the statistic. Some registers were subject to change so the data may change.</p> <p>Leadership &amp; Management - It was noted that SAR Validations were currently being completed. The new TLAR process started in October 2019 and so far three reviews had taken place (Foundation, 6th Form, English and Apprenticeship English/maths/ITC).</p> <p>The Board noted the latest College Improvement Plans.</p> <p><b>RESOLVED:</b> The Board noted the latest College Improvement Plans.</p>	
019-1920	<p><b>KPI MONITORING - PERFORMANCE DASHBOARDS 2018/19</b></p> <p>1. To receive and review the final Performance Dashboards, for:</p> <p>i) Academic (2018/19)</p> <p>Attendance: All modes and age final attendance ended at 89% overall which was 2% higher than 2017/18 and 1% above target.</p> <p>Retention: Classroom retention for students all ages ended at 95% which was 1% higher than target and 2% higher than the previous academic year.</p>	

	<p>Apprenticeship Timely Success: The final timely achievement was 73.6%, this was in line with the 74% target and a 1% increase on 2017/18.</p> <p>ii) People (2018/19)</p> <p>Sickness Absence: Sickness dipped to 2% at the end of July 2019 and was below target.</p> <p>iii) Finance &amp; Commercial Development (2018/19)</p> <p>Operating Surplus: The draft yearend accounts suggested an actual deficit of £910k, however the KPMG final draft for Audit was showing a deficit of £886k.</p> <p>Income: The budgeted income for 2018/19 was £32,276k, this was revised down to £30,711k. The draft yearend accounts suggest an actual income of £30,951k.</p> <p>Staff Costs: The budgeted staff cost was £21,248k and the draft yearend accounts suggested the actual had exactly hit forecast, despite overspending on the restructuring programme due to the week's delay.</p> <p>Non staff costs: Total non-staff costs were budgeted at £9,102k, this was revised down to £8,652k. The draft yearend accounts suggested an actual spend of £8,864k. The overspend against forecast was a combination of additional subcontracting costs (which enabled the college to earn 103% of the Adult Education Budget; the maximum that would be paid) and the accrual of End Point Assessment costs.</p> <p>Staff Cost as a % of Income: The budget assumed that the college would spend 70% of its income on staff costs (having included the share of WESS staff costs) which was the same as the actual percentage last year. However a shortfall in income and the level of redundancy costs was such that the college actually spent 71%.</p> <p>Cash flow: The cash balance at the end of the year was £1,095k and the lowest point was £166k on 12 April 2019. Following the conversation at the Board meeting on 4 July 2019, discussions have started with NatWest Bank regarding an overdraft or revolving credit facility of £1.5m.</p> <p>iv) Resources (2018/19)</p> <p>Accidents: Total accidents during 2018/19 were thirty two, compared to thirty six in the previous year.</p> <p>2. To receive and review the latest 2019/20 Performance Dashboards</p> <p>Board Members noted the latest position on the 2019/20 dashboards.</p> <p>3. Latest College Management Accounts</p> <p>Management Accounts 2019/20 – It was reported that since the budget was presented to the Board on 4 July 2019 and the commitment was given to try to reduce cost and increase income to improve the position by c. £1m, work had been ongoing to achieve this. Unfortunately at the same time income lines had been reassessed and as yet there was no significant improvement on the budgeted surplus of £36k.</p> <p>Management Accounts 2020/21 – It was noted that there was still more detail to be produced relating to the increased funding announcement but the known 4.7% increase to core funding for 16-18 year olds would generate approximately £485k to the College.</p> <p><b>RESOLVED:</b> The Board noted the 2019/20 KPI Dashboards and the College Management Accounts.</p>	
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020-1920	<p><b>SEARCH &amp; GOVERNANCE COMMITTEE</b></p> <p>The Board noted the Part A Minutes of the Search &amp; Governance Committee meeting held on 3 October 2019.</p> <p><b>RESOLVED:</b> The Board noted the Search &amp; Governance Committee minutes.</p>	
021-1920	<p><b>CURRICULUM ADVISORY GROUP</b></p> <p>The Board received a report from the Chair of the Curriculum Advisory Group, following the meeting on 21 October 2019, including:</p> <p>i) Notes of the meeting held on 21 October 2019</p> <p>The Board received the notes of the meeting held on 21 October 2019. It was noted that the VP Curriculum had presented the 2018/19 Exam Results and Group Members reviewed the detail, including the latest achievement levels, achievements gaps and value added. It was agreed that the CAG would continue to complete “deep dives” to provide assurance to the Board.</p> <p>ii) Higher Education Self-Evaluation Document</p> <p>The CAG confirmed it had reviewed the Higher Education Self-Evaluation Document and recommended to the Board its approval, prior to submission to the OfS. The Board approved the Higher Education Self-Evaluation Document.</p> <p>iii) New format and arrangements for Learning Walks</p> <p>The new format and arrangements for learning walks were noted and Board Members would be encouraged in future to undertake learning walks at times to suit them. The Director of Governance would share updated guidance and suggested questions with all Board Members.</p> <p><b>RESOLVED:</b> The Board received and approved items as noted.</p>	Director of Governance
022-1920	<p><b>STRATEGY ADVISORY GROUP</b></p> <p>The Board received a verbal report from the Chair of the Strategy Advisory Group, following the first meeting of the group held on 7 November 2019. It was noted that the ToR had been agreed and that the remit for the group would be to support the Executive team with a focus on long term projects and the future of the College. Projects/areas for discussion would be brought to Board for discussion through the Board strategic sessions.</p> <p><b>RESOLVED:</b> The Board noted the report from the Chair of the Strategy Advisory Group.</p>	
023-1920	<p><b>EQUALITY &amp; DIVERSITY ANNUAL REPORT</b></p> <p>The Board received and reviewed the annual Equality &amp; Diversity Report. Board Members welcomed the addition of local demographic comparisons and other contextual information. The Board approved the report.</p> <p><b>RESOLVED:</b> The Board received and approved the annual Equality &amp; Diversity Annual Report.</p>	
024-1920	<p><b>STUDENT VOICE REPORT</b></p> <p>The Student Board Members gave a verbal report on the Student Voice Meetings that had recently taken place.</p> <p>Our Voice, Our College had been introduced in September 2019, it would consist of four sessions throughout the 2019/20 academic year which would</p>	

	<p>focus on different aspects of the student experience. BPCSU had developed the system to attempt to make the process of feedback more relevant to students. The first Our Voice, Our College week was held week commencing Monday 21 October 2019. The sessions were predominantly delivered by Personal Development Tutors (PDTs) and where there was no PDT, the sessions were delivered by academic staff, in order to ensure that all cohorts of students were given the opportunity to share their views. Students were given the opportunity to feedback in small groups and individually. The cross college topics and themes from the sessions would now be taken forward by BPCSU, through college wide, student led focus groups.</p> <p>The Student Board Members presented the initial headline themes:</p> <ul style="list-style-type: none"> <li>• 143 groups had participated with 2,308 students sharing their views.</li> <li>• 86% of students reported that their induction at The College had been positive.</li> <li>• 72% of students found the BPCSU Freshers' Fair had been a positive way to make them aware of The College.</li> <li>• 86% of students would recommend The College to a friend or family member.</li> </ul> <p><b>RESOLVED:</b> The Board received the report from the Student Board Members.</p>	
025-1920	<p><b>Health &amp; Safety Policy</b></p> <p>The Board reviewed the updated Health &amp; Safety Policy and noted the changes to some responsibilities following the recent retirement of the Director of Human Resources.</p> <p><b>RESOLVED:</b> The Board approved the updated Health &amp; Safety Policy.</p>	
026-1920	<p><b>BPCSU Annual Accounts 2018-19</b></p> <p>The Board received and approved the BPCSU Annual Accounts for 2018/19.</p> <p><b>RESOLVED:</b> The Board approved the BPCSU Annual Accounts for 2018/19.</p>	
027-1920	<p><b>CLERK'S REPORT</b></p> <p>Items requiring Board approval:</p> <ol style="list-style-type: none"> <li>i) Part A Minutes of the Board meeting held on 3 October 2019.</li> </ol> <p>The Board reviewed and approved the minutes of the Board meeting held on 3 October 2019.</p> <ol style="list-style-type: none"> <li>ii) Consider any matters arising from the minutes and approve the updated Board Tracker.</li> </ol> <p>The Board reviewed and approved the updated Board Tracker.</p> <p>Items to be noted by the Board:</p> <ol style="list-style-type: none"> <li>iii) Risk Register</li> </ol> <p>The Board noted the latest Risk Register.</p> <ol style="list-style-type: none"> <li>iv) Student Voice Conference – 2020</li> </ol> <p>The Board noted the date of the Student Voice Conference 2020, which would be held on 11 March 2020, the venue was still to be confirmed.</p> <p><b>RESOLVED:</b> The Board noted and approved items listed above.</p>	

028-1920	<p><b>CHAIR'S ACTIONS</b></p> <p>There were no Chairs Actions to report.</p>	
029-1920	<p><b>ANY OTHER BUSINESS</b></p> <p>The Staff Board Member requested that the Board consider mechanisms, such as displaying photos, to increase visibility of Board Members across the college. It was agreed that the Director of Governance and the Chair would consider options to address this.</p> <p>The Staff Board Member also noted the request from curriculum areas, for more Board Members or contacts of Board Members to come into college as guest speakers. The Director of Governance would work to facilitate this.</p> <p>The Principal noted the sad news that Bernard Vaughan, a previous Chair of the College Board, had died at the end of October 2019.</p>	<p>Director of Governance &amp; Chair</p> <p>Director of Governance</p>
030-1920	<p><b>DATE OF NEXT MEETING</b></p> <p>The next Board meeting would take place on 12 December 2019, 16.00-19.15 at North Road.</p>	
031-1920	<p><b>EVALUATION</b></p> <p>The online meeting evaluation survey would be shared with all Board Members following the meeting.</p>	
032-1920	<p><b>CONFIDENTIALITY</b></p> <p>Confidential minutes are noted in Part B</p>	