# THE BOURNEMOUTH AND POOLE COLLEGE

**PART A - MINUTES OF THE BOARD MEETING HELD ON 8 NOVEMBER 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 |  |
| Gail Ninnim | Board Member | Apologies |
| David Ford | Board Member |  |
| John Taylor | Board Member |  |
| Lorna Carver | Board Member | Apologies |
| Sue Wellman | Board Member |  |
| Bill Cotton | Board Member |  |
| Fran Bove | Staff Board Member |  |
| Cameron Whittingham | Student Board Member |  |
| Kellie Northover | Student Board Member |  |
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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 TRAINING SESSION**  Transforming Support for Students – Presentation by Debbie Smith, Director of Student Experience  An overview of the Directorate was provided, including wider areas of responsibility. The baseline position at 2017 was noted which identified Strengths and Challenges. The Journey to Outstanding by 2020 was presented, including the Directorate Agreement and the parts that would make up the journey: People, Leadership, Impact and Quality.  Board Members asked for further detail on how the service was provided across the two sites and assurance was provided that the service was present across all sites.  It was noted how high the numbers of students in receipt of bursaries was and the impact this had on resources. The Chair reminded Board Members of the importance of lobbying MP’s on funding and the amount of support Colleges provide to high levels of students. It was requested that Board Members were given some key facts/statistics that could be used. It was agreed that the Principal would provide this. | Principal |
| **-** | **STRATEGIC DISCUSSION**  Local government reorganisation/ Lansdowne area re-development – Presentation by Bill Cotton, Board Member  Bill Cotton provided an overview of the local government re-organisation, the result of enormous financial pressures and declining funding. Dorset had volunteered to re-organise. The aims were not just cutting costs but to support a more joined up approach with a single and more modern vision. A shadow authority was currently in place and a new Chief Executive had recently been appointed and would be starting in January 2019.  Opportunities for the College were discussed. It was noted that a new Employment and Skills Board would include representation from the College, in addition five Directors would be in post by Christmas 2018 and in the new year there would be opportunities to start talking to the relevant people and ensure the college would be involved and engaged with projects moving forward. It was agreed that there would be an opportunity for the college to look ahead as part of a 21st century city by the sea, not a town in a rural county. It was noted the new Bournemouth, Poole and Christchurch area would have over 400,000 residents.  Lansdowne area re-development – it was noted that whilst the Lansdowne area had excellent links to the train station, the coastline and the town centre, it was an unloved and unwelcoming area, there were issues with the road network and antisocial behaviour. It was confirmed that significant investment into the area was underway, the vision was for an exciting place where ideas, innovation, technology and enterprise could flourish and where workers, visitors, residents and students could exchange ideas and knowledge in vibrant streets, plazas and parks. Images of possible options were shared and it was confirmed that consultation with stakeholders was underway and that the College would be engaging with this. |  |
| **BOARD MEETING** | | |
| **020-1819** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Gail Ninnim and Lorna Carver. |  |
| **021-1819** | **DECLARATIONS OF INTEREST**  No declarations of interest were noted. |  |
| **022-1819** | **Principal’s Report**  National Policy Context – It was noted that the AoC intended to maintain the LoveOurColleges brand for at least the next twelve months and to continue to work positively with the trade unions and the NUS. The focus recently had been on college funding and it was confirmed that as part of the day of action, the Principal, the Chair of the Board, a member of staff and a student had met Conor Burns and Roberts Syms at the Houses of Parliament to talk about FE Funding. The importance of lobbying MP’s was noted again and it was requested that Board Members also sign the online petition if they had not already done so.  The first meeting of the new Skills Board (which replaced the old Employment & Skills Board) was held recently and the College had representation on this. Draft terms of reference were currently under consideration and membership and links to other groups/committees were being finalised. It was also noted that the VP Curriculum had chaired the most recent meeting of the Shadow Strategic Partnership Forum, which would replace all other school/college forums locally post-merger.  External Networking and Initiatives – The Principal and VP Curriculum had recently visited the Manufacturing Technology Centre (MTC) in Coventry, a Catapult Centre. It was noted that this could be an exciting link for the Skills Escalator project, but was in reality a link that would benefit the local economy more widely.  Academic matters – Overall classroom based timely achievement rate for 2017/18 had settled at 82.2%, a 0.9% increase on the previous year. Apprenticeship timely achievement was currently at 70.8% with a best case of 72.8%, a significant increase on last year’s 63%. The Board noted the positive achievements levels for apprentices and the opportunities the College would have to promote this success.  People and Employment Update – The first ever Annual HR Report had recently been produced and this had been provided to Board Members for information. It identified achievements and future developments within the People Plan 2017-2020 and its three key strategies: Employee Engagement, Workforce Strategy and People Development Strategy, all of which are underpinned by continuous improvement. The aim was that it would become a regular annual report that aimed to demonstrate how Human Resource Management within the college aligned to Strategic Priorities.  Members were aware that a rationalisation of curriculum management was being undertaken and consultation with those managers who were affected was underway. A number of managers had applied for voluntary redundancy, which if accepted, would reduce the number of contested posts significantly.  Property & resources – It was noted that Sunseeker would be leasing a room from the College at the Fulcrum, for a three year period.  Sixth Form and Access – It was reported that Adam Dufresne (2nd year L3 UPS) had been selected as a finalist in the Young Student of the Year category of the AoC Student of the Year Awards. There were 68 nominations across three categories, each of which highlighted the exceptional work of students across the country. Adam had been invited to attend the Awards ceremony in Birmingham on 19 November 2018. It was agreed by Members that it would be a great opportunity for the College to market his story as a finalist.  **RESOLVED:** The Board received the report from the Principal. | Board Members |
| **023-1819** | **COLLEGE IMROVEMENT PLAN**  The VP Curriculum presented the emerging areas for development and key priorities for 2018-19:   1. **Further Education**  * Achievement, including inconsistent profiles (one area improved, whilst another declined), improvement of both GCSE and Functional Skills in English. * Working with WESS to ensure timely and accurate achievement claims, it was noted that this had been an internal WESS issue which had been experienced and discussed at Board previously. It was agreed that this issue should be revisited by the Board in February 2019 * Vocational and Academic Value Added, including review of targets set, inconsistent stretch and challenge in some lessons and inconsistent assessment planning for some courses * Further developments to digital learning following roll out of new college model * Participation in external work placements for some curriculum areas and compliance with capacity funding rules * Inconsistent attendance rates (high in some areas, whilst low in others) * Assessing the impact of tutorial provision and content including Prevent * Inconsistent quality of 1:1 tutorial reviews * Review of the subcontracting processes  1. Apprenticeships  * Achievement rates in Hairdressing * Achievement for Clinical Health Care * Delivery of Functional Skills for apprentices  1. Higher Education  * Completion of the registration process with the Office for Students * Establishment of a complete electronic data set for HE students - for reporting purposes * Teaching Excellence Framework accreditation * Monitoring and evaluating the first Degree apprenticeship courses in Engineering and Nursing Associate * Compliance with regulatory body (Office for Students) requirements including a redesign of the Access and Participation Plan and new monitoring procedures * Implementation of the AoC Scholarship Framework * Introduction of a student partnership framework for HE in order to better understand students’ needs and perspectives * Development of stronger links with partners and identification of new partners for collaborative projects and growth opportunities * Increased internal progression onto Level 4 courses * Work with Southern Universities Network on the widening participation agenda * Further development of HE specific student support and services  1. Residential  * Compliance with the new National Minimum Standards for college accommodation * Review of SLA for outsourced provision following new National Minimum Standards * Ensuring sufficient capacity of hosts   **RESOLVED:** The Board received the report from the VP Curriculum. |  |
| **024-1819** | **KPI MONITORING**  For information: To receive and review the Performance Dashboards – 2018/2019:   1. **Academic Dashboard (VP Curriculum)**   Attendance and Retention were both currently high which would be expected at this time of year.     1. **People Dashboard (EDHR)**   Sickness levels were flagged as amber. It was reported that a staff wellbeing initiative had recently provided flu vaccinations to one hundred and fifty staff on site, it was hoped that through the upcoming winter months, this would have a positive impact on sickness levels. It was noted that staff turnover levels remained steady and below the national average.   1. **Finance and Commercial Development Dashboard (VP F&CD)**   Operating surplus had been flagged red as it was already recognised the college would fall short on the apprenticeship income.  It was noted that it was too early to judge many of our income lines. Until the submission to the ESFA of the first ILR of the year in the first week of November it was not known what income would be earnt from adults and apprentices. This had been flagged red because the college had fallen short of the September target for apprentices.  Student Numbers 16-18 Classroom – This was currently reported as ahead of target for the year, however next year's funding would be based on the ILR submitted in early December.  Adults – Last year data presented to the Board was based on student numbers rather than income, however despite significantly over-recruitment, income was down last year and as a result it had been necessary to subcontract significantly more delivery than anticipated. This year the graph had been changed to reflect income.  High Education – This had been rated green because whilst recruitment was down overall, full time courses had over-recruited and whilst part-time courses had originally recruited well many of the HNC/HND engineering students transferred across to the new degree apprenticeship.  **Resources Dashboard (EDHR and VP F&CD)**  Total accidents were down on the previous year and confirmation was provided that reporting continued to be thorough. One incident had occurred during the summer, involving a contractor, which had been reported. Members asked to see total metrics for Health & Safety and it was agreed the Clerk would upload this to the GVO.  **RESOLVED:** The Board received and noted the Performance Dashboards | Clerk |
| **025-1819** | **RISK MANAGEMENT**  The latest Risk Register was presented to the Board and the Vice Principal Finance & Commercial Development noted new risks which were likely to be added when the next update was completed, ahead of the autumn term Audit Committee meeting. Board and Executive Members confirmed they felt that all risks had been identified and that risks were being mitigated as necessary.  **RESOLVED:** The Board received an update from the Vice Principal Finance & Commercial Development, on the latest Risk Register. |  |
| **026-1819** | **MONITORING REPORTS**   1. **Safeguarding Annual Report**   The Safeguarding and Prevent Annual Report 2017-18 was noted by the Board, including the Compliance Statements and supporting evidence.   1. **Safeguarding & Child Protection Prevent Policy**   The Safeguarding & Child Protection Prevent Policy was noted by the Board.   1. **Equality & Diversity Annual Report**   The Equality & Diversity Annual Report was noted by the Board. Members commented on the high numbers of students needing support.  **RESOLVED:** The Board received the reports listed above and confirmed the compliance statements where applicable. |  |
| **027-1819** | **STUDENT VOICE REPORT**  The Student Board Members provided a verbal update on recent activity. It was reported that 315 Student reps had been recruited this academic year and that 22 Student Voice meetings had taken place over the last few weeks. A full report on the themes from these meetings would be presented to the Board meeting in December 2018. It was noted that the BPCSU had won the National Union of Students' (NUS) award for Democracy in July 2018.  The Student Board Members provided details on a new Facebook page they had created to promote activities associated with their role as Student Board Members. It was agreed that this would be shared amongst Members.  **RESOLVED:** The Board noted the report from the Student Board Members. |  |
| **028-1819** | **BPCSU ANNUAL ACCOUNTS**  No queries or comments were raised and the Board approved the BPCSU annual accounts.  **RESOLVED:** The Board approved the BPCSU annual accounts. |  |
| **029-1819** | **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 4 October 2018.   1. **Matters Arising & Board Tracker**   The Board reviewed and approved the latest Board Tracker.  **RESOVLED**: The Board received and approved items noted above.  Items for note by the Board:   1. **Part A minutes from the Search Committee meeting held on 4 October 2018**   The Clerk noted the detail in the minutes regarding the recruitment of new Board Members and the appointment of a new Chair and Vice Chair from amongst current Board Members. The Clerk would provide further details when available.   1. **FAG Report (verbal) from the meeting held on 7 November 2018**   The Finance Advisory Group had met on 7 November 2018. Discussion had focused on the ongoing issues of missing income targets followed by the issues around cost cutting. It was agreed that the Away Day in January 2019 would be an opportunity to consider these issues further.   1. **Learning Walks Schedule - 2018/19**   It was noted that learning walks for the academic year were scheduled and details of Board Members that had confirmed attendance were noted on the schedule. Board Members were encouraged to contact the Clerk if any additional learning walks were required.   1. **SAR Validation Schedule - 12/13/14/16 November 2018**   It was noted that a number of Board Members would be involved with the upcoming SAR Validation panels.   1. **Student Voice Conference - 13 March 2019**   Confirmation on the date for the Student Voice Conference in March 2019 was noted, the Clerk would circulate this via an outlook request for Board Members to accept or decline as appropriate.   1. **Board Training (online) - Safeguarding and Prevent**   The Clerk confirmed that online training should be completed by Members if they had not already done so, details would be recirculated to Members as necessary.  **RESOLVED:** The Board received and noted items listed above. |  |
| **030-1819** | **CHAIR’S ACTIONS**  The Chair noted the importance of Board Members and college staff and students contacting their MP’s to highlight funding issues. The online petition - Increase college funding to sustainable levels - all students deserve equality! (<https://petition.parliament.uk/petitions/229744>) was also flagged and it was requested that members consider signing this if they had not already done so.  **RESOLVED:** The Board noted the updates provided by the Chair. | Board Members |
| **031-1819** | **ANY OTHER BUSINESS**  A report from the learning walk held in Construction earlier in the day was provided, the Board Member that attended had been impressed with the pastoral support provided to students and noted the challenging environment the staff worked in.  The agenda for the Away Day in January 2019 was discussed and it was agreed that areas to be covered would include:   * An introspective look at the workings of the Board * Forward Planning * Sales & Marketing   **RESOLVED:** The Board noted the feedback and updates provided. |  |
| **032-1819** | **DATE OF NEXT MEETING**  Thursday 13 December 2018, 16.00-19.30 at North Road |  |
| **033-1819** | **EVALUATION**  It was agreed that good levels of debate and challenge had been seen and the Board meeting had run smoothly. |  |
| **034-1819** | **CONFIDENTIALITY**  To seek members’ advice as to which items on the agenda should be treated as confidential.  **RESOLVED:** No items were deemed confidential. |  |