

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)
HELD ON 2 NOVEMBER 2021 AT 5.00PM
BY VIDEOCONFERENCE

Members’ attendance record:

		28 Sep 2021	2 Nov 2021	7 Dec 2021	1 Feb 2022	15 Mar 2022	26 Apr 2022	24 May 2022	5 Jul 2022	2021/22 attendance
Alan Cavill	Independent Member, Chair	✓	✓							
Helen Broughton MBE	Independent Member	A	✓							
Jane Cole	Independent Member	✓	✓							
Richard Fee	Independent Member	✓	✓							
Steve Fogg	Independent Member	✓	A							
Kamil Gradowski	Student Member	✓	✓							
Vicky Henderson	Student Member	✓	✓							
Colleen Hickson	Staff Member	✓	✓							
Chris Holt	Independent Member	✓	✓							
Heather Knight	Independent Member	✓	✓							
Suzy Layton	Independent Member	✓	✓							
Sandy Lee	Staff Member	-	✓							
Martin Long	Independent Member	✓	✓							
Adrian Mills	Independent Member	✓	✓							
Judith Mills	Independent Member	✓	✓							
Bev Robinson OBE	Principal and Chief Executive	✓	✓							

In attendance:

Linda Dean B&FC’s Executive Director for Business
Cheryl Dunn Vice-Principal for Higher Education and Student Enhancement
Paul Howard PDH Advisory Ltd (minutes)
Simon Hughes Vice-Principal for Quality and Curriculum
Alistair Mulvey Vice-Principal Finance and Planning
Daryl Platt Vice-Principal for Engagement
Jackie Wooding Head of Access and Continuing Education (for minute ref. 123/21 only)

112/21 Chair and quorum

- (i) Alan Cavill took the chair and noted that due notice had been given to all members and that a quorum was present. Accordingly, he declared the meeting duly convened and constituted.
- (ii) The Chair welcomed Sandy Lee to her first Board meeting following her recent election as the Staff Board Member representing corporate staff.

113/21 Apologies for absence

Apologies for absence had been received from Steve Fogg.

114/21 Declarations of interest

Chris Holt declared a potential conflict of interest in minute reference 119/21 because of his employment. The Board considered it unlikely that the discussion would represent a conflict and agreed that it was unnecessary for him to withdraw from the meeting during consideration of that item.

115/21 Minutes of the previous meeting

- (i) The minutes and confidential minutes of the previous meeting held on 28 September 2021 were **APPROVED** as a true and accurate record. A point of clarification was raised on the confidential minutes and a response was provided by the Principal and Chief Executive.
- (ii) The Board went on to consider the action tracking log. With regard to the action arising from minute reference 98/21, the Vice-Principal for Engagement provided a verbal update and confirmed that liaison with local businesses continues and that further updates will be provided once more information is available.

116/21 Dashboard

- (i) The Vice-Principal for Quality and Curriculum and the Vice-Principal for Finance and Planning presented the regular dashboard containing headline quality and performance metrics which the Board noted.
- (ii) The Board was pleased to note that all quality-related key performance indicators had been rated as green with the exception of student attendance, which was slightly under B&FC's target and most likely the result of issues related to COVID-19. With regard to the financial key performance indicators, the Vice-Principal for Finance and Planning confirmed that B&FC was forecasting the retention of its Outstanding financial rating throughout the year.
- (iii) The Board received and noted the content of the scorecard.

117/21 Principal and Chief Executive's report

- (i) The Principal and Chief Executive presented her report which had been circulated with the agenda and which included the following topics:
 - (a) B&FC operations
 - (b) Management forum update
 - (c) Corporation Board Learning and Teaching Awards
 - (d) Love Our Colleges Week 2021; and
 - (e) News relating to the further education sector.
- (ii) The Board both noted and supported the fact that B&FC had gifted one-and-a-half days of additional annual leave to those colleagues who in turn use one-and-a-half days of their entitlement, in addition to the directed leave days in December, to ensure that all employees are able to take a full two-week break over the Christmas period.
- (iii) The report also reminded the Board that it is responsible for setting the high-level framework of employees' conditions and invited Board Members to consider how it might wish to undertake a periodic review of the same. Following discussion, the Board supported the proposal for this to be discussed in more detail at the planned strategy day in January 2022. Board Members were encouraged to share suggestions with the Principal and Chief Executive of information that they would wish to consider as part of this review.

ACTION: All (as relevant)

- (iv) The Board received the report and noted the content.

118/21 Period 2 finance report

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda. He reminded the Board that the figures within the report were considered to be indicative until such a time as they are verified through the forthcoming period 3 performance monitoring process.
- (ii) In response to a question from Helen Broughton about the number of cash days in hand as part of the liquidity report, the Vice-Principal for Finance and Planning noted that B&FC's current and forecast position significantly exceed the FE Commissioner's minimum threshold before intervention.
- (iii) The Vice-Principal confirmed that B&FC had fixed-cost energy arrangements until mid-2023 and had not therefore been affected by recent increases in costs, but noted that other areas, such as food supplies, had been impacted by inflationary cost increases.

- (iv) The Board noted that the sale of a package of land was expected to be completed before the end of the calendar year.
- (v) The Board received the report and noted the content.

119/21 Business engagement progress report

- (i) The Vice-Principal for Engagement presented a report which had been circulated with the agenda to set out the direction of travel for business engagement at B&FC.
- (ii) In response to a question from Helen Broughton around levy payers potentially sharing unspent levy income with small or medium enterprises, confirmation was provided that this is encouraged but that there are a number of reasons why some levy payers had elected not to do so.
- (iii) The Board received the report and noted the content.

120/21 Governance review

- (i) Paul Howard presented a report which had been circulated with the agenda to share the outcomes of the annual review of the Instrument and Articles of Government and Standing Orders and to provide an update on the governance review that had been undertaken in 2020. The Board's thanks were offered to the former Company Secretary for her work on this matter.
- (ii) The Board **APPROVED** the changes to Standing Orders as set out at appendix 1 to the report and received and noted the remainder of the report.

121/21 Quality and Standards Committee update

- (i) Heather Knight provided a verbal update on the business transacted by the Quality and Standards Committee meeting on 5 October 2021. She highlighted in particular the high quality of documentation that had been provided to the meeting, which had facilitated a good level of scrutiny, challenge and debate and confirmed that the Committee had concluded that management had scrutinised and acted upon all data presented to the meeting. The Board received and noted this verbal update.
- (ii) The Board also received and noted the minutes of the Quality and Standards Committee meeting held on 11 May 2021 which had been circulated with the agenda, following approval of the same by the Committee at its October meeting.

122/21 Board members' forum

- (i) Helen Broughton advised that she had recently been part of the judging panel for the Corporation Board Awards for Learning and Teaching and was moved by student testimonies.
- (ii) Suzy Layton advised that she had attended a number of curriculum SAR panels over recent weeks and commented on the passion and energy shown during all of them. She noted that the quality of the information provided to the Board had its roots in firm foundations of excellence within the curriculum areas.

123/21 Training: Access and Continuing Education

- (i) Jackie Wooding joined the meeting and delivered a presentation to update Board Members on the activities of the School of Access and Continuing Education. Board Members asked a number of questions and thanked Jackie Wooding for her work.

124/21 Confidential item

Staff and Student Members, and members of the Executive Team, withdrew from the meeting during consideration of this item.

The Board directed that this item be minuted confidentially.

125/21 Date, time and venue of next meeting

The Board noted that the next meeting of the Board would be held on 7 December 2021 at 5.00pm and that it was scheduled to be held in person, followed by a meal for Board Members.

At the suggestion of the Principal and Chief Executive, informed by current uncertainties around COVID-19 prevalence and the likelihood of seasonal flu also impacting in the coming weeks, the Board **AGREED** that Board and Committee meetings would continue to be held by videoconference until at least March 2022 and the meal would be rearranged to follow the May Board meeting.