

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)
HELD ON 26 APRIL 2022 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
Steve Fogg	Independent Member, Chair	✓	A	✓	✓	✓	A			
Helen Broughton MBE	Independent Member	A	✓	✓	✓	✓	✓			
Alan Cavill	Independent Member	✓	✓	✓	---	---	---			
Jane Cole	Independent Member	✓	✓	✓	✓	A	A			
Richard Fee	Independent Member	✓	✓	✓	✓	A	✓			
Kamil Gradowski	Student Member	✓	✓	✓	✓	A	A			
Vicky Henderson	Student Member	✓	✓	✓	A	✓	✓			
Colleen Hickson	Staff Member	✓	✓	✓	✓	A	✓			
Chris Holt	Independent Member	✓	✓	A	✓	A	✓			
Heather Knight	Independent Member	✓	✓	✓	✓	---	---			
Suzy Layton	Independent Member	✓	✓	✓	✓	✓	✓			
Sandy Lee	Staff Member	-	✓	✓	✓	✓	✓			
Antony Lockley	Independent Member	---	---	---	✓	✓	✓			
Martin Long	Independent Member	✓	✓	✓	✓	✓	✓			
Adrian Mills	Independent Member	✓	✓	✓	✓	✓	✓			
Judith Mills	Independent Member	✓	✓	✓	---	---	---			
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓	✓	✓			
Wendy Robinson	Independent Member	---	---	---	---	✓	✓			

In attendance:

Linda Dean	Executive Director of B&FC for Business
Cheryl Dunn	Vice-Principal for Higher Education and Student Enhancement
Paul Howard	PDH Advisory (minutes)
Simon Hughes	Vice-Principal for Quality and Curriculum
Alistair Mulvey	Vice-Principal for Finance and Planning
Daryl Platt	Vice-Principal for Engagement
Neil Atkinson	Head of Fleetwood Nautical Campus (for item 53/22 only)

36/22 Chair and quorum

Helen Broughton took the chair and noted that due notice had been given to all members and that a quorum was present. Accordingly, she declared the meeting duly convened and constituted.

37/22 Apologies for absence

Apologies for absence were received from Steve Fogg (Chair), Jane Cole (Independent Member) and Kamil Gradowski (Student Member).

38/22 Declarations of interest

There were no opening declarations of interest in any of the items on the agenda.

39/22 Minutes of the previous meeting

The minutes of the previous meeting held on 15 March 2022 were **APPROVED** as a true and accurate record.

40/22 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. Particular note was made of the fact that there was unlikely to be any significant variation in the FE and HE retention rates throughout the remainder of the year, and that these were on track to achieve the forecast year-end position.
- (ii) The Board received and noted the content of the scorecard.

41/22 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) Education Skills Funding Agency (ESFA) annual strategic conversation;
 - (b) Foundation Degree Awarding Powers (FDAP) and Bachelors Degree Awarding Powers (BDAP) update;
 - (c) FE Commissioner's letter dated 30 March 2022;
 - (d) Operations during COVID-19; and
 - (e) Wider news relating to the local area and the further education sector.
- (ii) The Chair noted that the FE Commissioner's letter made reference to diversity in the FE sector and asked what steps B&FC had taken on this issue. The Executive Director of B&FC for Business advised that the College is very

cognisant of diversity. Additionally, members of the executive team had recently participated in leadership training delivered by the Association of Colleges and that a development session would be rolled out to management forum colleagues over the coming months. She also noted that wider diversity and inclusion matters are incorporated as part of the quarterly performance monitoring arrangements with each curriculum area. The Principal and Chief Executive also reported that she had undertaken a dedicated focus group with staff on this topic, with positive feedback having been received.

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

42/22 Summary of board strategy session

- (i) The Principal and Chief Executive presented a report which had been circulated with the agenda to summarise the outputs from the board strategy session which had been held on 21 March 2022, and to provide responses to a number of the high-level points raised.
- (ii) Martin Long commended the session, noting that it had been extremely beneficial and a good opportunity for Board Members to attend the site and to meet each other in person.
- (iii) The Board received the report and noted the content.

43/22 Period 8 finance report

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to summarise the financial position as at 31 March 2022, and noted that the variances shown in the report are against the P6 reforecast position as reported to the last meeting. Confirmation was also provided that the disposal of land referenced in the report had taken place and that the associated funds had been received.
- (ii) The Vice-Principal for Finance and Planning also highlighted the inclusion of a letter from the Education and Skills Funding Agency as an appendix to the report, which confirmed B&FC's financial health grade for 2020/21 as Outstanding. With regard to the comments around the statement of regularity, propriety and compliance in the financial statements, confirmation was provided that future reports would include the suggested wording.
- (iii) The Board received the report and noted the content.

44/22 Proposed capital programme 2022/23

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek qualified approval of the proposed capital expenditure budget for 2022/23 and to seek approval to commit up to £700k as advanced capital to allow orders to be confirmed at an early stage. Confirmation

was provided that approval of the final capital programme would be sought at the July meeting of the Board. The Principal and Chief Executive elaborated upon the process by which the proposed capital programme had been developed, including a review of all proposed schemes by subject matter experts such as the Head of IT and the Director of Estates.

- (ii) The Board **RESOLVED** as follows:
- (a) THAT qualified approval be given for up to £2m capital expenditure in FY2022/23;
 - (b) THAT, in line with previously approved processes, expenditure of up to £700k from that programme be **APPROVED** as advanced capital, in order to allow orders to be confirmed at an early stage; and
 - (c) THAT the Vice-Principal for Finance and Planning and the Principal and Chief Executive jointly may vire between the proposed budget lines in the capital budget table, provided the total expenditure does not exceed the overall financial envelope of £2m.

45/22 Higher Education fees 2023/24

- (i) The Vice-Principal for Finance and Planning presented a report in order to seek approval of the higher education fees for FY2023/24, and a number of options were provided for the Board's consideration. Following discussion, the option of maintaining the status quo was discounted from consideration and note was made of the fact that the Board is asked to set maximum fees, with discretion to charge lower fees as appropriate.
- (ii) On a 10/1 vote, the Board **APPROVED** a maximum Higher Education tuition fee of £9,000 per annum with effect from FY2023/24 and noted that the Higher Education Fees Policy would be updated to reflect this.

46/22 Further Education fees 2022/23

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of the 2022/23 Further Education Fees Policy.
- (ii) The Board **APPROVED** the Further Education Fees Policy 2022/23 as presented.

47/22 Business engagement progress report

- (i) The Vice-Principal for Engagement presented a report which had been circulated with the agenda to summarise business engagement activities since the last report to the Board on 2 November 2021. The Board noted that, as a result, the report covered a short period of time and it was agreed that the

timing of the report would be reviewed as part of the wider review of the Board's cycle of business which would be presented to the next meeting for consideration.

ACTION: P Howard/D Platt

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

48/22 Senior post holder policies

- (i) Paul Howard presented a report which had been circulated with the agenda to seek approval of the Grievance Policy and Procedure and the Disciplinary Policy and Procedure for Senior Post Holders following routine review.
- (ii) In response to a question from Helen Broughton, confirmation was provided that the documents had been updated in line with best practice, including guidance from the Advisory, Conciliation and Arbitration Service. Following discussion, it was agreed that references to the Principal and Chief Executive receiving the Statement of Grounds for Appeal at section 7 of the Grievance Procedure for Senior Post Holders would be amended to read 'Clerk to the Corporation'. Confirmation was also provided that any Independent Board Members who are required to be involved in the processes set out in the policies would be provided with suitable advice and support.
- (iii) With the amendment above, the Board **APPROVED** the policies as presented.

49/22 Appointment of internal auditors

- (i) Chris Holt presented a report which had been circulated with the agenda to recommend the appointment of Wylie and Bisset as internal auditors on the recommendation of the Audit Committee, following a competitive procurement exercise. Note was made of the fact that the Corporation is not required to engage internal audit services but that doing so provides an additional layer of assurance.
- (ii) On the recommendation of the Audit Committee, the Board **APPROVED** the appointment of Wylie and Bisset as internal audits with effect from 1 August 2022 for an initial two-year term, with the option for a two-year extension at a cost of £46,440 per annum.

50/22 Quality and Standards Committee matters

The approved minutes of the Quality and Standards Committee meeting held on 20 January 2022 had been circulated with the agenda for information.

51/22 Audit Committee matters

The approved minutes of the Audit Committee meeting held on 24 November 2021 had been circulated with the agenda for information and Chris Holt

provided a short verbal summary of the business transacted at the most recent meeting. He drew the Board's attention to the Committee's discussions around the Data Protection Officer role and noted that appropriate assurances had been received from management around the separation of responsibilities. An annual review would take place to ensure this remained so, with the first scheduled review to take place in November 2022.

52/22 Board members' forum

- (i) The Chair advised that she had recently held a meeting with the Director of Estates as part of her role as lead Board Member for health and safety. Suzy Layton confirmed that she had recently undertaken a visit to the Halls of Residence at Fleetwood Nautical College from a safeguarding perspective and that no issues had been identified.
- (ii) The Board agreed that it would be useful to receive a briefing on levelling up at its next meeting, and Antony Lockley agreed to provide this.

ACTION: A Lockley

53/22 Training: Maritime operations

- (i) Capt Neil Atkinson joined the meeting and delivered an informative presentation around the School of Maritime Operations and Board Members had the opportunity to ask questions.

54/22 Confidential item

- (i) All Staff and Student Members, and members of the Executive team left the meeting.
- (ii) The Board directed that this item be minuted confidentially.

55/22 Date, time and venue of next meeting

The next meeting of the Board will be held on 24 May 2022, 5.00pm, on the Bispham Campus.