

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)
HELD ON 24 MAY 2022 AT 5.00PM
IN ROOM C612, BISPHAM CAMPUS, ASHFIELD ROAD, BISPHAM, FY2 0HB

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	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	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	✓	✓	✓	✓	✓	✓	A		
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

56/22 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.

57/22 Apologies for absence

- (i) Apologies for absence were received from Steve Fogg (Chair) and Kamil Gradowski (Student Member).
- (ii) The Chair noted that Richard Fee had stepped down from his role as an Independent Member of the B&FC Board Member since the last meeting. This was due to competing demands on his time and a likely future conflict in the Multiversity project. She advised that he wished to convey his thanks to the Board for their welcome and support and that he would continue to support the work of B&FC.

58/22 Declarations of interest

- (i) The Board noted that Antony Lockley held an interest in minute reference 64/22 (Multiversity) by virtue of his employment with Blackpool Council. As a result, it was agreed that he would be required to withdraw from the meeting during discussion of that item.
- (ii) The Board also noted that a number of attendees were also involved with the Town Deal Board but recognised that they did not participate in any discussions or decision-making surrounding B&FC. For that reason, the Board determined that this did not represent a conflict of interests in item 64/22.

59/22 Minutes of the previous meeting

The minutes and confidential minutes of the previous meeting held on 26 April 2022 were **APPROVED** as a true and accurate record. Confirmation was provided that all actions had been completed.

60/22 Dashboard

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.

61/22 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) Operations during COVID-19;
 - (b) Management Forum update;

- (c) HE graduation ceremonies; and
- (d) News relating to the further education sector.

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

62/22 Period 9 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 30 April 2022.

(ii) The Vice-Principal for Finance and Planning noted that income had remained stable in the period since the period 6 reforecasting had been completed and complimented the management teams across the college on their oversight as part of the quarterly review process.

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

63/22 Draft outline 2022/23 revenue budget

(i) The Vice-Principal for Finance and Planning presented the draft revenue budget for FY2022/23 for the Board's consideration and noted that the final proposal would be presented to the Board at its July meeting for approval. He summarised the various assumptions that had been incorporated within the proposed budget and the Principal and Chief Executive briefed the Board on the way in which income assumptions would be monitored from the start of the year.

(ii) In response to a question from Antony Lockley around investment in additional posts, the Principal and Chief Executive confirmed that such investment had been targeted at areas where the additional posts would add the most benefit, such as to further support apprenticeships.

(iii) In response to a question from Wendy Robinson, the Principal and Chief Executive confirmed that student retention forecasts which underpin the budget are based on prior years' data and reminded the Board that the quarterly review process is a holistic one, encompassing quality and compliance metrics as well as financial ones. In response to a suggestion from Antony Lockley, the Vice-Principal for Finance and Planning agreed to highlight in the final budget proposal where additional resources are proposed to be invested, when compared with the current year's budget.

ACTION: Vice-Principal for Finance and Planning

(iv) The Vice-Principal for Finance and Planning also took the opportunity to remind the Board that B&FC had successfully secured £2m of capital funding from the Office for Students following a competitive bidding process and described how this had been invested.

(v) The Board received the report and noted the content.

64/22 Funding of multiversity

The Board directed that this item be minuted confidentially.

65/22 Annual report on cross-college Student Forum matters

(i) The Vice-Principal for Higher Education and Student Enhancement presented a report which had been circulated with the agenda

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

66/22 Membership matters

(i) Paul Howard presented a report which had been circulated with the agenda to outline the Search Committee's recommendation that Adrian Mills be confirmed in post as an Independent Member following the conclusion his induction year.

(ii) The Board **CONFIRMED** Adrian Mills in post as an Independent Member of the Corporation Board for the remainder of his first four-year term of office, to end on 5 July 2025.

67/22 Governance of FE Corporations and Board Members' duties

(i) Paul Howard presented a report which had been circulated with the agenda to update the Board on a new legal duty to review provision in relation to local needs and to confirm the requirement to have an external governance review before January 2024 and every three years thereafter.

(ii) With regard to the new legal duty, note was made of the fact that B&FC's provision is regularly reviewed and a proposal as to how this could be undertaken had been included within the report. The Board **ENDORSED** this proposal and noted that the review would be scrutinised by the Quality and Standards Committee before being presented to the Board.

(iii) With regard to the requirement to have an external governance review, the Board agreed that the external governance review would be undertaken in the second half of FY2022/23, with the findings being reported to the Board in July 2023.

68/22 Review of cycle of business

(i) Paul Howard presented the draft cycle of business for the Board and invited Board Members to comment on the content. Particular note was made of the inclusion of a one-page summary of overall corporation business, to show the key items that are presented to each Board and Committee meeting and how the committees consider key items in advance of the Board.

(ii) The Board **APPROVED** the cycle of business as presented.

69/22 Quality and Standards Committee matters

The approved minutes of the Quality and Standards Committee meeting held on 22 March 2022 had been circulated with the agenda for information and the Chair provided a summary of the business transacted at the most recent meeting on 10 May 2022.

70/22 Board members' forum

Board members provided a summary of their activities since the previous meeting.

71/22 Training: Levelling Up in Blackpool

Antony Lockley led a discussion around Levelling Up in Blackpool and Board Members had the opportunity to ask questions.

72/22 Date, time and venue of next meeting

The next meeting of the Board will be held on 5 July 2022, 5.00pm, at University Centre.