

**BLACKPOOL AND THE FYLDE COLLEGE**  
**MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)**  
**HELD ON 27 SEPTEMBER 2022 AT 5.00PM**  
**IN ROOM 204, UNIVERSITY CENTRE, PARK ROAD, BLACKPOOL, FY1 4ES**

**Members’ attendance record:**

		28 Sep 2022	1 Nov 2022	6 Dec 2022	15 Dec 2022	31 Jan 2023	14 Mar 2023	25 Apr 2023	23 May 2023	4 Jul 2023	2022/23 attendance
Steve Fogg	Independent Member, Chair	✓									
Helen Broughton	Independent Member	✓									
Andrea Challis	Independent Member	✓									
Mark Chapman	Student Member	---									
Jane Cole	Independent Member	✓									
Darren Gorman	Student Member	---									
Colleen Hickson	Staff Member	✓									
Chris Holt	Independent Member	✓									
Suzy Layton	Independent Member	✓									
Sandy Lee	Staff Member	✓									
Antony Lockley	Independent Member	✓									
Martin Long	Independent Member	✓									
Adrian Mills	Independent Member	✓									
Bev Robinson	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
Sam Bailey	Head of Human Resources (for item 113/22 only)
Lisa Breeze	Director of Estates (for item 114/22 only)
Paul Dewhurst	Chief Information Officer (for item 114/22 only)
Andrea Neild	Head of Student Support, Wellbeing and Inclusion (for item 114/22 only)

**95/22 Chair and quorum**

Steve Fogg 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.

**96/22 Apologies for absence**

No apologies for absence were received.

**97/22 Declarations of interest**

There were no opening declarations of interest.

**98/22 Membership matters**

- (i) Paul Howard provided a verbal report to advise that the student body had recently concluded a process to identify new Student Members of the Corporation Board and that Mark Chapman and Darren Gorman had been duly elected.
- (ii) Confirmation was provided that the Corporation Board is the appointing body for all members and the Board was therefore invited to appoint the two named students as members of the Corporation Board.
- (iii) The Corporation Board **APPOINTED** Mark Chapman and Darren Gorman as Student Members of the Corporation Board, with their term of office commencing on 28 September 2022 and ending on 31 August 2023.

**99/22 Minutes of the previous meeting**

The minutes and confidential minutes of the previous meeting held on 5 July 2022 were **APPROVED** as a true and accurate record. Confirmation was provided that all actions had been completed.

**100/22 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.
- (ii) In response to a question from Wendy Robinson, particular note was made of the fact that B&FC sets high targets for itself and chooses to benchmark against upper decile performance for the metrics on the dashboard.
- (iii) The Board received the dashboard and noted the content.

## **101/22 Principal and Chief Executive's report**

- (i) The Principal and Chief Executive presented her report which had been circulated with the agenda and drew particular attention to the fact that confirmation had recently been received from Office for Students that B&FC had been awarded indefinite Foundation Degree Awarding Powers and time-limited Bachelor's Degree Awarding Powers, making B&FC one of only three colleges in the country to have achieved this. The Principal and Chief Executive noted the intention to continue the longstanding relationship with Lancaster University for the majority of higher education provision, but to use the foundation and bachelor's degree awarding powers in niche areas. The work of the Vice-Principal for Higher Education and Student Enhancement in coordinating the College's application was commended.
- (ii) In response to a question from Chris Holt, the Principal and Chief Executive outlined the World Skills UK National Competition and confirmed that this year the finals would be hosted by six colleges across the UK, including B&FC, instead of being held at the NEC in Birmingham. The opportunity to host such a significant event was congratulated and confirmation was provided that Board Members would be able to attend if they wished to do so. In response to a supplementary question from the Chair, the Principal and Chief Executive noted that the five other partner colleges were Barking & Dagenham, Belfast Metropolitan, Cardiff & Vale, Edinburgh and Middlesbrough colleges.
- (iii) Martin Long took the opportunity to congratulate the College on its excellent T-Level results which had been well publicised over the summer period.
- (iv) The Board received the report and noted the content.

## **102/22 Period 12 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 July 2022, and acknowledged a typographical error in relation to the FE Commissioner intervention triggers which had been included within the report for information.
- (ii) In response to a question from the Chair, the Vice-Principal for Finance and Planning highlighted two areas of particular uncertainty, those being the likely level of in-year income and the current situation with the wider UK economy, both of which he noted were linked. He confirmed that the College monitors expenditure closely and is working hard to secure the forecast levels of income.
- (iii) The Board received the report and noted the content.

## **103/22 Early outlook and implications for 2022/23**

The Board directed that this item be minuted confidentially.

#### **104/22 Student enrolment 2022/23: Early indicators**

- (i) The Vice-Principal for Engagement shared a slide which provided the Board with up-to-date information on current progress with student enrolment.
- (ii) The Board received the report and noted the content.

#### **105/22 Property strategy**

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of the draft Property Strategy 2022-27, noting that in approving the policy the Board was providing its support for the overall direction of travel and that specific investment decisions would be brought to the Board for individual approval as is currently the case. He went on to draw the Board's attention to the request to dispose of four residential buildings owned by the college and outlined the strategic reason for this.
- (ii) In response to a question from Adrian Mills, the Vice-Principal for Finance and Planning confirmed that the recent experience of the COVID-19 pandemic and associated changes to working practices had been taken account of in the development of the strategy and provided examples of where this was the case, although note was made of the fact that learning is required to be provided on a face-to-face basis for all 16- to 18-year-old students.
- (iii) The Corporation Board **APPROVED** the updated Property Strategy 2022-27 as presented and **APPROVED** the disposal of the four residential units outlined in the report.

#### **106/22 College oversight guidance**

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to inform the Board of recently refreshed oversight guidance which had been published by the Department for Education.
- (ii) The Board received the report and noted the content.

#### **107/22 External governance review**

- (i) Paul Howard presented a report which had been circulated with the agenda to invite the Board to commission an external governance review and to share the outcome of the desktop self-assessment that had recently been undertaken.
- (ii) Paul Howard noted that a competitive procurement exercise had been undertaken, following which it was recommended that Rob Lawson be appointed to undertake the review. As a National Leader in Governance and an active Chair of a Further Education Corporation Board in Yorkshire, it was felt that he demonstrated the appropriate skill set to undertake the review and represented best value for money.

- (iii) The Board **APPROVED** the appointment of Rob Lawson to undertake the external governance review.

#### **108/22 Fit and proper persons report**

- (i) Paul Howard presented a report which had been circulated with the agenda to confirm that signed declarations had been received from all Board Members in respect of their continued eligibility to act as Corporation Board members, including being a trustee of B&FC as an exempt charity and satisfying the Office for Students' fit and proper person criteria, and that independent checks of various publicly available registers and search engines had also been completed.
- (ii) The Board received the report and noted the content.

#### **109/22 Gender pay gap report 2022**

- (i) The Executive Director of B&FC for Business presented a report which had been circulated with the agenda to share the results of the gender pay gap report as at 31 March 2022, which would be published by the Government in line with all other eligible organisations.
- (ii) The Board received the report and noted the content.

#### **110/22 Modern slavery and human trafficking statement**

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of an updated modern slavery and human trafficking statement.
- (ii) In response to a question from Helen Broughton around the requirement for procurement staff to undertake associated training, the Vice-Principal for Finance and Planning confirmed that this was a mandatory requirement.
- (iii) The Board **APPROVED** the modern slavery and human trafficking statement as presented.

#### **111/22 Risk register, closing off 2021/22**

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to present the final risk register for the 2021/22 financial year, noting that the opening Risk Register for 2022/23 had been prepared and would be considered by the Audit Committee at its meeting on 23 November 2022.
- (ii) The Corporation Board received the report and noted the content.

## **112/22 Summary of compliments and complaints**

- (i) The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to summarise the compliments and complaints received 2021/22, along with an analysis of the factors which had contributed to the complaints received. He also provided examples of how learning from complaints is shared across the organisation.
- (ii) In response to a question from the Chair, the Vice-Principal for Quality and Curriculum described the culture of openness across B&FC and this was endorsed by Colleen Hickson.
- (iii) The Corporation Board received the report and noted the content.

*The Head of Human Resources, the Head of Student Support, Wellbeing and Inclusion, the Director of Estates and the Chief Information Officer joined the meeting.*

## **113/22 End of year HR report 2021/22**

- (i) The Head of Human Resources presented a report which had been circulated with the agenda to provide an update on human resources and to present a number of key metrics for financial year 2021/22, alongside three-year data trends.
- (ii) The Head of Human Resources noted that a five-year People Strategy had been introduced in 2020 and that a review had recently been undertaken to ensure that it still aligned with the college's overall strategy. She iterated the focus on employee wellbeing as part of the strategy.
- (iii) The Chair highlighted the favourable nature of the data provided within the report and Helen Broughton commented on the sense of stability and consistency of approach conveyed by the report.
- (iv) The Corporation Board received the report and noted the content.

## **114/22 Annual reports 2021/22**

- (i) An annual report on safeguarding and equality, diversity and inclusion had been circulated with the agenda and was presented by the Head of Student Support, Wellbeing and Inclusion. Wendy Robinson noted the challenging nature of safeguarding for educational organisations generally and commended the trial of additional software to support this approach. She also agreed to share contact details for the team at Lancaster University to allow for sharing of good practice between the teams.
- (ii) An annual report on health, safety and sustainability was presented by the Director of Estates and an annual report on data protection was presented by

the Chief Information Officer. The Board thanked all report authors for the quality of their reports.

(iii) The Corporation Board received the annual reports and noted the content.

**115/22 Board members' forum**

Board members provided a summary of their activities since the previous meeting. Helen Broughton and Wendy Robinson informed the Board that they had participated in the selection panel for the Corporation Board Awards for Learning, Teaching and Assessment and Adrian Mills noted that he had recently spoken at a meeting of the senior leadership team as well as hosting a visit of colleagues within his organisation to share best practice. Jane Cole took the opportunity to share some positive feedback from a Ukrainian refugee known to her who is studying at B&FC.

*Members of the Executive Team, with the exception of the Principal and Chief Executive, left the meeting.*

**116/22 Principal and Chief Executive**

The Corporation Board directed that this item be minuted confidentially.

**117/22 Date, time and venue of next meeting**

The next meeting of the Board will be held on 1 November 2022, 5.00pm, by videoconference.