

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)
HELD 14 MARCH 2023 AT 5.00PM
AT FLEETWOOD NAUTICAL CAMPUS

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	✓	A	✓	✓	✓	✓				
Andrea Challis	Independent Member	✓	✓	✓	✓	✓	✓				
Mark Chapman	Student Member	---	✓	✓	✓	✓	A				
Jane Cole	Independent Member	✓	✓	A	A	A	✓				
Darren Gorman	Student Member	---	✓	A	✓	A	A				
Colleen Hickson	Staff Member	✓	✓	✓	✓	✓	✓				
Chris Holt	Independent Member	✓	A	✓	✓	✓	✓				
Suzy Layton	Independent Member	✓	A	✓	✓	✓	✓				
Sandy Lee	Staff Member	✓	✓	✓	✓	A	A				
Antony Lockley	Independent Member	✓	✓	✓	✓	✓	✓				
Martin Long	Independent Member	✓	✓	✓	✓	✓	✓				
Adrian Mills	Independent Member	✓	✓	✓	✓	✓	A				
Bev Robinson	Principal and Chief Executive	✓	✓	✓	A	✓	✓				
Wendy Robinson	Independent Member	✓	✓	A	✓	✓	A				

In attendance:

Linda Dean	Executive Director of Apprenticeships and People
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 HR (for minute reference 32/23 only)
Lisa Breeze	Director of Estates (for minute reference 32/23 only)
Nigel Brown	Director for Students (for minute reference 32/23 only)
Paul Dewhurst	Chief Information Officer (for minute reference 32/23 only)
Neil Atkinson	Head of Fleetwood Nautical Campus (for minute reference 33/23 only)

20/23 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.

21/23 Apologies for absence

Apologies for absence were received as shown in the attendance table above.

22/23 Declarations of interest

Antony Lockley declared an interest in minute reference 28/23 (Major projects update) by virtue of his employment with Blackpool Council and agreed to withdraw from the meeting whilst matters pertaining to Multiversity were under discussion.

23/23 Minutes of the previous meeting and confirmation of written resolution

- (i) The minutes of the previous meeting held on 31 January 2023 were **APPROVED** as a true and accurate record and confirmation was provided that all actions on the action log had been completed.
- (ii) The Board noted that a resolution had been passed in writing on 2 February 2023 to approve the submission of a match-funded T-Level capital fund bid.

24/23 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 and the Board had the opportunity to ask questions.
- (ii) The Board received the dashboard and noted the content.

25/23 Principal and Chief Executive's report

- (i) The Principal and Chief Executive presented her regular report which had been circulated with the agenda, and noted that collective pay negotiations with the recognised trade unions continue, with further discussions scheduled to take place later in the week.
- (ii) The Board received the report and noted the content.

26/23 Accountability statement 2023/24

- (i) The Principal and Chief Executive presented a report which had been circulated with the agenda to remind the Board that further education colleges in England are required to submit an Accountability Statement to the Department for Education as part of an Accountability Agreement by 31 May 2023, and for the

statement to be published on the website before 1 December 2023. She drew Board members' attention to the draft statement which had been appended to the report and invited discussion.

- (ii) With regard to the proposed targets shown at page 4 of the report, the Principal and Chief Executive suggested that the Board may wish to reduce the total number of targets to ensure appropriate focus, and this was supported. She also reminded the Board that biannual updates on the operational plan are also provided. In response to a question from the Chair, confirmation was provided that the strategic objectives shown in the document are linked to the board-approved strategy.
- (iii) In response to a question from Martin Long around work with other colleges, the Principal and Chief Executive highlighted The Lancashire Colleges Group where all local colleges come together to share good practice and work together on key matters of mutual importance.
- (iv) Helen Broughton asked how success against the targets would be measured, to which the Principal and Chief Executive responded that the intention would be to develop SMART targets once the Board has endorsed the general approach shown, and to present these to the next meeting. The Chair endorsed this approach and suggested that the document be updated to refer to 'outcome measures' rather than 'outcome targets' if the guidance allows this.
- (v) The Principal and Chief Executive thanked the Board for its input and agreed to provide an updated draft to the next meeting for review.

ACTION: Principal and Chief Executive

27/23 Period 6 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 January 2023, noting that a full year reforecast had been undertaken as is usual practice at period 6.
- (ii) Helen Broughton referenced the key performance indicator table shown on page 3 of the report and a discussion was held on the B&FC specific guidelines shown. The Principal and Chief Executive noted that these were based on the pre-Covid operating model and suggested that it would be opportune to review these.
- (iii) The Board received the report and noted the content.

28/23 Major projects update

The Board directed that this item be minuted confidentially.

29/23 International Student Fees Policy 2023/24

- (i) The Vice-Principal for HE and Student Enhancement presented a report which had been circulated with the agenda to seek approval of the International Student Fees Policy 2023/24.
- (ii) The Board **APPROVED** the policy as presented.

30/23 Audit Committee matters

Jane Cole, the Audit Committee Chair, provided a verbal summary of the business transacted at the most recent committee meeting on 1 March 2023 and the approved minutes of the meeting held on 23 November 2022 had been circulated for information.

31/23 Board members' forum

- (i) Andrea Challis updated the Board on some recent work with B&FC that she had been involved with and wished to convey how impressed she had been by the students involved, particularly in relation to their professionalism and attitude.
- (ii) Suzy Layton advised that she had held a routine meeting with the Director for Students in her role as the lead board member for safeguarding and described how her organisation would be working closely with B&FC on matters relating to mental health and gender reassignment.
- (iii) The Chair advised that he had met with the Chair of Blackpool Sixth Form College since the last meeting and that the meeting had been positive, with both organisations interested in investigating whether there are opportunities to work together on pathways from schools and colleges into employment.
- (iv) Antony Lockley noted that the Principal and Chief Executive Designate would be meeting with Blackpool Council later in the week and also shared a recent experience of working with the Department for Levelling Up, Housing and Communities to support a briefing session with a focus on Blackpool.

32/23 Mid-year reports

- (i) Sam Bailey, Lisa Breeze, Nigel Brown and Paul Dewhurst joined the meeting.
- (ii) The Director for Students presented the mid-year report on safeguarding and equality and diversity. He highlighted the work done with feeder schools this year to better understand the safeguarding context and noted the inclusion of a case study from B&FC in a recent report from the NSPCC. The Board noted the usefulness of case studies and the Director for Students agreed to include these in future reports to the Board.
- (iii) The Director of Estates presented the mid-year report on health, safety and sustainability and noted in particular the fact that B&FC would be holding its

sustainability week to coincide with Earth Day, and that work is ongoing to identify grant funding opportunities to update the solar photovoltaic technology in place across B&FC's campuses.

- (iv) The Chief Information Officer presented the mid-year report on data protection and noted the continuing strong performance in this area. In response to a suggestion from the Board, the Chief Information Officer agreed to include cybersecurity matters in future reports to the Board.
- (v) The Head of Human Resources presented the mid-year report on human resources and drew the Board's attention to the areas of progress made against the People Strategy 2020-2025 as shown on page one of the report.
- (vi) Sam Bailey, Lisa Breeze, Nigel Brown and Paul Dewhurst joined the meeting.
- (vii) The Vice-Principal for Finance and Planning presented the risk management report following review by the Audit Committee and briefed the Board on the three high risks shown on the risk register. In response to a question from Andrea Challis, he outlined the arrangements that had been put in place for energy provision over the next 12 months.
- (viii) The Corporation Board received the mid-year reports and noted the content.

33/23 Fleetwood Nautical Campus

The Board directed that this item be minuted confidentially.

34/23 Date, time and venue of next meeting

The next meeting of the Board will be held on 25 April 2023, 5.00pm, by videoconference.