

Minutes of a meeting of the B&FC Corporation Board ('the Board')

Held on 4 July 2023 at 5.00pm

In the Boardroom on the Bispham 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	19 Jul 2023	2022/23 attendance to date
Steve Fogg	Independent Member, Chair	✓	✓	✓	✓	✓	✓	✓	A	✓		89%
Helen Broughton	Independent Member	✓	A	✓	✓	✓	✓	✓	✓	✓		89%
Andrea Challis	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓	✓		100%
Mark Chapman	Student Member	---	✓	✓	✓	✓	A	A	✓	✓		75%
Jane Cole	Independent Member	✓	✓	A	A	A	✓	A	✓	✓		56%
Darren Gorman	Student Member	---	✓	A	✓	A	A	✓	A	---		43%
Colleen Hickson	Staff Member	✓	✓	✓	✓	✓	✓	✓	✓	✓		100%
Chris Holt	Independent Member	✓	A	✓	✓	✓	✓	✓	✓	✓		89%
Suzy Layton	Independent Member	✓	A	✓	✓	✓	✓	✓	✓	✓		89%
Sandy Lee	Staff Member	✓	✓	✓	✓	A	A	✓	✓	✓		78%
Antony Lockley	Independent Member	✓	✓	✓	✓	✓	✓	A	✓	A		78%
Martin Long	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓	✓		100%
Adrian Mills	Independent Member	✓	✓	✓	✓	✓	A	A	✓	✓		78%
Bev Robinson	Principal & Chief Executive	✓	✓	✓	A(*)	✓	✓	✓	✓	✓		100%
Wendy Robinson	Independent Member	✓	✓	A	✓	✓	A	✓	A	✓		67%

In attendance:

Linda Dean	Executive Director for Apprenticeships and People
Cheryl Dunn	Vice-Principal for Higher Education and Student Enhancement
Paul Howard	Governance Professional, PDH Advisory (minutes)
Simon Hughes	Vice-Principal for Quality and Curriculum
Alistair Mulvey	Vice-Principal for Finance and Planning

71/23 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.

72/23 Apologies for absence

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

73/23 Declarations of interest

There were no opening declarations of interest.

74/23 Minutes of the previous meeting

The minutes and the confidential minutes of the previous meeting held on 23 May 2023 were **APPROVED** as a true and accurate record.

75/23 Major projects update

The Board directed that this item be minuted confidentially.

76/23 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) A discussion was held around the performance of apprenticeships, particularly as the end of the year approaches, and the Executive Director for Apprenticeships and People described the work that is underway with employers to ensure that end dates for apprenticeships are reviewed and amended as needed.
- (iii) The Board received the dashboard and noted the content.

77/23 Principal and Chief Executive's report

- (i) The Principal and Chief Executive presented her regular report which had been circulated with the agenda. In it, she confirmed receipt of the report following the recent Ofsted inspection of Initial Teacher Education, as well as providing the Board with an update on a new Management Forum appointment and providing the usual news related to the further education sector.
- (ii) In response to a question from Chris Holt around the impact of the recent Ofsted judgments, the Principal and Chief Executive provided an overview of how the College is responding. The Vice-Principal for Quality and Curriculum also outlined how staff wellbeing and morale is being maintained.
- (iii) As this meeting would be the last to be attended by the Principal and Chief Executive before her retirement, she took the opportunity to highlight some of the many achievements of the College, its staff and its students during her ten-year tenure and Steve Fogg thanked her for her leadership and vision over the past decade.

- (iv) The Board received the report and noted the content.
- (v) Steve Fogg left the meeting and Helen Broughton took the chair.

78/23 Period 10 finance report

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to summarise the College's financial position as at 31 May 2023.
- (ii) In response to a question from Helen Broughton about the level of aged debt, the Vice-Principal for Finance and Planning confirmed that there are plans in place for all debts in excess of 90 days and that focused work is undertaken to address debtors at an early stage.
- (iii) The Board received the report and noted the content. The Board also **APPROVED** the disposal of three residential properties on Bennett Avenue at an appropriate point in time as determined by the Executive Team.

79/23 Consideration of an additional non-consolidated pay award for 2023

- (i) The Executive Director for Apprenticeship and People presented a report which had been circulated with the agenda to invite the Board to consider an additional non-consolidated pay award for 2023. She reminded the Board that it undertakes a review of the reward framework in December of each year to ensure that remuneration remains appropriate, taking account of external salary benchmarking, recommendations from the Association of Colleges and overall affordability, alongside a general principle of awarding pay increases based on collective merit and contribution. In addition, she noted that the Board often commits to review the financial position again in-year, to determine whether an additional non-consolidated payment is affordable.
- (ii) Three options were set out in the report and each was discussed.
- (iii) Following discussion, the Board **AGREED** to apply a 1% non-consolidated bonus payment for all eligible staff.

80/23 College Financial Forecasting Return 2023-25 and budget 2023/24

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of the two-year College Financial Forecasting Return (CFFR) submission for 2023/24 and 2024/25, and approval of the budget for 2023/24.
- (ii) In response to a question from Chris Holt around management of in-year costs, the Vice-Principal for Finance and Planning outlined the arrangements that are in place to monitor and reduce costs if income were to be significantly adverse to plan. He also confirmed that five different downside scenarios had been tested as part of setting the proposed budgets, and shared these with the Board.
- (iii) The Board **APPROVED** submission of the CFFR for 2023-25 as presented and **APPROVED** the budget 2023/24 as set out in the report.

81/23 Employee survey results 2023

- (i) The Executive Director for Apprenticeships and People presented a report which had been circulated with the agenda to outline the results of the employee engagement survey which had been undertaken in May 2023 and to set out the proposed approach in 2023/24. Particular note was made of the high overall participation rate, which at 86% is 6% higher than the target and a 2.7% percentage point increase on the 2022 survey response rate, and the fact that responses to the 'management style' section had remained consistent.
- (ii) The Board received the report and noted the content.

82/23 Internal audit plan 2023/24

- (i) The Vice-Principal for Finance and Planning presented the draft internal audit plan for 2023/24 which had been circulated with the agenda and which had been endorsed by the Audit Committee at its meeting on 29 June 2023.
- (ii) In response to a question from Wendy Robinson, the Vice-Principal for Finance and Planning advised that it remains beneficial to retain the services of internal auditors to provide independent assurance, noting that the use of internal auditors is optional in a further education corporation. This was endorsed by the Principal and Chief Executive, who noted the benefit of internal auditors to her in her role as Accounting Officer.
- (iii) The Board **APPROVED** the internal audit plan 2023/24 as presented.

83/23 External audit plan for the year ending 31 July 2023

- (i) The Vice-Principal for Finance and Planning presented the draft external audit plan for the year ending 31 July 2023 which had been circulated with the agenda and which had been endorsed by the Audit Committee at its meeting on 29 June 2023. With regard to the increased fee, note was made of the fact that this was due to increased work being required as a result of new International Standards on Auditing and that, at 4.1%, the increase was less than the sector average.
- (ii) The Board **APPROVED** the external audit plan for the year ending 31 July 2023 as presented.

84/23 2022/23 risk management report

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to provide the updated risk register for 2022/23. Confirmation was provided that it had been reviewed and endorsed by the Audit Committee at its meeting on 29 June 2023.
- (ii) The Board **APPROVED** the 2022/23 risk register as presented.

85/23 Proposed strategic risks for 2023/24

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of the strategic risks for FY2023/24, and

confirmed that the report had been informed by feedback from the Audit Committee at its meeting on 29 June 2023.

- (ii) The Board **APPROVED** the strategic risks for FY2023/24 as set out in the report.

86/23 Membership matters

- (i) Paul Howard presented a report which had been circulated with the agenda to invite the Corporation Board to appoint a new Staff Board Member from the curriculum staff cohort following an election.
- (ii) The Board **APPOINTED** Jagjit Walia as Staff Board Member with effect from 1 September 2023 for an Initial Induction Year.
- (iii) The Chair noted that the current Staff Board Member from the curriculum staff cohort, Colleen Hickson, had reached her maximum term of office in post and that this would therefore be her last meeting. Sincere thanks were expressed on behalf of the Board for her contribution over eight years.

87/23 Board strategy feedback

- (i) Bev Robinson presented a report which had been circulated with the agenda to summarise the outputs from the strategy session held on 20 June 2023.
- (ii) The Board received the report and noted the content.

88/23 Review of Financial Regulations

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of proposed changes to the college's Financial Regulations. He noted that many of the amendments were required as a result of *Managing Public Money* now applying to further education corporations and confirmed that the proposed amendments had been scrutinised and endorsed by the Audit Committee when it met on 29 June 2023.
- (ii) The Board **APPROVED** the changes to Financial Regulations as presented.

89/23 Board members' forum

Board members took the opportunity to share any College-related activities since the last meeting.

90/23 Audit Committee matters

- (i) Jane Cole provided a verbal summary of business transacted at the most recent meeting of the Audit Committee and the approved minutes of the meeting held on 1 March 2023 had been circulated with the agenda for information.
- (ii) The Board received and noted the verbal update.

91/23 Date, time and venue of next meeting

The next scheduled meeting of the Board will be held on 26 September 2023, 5.00pm, on the University Centre Campus. In addition, a short confidential meeting of the Board would also take place on 19 July 2023.