

**BLACKPOOL AND THE FYLDE COLLEGE**  
**MINUTES OF A MEETING OF THE CORPORATION BOARD**  
**HELD ON 27 APRIL 2021, 5.00PM**  
**VIA VIDEOCONFERENCE**

**Members' attendance record:**

		22 Sep 2020	3 Nov 2020	8 Dec 2020	2 Feb 2021	16 Mar 2021	27 Apr 2021	8 Jun 2021	6 Jul 2021	2020/21 attendance
Alan Cavill	Independent Member, Chair	✓	✓	✓	✓	✓	✓			
Helen Broughton MBE	Independent Member	-	-	-	✓	✓	✓			
Jane Cole	Independent Member	✓	✓	✓	✓	✓	✓			
Steve Fogg	Independent Member	-	-	-	✓	✓	✓			
Kenny Gilmour	Independent Member	✓	✓	✓	✓	✓	✓			
Vicky Henderson	Student Member	✓	✓	✓	✓	✓	✓			
Colleen Hickson	Staff Member	✓	✓	✓	✓	✓	✓			
Lucy Holden	Student Member	✓	✓	✓	✓	✓	✓			
Chris Holt	Independent Member	✓	✓	✓	✓	✓	✓			
Heather Knight	Independent Member	✓	✓	✓	✓	✓	✓			
Suzy Layton	Independent Member	-	-	-	✓	✓	✓			
Martin Long	Independent Member	✓	✓	✓	✓	✓	✓			
Judith Mills	Independent Member	✓	✓	✓	✓	✓ <sup>1</sup>	✓			
Lorraine Moffat	Independent Member	✓	-	-	-	-	-			
Anne Parmley	Independent Member	✓	✓	✓	✓	-	-			
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓	✓	✓			
Joanne Shepherd	Staff Member	✓	A	✓	✓	✓	✓			
Steve Williams	Independent Member	✓	✓	✓	✓	✓ <sup>2</sup>	✓			

*Key: ✓ attended including by tele/videoconference | A apologies sent and accepted | ✗ did not attend*

**In attendance:**

Linda Dean, B&FC's Executive Director for Business  
Cheryl Dunn, Vice-Principal for Higher Education and Student Enhancement  
Simon Hughes, Vice-Principal for Quality and Curriculum  
Alistair Mulvey, Vice-Principal Finance and Planning  
Daryl Platt, Vice-Principal for Engagement  
Danya Young, Company Secretary

<sup>1</sup> From Minute 42/21

<sup>2</sup> From Minute 42/21

### **36/21 Chair and quorum**

- i. Alan Cavill 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.
- ii. The Board welcomed A Mulvey, Vice Principal Finance and Planning to his first meeting in his substantive role.

### **37/21 Apologies for absence**

There were no apologies for absence.

### **38/21 Declarations of interest**

No Board Members declared an interest in any of the agenda items.

### **39/21 Minutes of the previous meeting and action log**

- i. The minutes of the previous meeting held on 16 March 2021 were **APPROVED** as a true and accurate record and the Chair was authorised to sign the same on behalf of the Board.
- ii. The Board noted the actions in the action log were not yet due.

### **40/21 Matters arising**

There were no matters arising since the last Board meeting.

### **41/21 Dashboard**

- i. The Board considered the headline performance and quality metrics in the circulated dashboard, noting progress remained steady overall and in line with expectations. The Board also received a summary of the status of the financial metrics and noted and that this would be reported on fully at agenda item P7 2020/21 Financial Report at minute 43/1 below.
- ii. The Corporation Board **RECEIVED** the dashboard and noted the content.

### **42/21 Principal and Chief Executive's report**

- i. The Principal and Chief Executive presented her regular report which had been circulated with the agenda and which included the following key areas, which the Board discussed:
    - a) B&FC revised operations in the light of Covid-19
    - b) Institutes of Technology
    - c) Adult Education Budget (AEB) claw back for 2020/2021
    - d) New FE Commissioner
    - e) Ofsted inspections update
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- ii. With regard to the AEB claw back for 2020/21, which the Board had received early notification of at previous meetings, it was noted that from the information available, it was anticipated to impact potentially up to 70% of colleges. The Board noted that this item was reported on further in more detail in the P7 2020/21 Financial Report.
- iii. The remainder of the discussion was minuted confidentially.
- iv. The Corporation Board **RECEIVED** the report and noted the content.

#### **43/21 P7 2020/21 Financial Report**

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda to summarise the Corporation's year to date income and financial position as at the end of February 2021 and he provided an update of the financial position as at the end of March 2021. The Board noted that B&FC's ESFA Overall Financial Health Score was Outstanding at the end of P7 and P8.
- ii. The Vice Principal Finance and Planning drew the Board's attention to the mitigation strategies in place in connection with the clawback of some funding should AEB delivery not reach 90% of contract, as referred to above, to provide assurance to the Board in this regard, which the Board discussed and was content with.
- iii. In response to a question from K Gilmour regarding the Vice Principal Finance and Planning's observations and reflections being new in post, he highlighted the strengths of the organisation, particularly the business planning process, and visibility and transparency of the financial position within the organisation, which he had had exposure to in his first seven weeks. He highlighted that, as with all colleges, the challenging areas were those external factors that were not within the College's control, such as those relating to the pandemic, which the College continued to manage well.
- iv. The Board noted that a review of the Corporation Board's full programme of work and scheduled meetings would be undertaken to ensure the Board received the most up to date financial information at its meetings.
- v. The Corporation Board **RECEIVED** the report and noted the content.

#### **44/21 Annual Capital Programme 2020/21**

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda to:
    - Seek qualified approval for up to £1.8m capital expenditure budget for 2021/22.
    - Obtain approval of £100k of T-Level grant funded expenditure, a component element of the global £1.8m in advance of the financial year
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in order to meet the grant funding conditions.

- Allow the Vice Principal Finance and Planning and the Principal and Chief Executive to vire between the proposed budget lines in the capital budget table, staying within the overall budget envelope of £1.8m.

- ii. The Vice Principal Finance and Planning also informed the Board of the required spend of an additional £200k of the total monies in advance, which related to lead times for IT equipment, to be approved. Therefore, approval was being sought for a total of £300k to spend in this financial year.
- iii. The Chair reminded the Board of the reason for the early request for approval, namely for planning purposes to enable the requisite infrastructure, equipment and learning systems to be in place for the start of the term.
- iv. In response to a question from C Holt, the Vice Principal Finance and Planning clarified that the additional £200k was for a refresh of existing IT capabilities.
- v. The Board also noted and was content with the responses from the Vice Principal Finance and Planning and Principal and Chief Executive to the Board's questions regarding the rationale for the more prudent/cautious approach than usual to the commitment; the plans to monitor and release capital spend in the next financial year; the timeframes for the anticipation of future capital spend; and the impact from continued online delivery.
- vi. The Corporation Board noted the report and following consideration **APPROVED** the recommendations as presented.

#### **45/21 Further Education Fees Policy 2021-22**

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda to seek the Board's authority to delegate responsibility to the Principal and Chief Executive to approve the 2021-22 Further Education Fees Policy subject to her scrutiny to assure herself that it mirrored the Education and Skills Funding Agency's rules for all compliance and regulatory matters.
- ii. The Board noted the very unusual and time critical circumstances that had led to the recommendation and considered the risks and implications and mitigations thereof, as detailed in the report.
- iii. Following discussion, the Board **APPROVED** the recommendation as presented provided this would not cause any risk to the College and that the Board would be informed immediately should there be any material or unusual change to ESFA's rules.

#### **46/21 Company Secretary function**

The Board directed that this item be minuted confidentially.

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## **47/21 Business Engagement progress report**

- i. The Vice Principal for Engagement presented a report, the purpose of which was to provide the Board with an overview of the direction of travel for business engagement at the College and which covered business under lockdown restrictions and recent developments.
- ii. The Board discussed the report at length and explored various areas including predicted growth; enhancing HE attainment; and the links and alignment between the reported initiatives and the Strategic Plan 2022-25. The members of the Executive team provided responses to the Board questions raised which the Board was content with.
- ii. The Corporation Board **RECEIVED** the report and noted the content.

## **48/20 Quality and Standards Committee matters**

- i. The Quality and Standards Committee Chair, K Gilmour, provided a verbal summary of the Quality and Standards Committee meeting held on 23 March 2021 and summarised the proposed changes to the Committee's terms of reference which the Board approved.
- ii. The Board noted the circulated Minutes of the Quality and Standards Committee meeting held on 24 November 2020 as approved by the Committee.

## **49/21 Board members' forum**

The Chair announced that K Gilmour was resigning from the Corporation Board with effect from July 2021, due to stepping down from his role and leaving Victrex plc at the end of the month.

## **50/21 Training**

### **/1 Carver governance model**

- i. The Chair introduced the report, the purpose of which was to provide a refresher of the Carver governance model that had been adopted by B&FC for many years and to ask the Board to confirm its chosen governance approach going forward.
- ii. Following discussion of the principles and central ideas of the Carver governance model, the Board noted its full support for the College to continue to adopt the same, recognising the value and strengths of this approach for effective governance and decision-making.

### **/2 Apprenticeships**

- i. The Head of Apprenticeships and Board member, C Hickson, delivered a high level overview of Apprenticeships.
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- ii. The Corporation Board discussed the content and thanked C Hickson for the presentation.

**51/21 Date, time and venue of next meeting**

It was noted that the next meeting of the Corporation Board would be held on 8 June 2021 at 5pm, via videoconference.