

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 8 JUNE 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	✓	✓	✓	✓	✓	✓	A		
Steve Fogg	Independent Member	-	-	-	✓	✓	✓	A		
Kenny Gilmour	Independent Member	✓	✓	✓	✓	✓	✓	✓		
Vicky Henderson	Student Member	✓	✓	✓	✓	✓	✓	✓		
Colleen Hickson	Staff Member	✓	✓	✓	✓	✓	✓	✓		
Lucy Holden	Student Member	✓	✓	✓	✓	✓	✓	A		
Chris Holt	Independent Member	✓	✓	✓	✓	✓	✓	✓		
Heather Knight	Independent Member	✓	✓	✓	✓	✓	✓	A		
Suzy Layton	Independent Member	-	-	-	✓	✓	✓	✓		
Martin Long	Independent Member	✓	✓	✓	✓	✓	✓	✓		
Judith Mills	Independent Member	✓	✓	✓	✓	✓	✓	✓		
Lorraine Moffat	Independent Member	✓	-	-	-	-	-	-		
Anne Parmley	Independent Member	✓	✓	✓	✓	-	-	-		
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓	✓	✓	✓		
Joanne Shepherd	Staff Member	✓	A	✓	✓	✓	✓	✓		
Steve Williams	Independent Member	✓	✓	✓	✓	✓	✓	✓		

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

52/21 Chair and quorum

Alan Cavill took the chair and noted that due notice had been given to all Board members and that a quorum was present. Accordingly, he declared the meeting duly convened and constituted.

53/21 Apologies for absence

The above apologies for absence were noted.

54/21 Declarations of interest

It was noted that Board members Vicky Henderson and Suzy Layton would not participate in the discussion, nor vote or count in the quorum for their respective Board and Committee appointments at agenda item 13 at Minute 64/21 below. Similarly, Helen Broughton would not participate in the discussion nor vote or count in the quorum for her proposed Committee appointments nor for the proposed appointment of Peter Hewetson to the Audit Committee.

55/21 Minutes of the previous meeting and action log

- i. The minutes and confidential minutes of the previous meeting held on 27 April 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.

56/21 Matters arising

There were no matters arising since the last Board meeting.

57/21 Dashboard

- i. The Board considered the headline performance and quality metrics in the circulated dashboard, noting progress remained steady and in line with expectations overall. In response to a question from Chris Holt, the Vice Principal for Quality and Curriculum reminded the Board of the relationship between the attendance, retention and attainment metrics.
- ii. The Board also received a summary of the status of the financial metrics in the dashboard and noted that this would be reported on fully at agenda item P9 2020/21 Financial Report at minute 59/21 below.
- iii. The Corporation Board **RECEIVED** the dashboard and noted the content.

58/21 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) Education and Skills Funding Agency financial scoring of B&FC as Outstanding
 - d) Feedback and visit opportunities for Board members
 - e) Ministry of Justice Prison Education Service
- ii. The Board elected Suzy Layton to take leadership responsibility for B&FC's safeguarding arrangements pursuant to the current statutory guidance 'Keeping children safe in education (2020)'; and Helen Broughton as the Board representative for health and safety. The Chair thanked Suzy Layton and Helen Broughton for volunteering for these positions.
- iii. In response to a question from Suzy Layton, the Principal and Chief Executive and Vice Principal for Higher Education and Student Enhancement provided additional information about the Higher Education (Freedom of Speech) Bill introduced on 12 May 2021, specifically the strengthened legal duties on higher education providers in England to protect freedom of speech for students, academics and visiting speakers.
- iv. The Corporation Board **RECEIVED** the report and noted the content.

59/21 P9 2020/21 Financial Report

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda and summarised the Corporation's year to date income and financial position as at 30 April 2021.
 - ii. In response to queries raised by the Board, the Vice Principal Finance and Planning detailed the reasons for the consistency between the reported year to date actual and forecast figures. The Board also received an update on the proposed additional year-end financial KPIs that would be included in the future reports for the Board's information.
 - iii. On considering the reported item on DfE Post 16 Capacity Fund 2021-22, the Board recorded its approval of B&FC's capital contribution should the bid be successful, and noted that this was aligned to B&FC's Property Strategy.
 - iv. The Vice Principal Finance and Planning drew the Board's attention to B&FC's performance versus the range of metrics within ESFA's financial dashboard, including its continued rating of B&FC's financial performance as Outstanding, which the Board noted. The Principal and Chief Executive highlighted the value to the Board in receiving this external regulator's independent assessment of B&FC's finances, as an additional layer of assurance.
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- v. The Board directed that the remainder of the discussion was minuted confidentially.
- vi. The Corporation Board **RECEIVED** the report and noted the content.

60/21 Draft outline 2021/22 revenue budget

- i. The Vice Principal Finance and Planning presented the draft high-level review of the revenue budget for FY2021/22 for the Board's initial consideration and drew the Board's attention to the headlines detailed therein, which the Board discussed at length.
- ii. The Board considered the outlined rationale for and manner in which the budget had been produced and agreed that it was in line with expectation. The Board noted that the final proposal which would be broadly in line with that reported would be presented to the Board at the July 2021 meeting for formal approval.

61/21 B&FC Strategic Plan 2022-2025

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda for the Board to consider and approve the B&FC Strategic Plan 2022-2025 and he thanked the Board for their comments received prior to the meeting.
- ii. In response to Kenny Gilmour's question as to B&FC's tangible plans in respect of the sustainability and environment agenda, the Vice Principal Finance and Planning shared with the Board the details of the sustainability strategy and provided an overview of the core elements thereof. He also acknowledged that B&FC could do more to publicise its sustainability delivery and achievements to date.
- iii. The Vice Principal for Engagement also shared further details regarding B&FC's activity and delivery in respect of the government's ten point plan for a green industrial revolution, and the carbon neutral initiatives associated with the IoT, which the Board noted.
- iv. Following discussion, the Board approved the strategic plan 2022-25 subject to the revisions to the foreword discussed at the meeting, and agreed that the final version would be circulated to the Board for information.

Action: Vice Principal Finance and Planning

- v. The Board also noted the usefulness of the circulated aide memoire in reporting on the strategic goals to the Board.

62/21 Annual Report on Cross College Student Forums

- i. The Vice Principal for Higher Education and Student Enhancement presented a report which had been circulated with the agenda to provide an overview of students' views in the cross College student forums held virtually throughout 2020/2021 as well as to report on relevant operational matters.
- ii. Martin Long acknowledged the excellent feedback. In response to a question from Chris Holt, the Vice Principal for Higher Education and Student Enhancement provided the context and additional detail in respect of flexible delivery of timetabled sessions to meet the challenges of balancing home life demands.
- iii. Following discussion, the Corporation Board **RECEIVED** the report and noted the content.

63/21 Employee Survey Results 2021

- i. The Executive Director B&FC for Business presented a report which had been circulated with the agenda to share the outcome of the April 2021 Employee Engagement survey and proposed approach in 2021, highlighting the positive results in terms of participation and overall response rates.
- ii. The Chair acknowledged the excellent participation and results. Kenny Gilmour asked how the good work the College had done for both students and employees during the pandemic could be sustained going forward. In response, from the employee perspective the Executive Director B&FC for Business highlighted the themes that had been addressed through results and broader conversations that were taking place to continue to respond and improve. From the perspective of student support, the Vice Principal for Quality and Curriculum and Vice Principal for Higher Education and Student Enhancement emphasised the importance of continuing the learning and teaching best practice from the pandemic whilst closely monitoring longitudinal outcomes and trends.
- iii. During the Board's discussion, Suzy Layton shared details of the impact of disaster recovery on human behaviour, including the work of international disaster recovery expert Lucy Easthope, and agreed to share a useful report with the Executive Director B&FC for Business.
- iv. The Corporation Board **RECEIVED** the report and noted the content.

64/21 Succession planning and recruitment

Helen Broughton, Vicky Henderson and Suzy Layton withdrew from the meeting for their respective appointments.

- i. The Company Secretary summarised the following recommendations of the Search Committee as detailed in the circulated report which, following consideration, the Board approved:
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- a) The appointment of Adrian Mills as an Independent Board Member with effect from 6 July 2021 and as a Quality and Standards Committee member with effect from 5 October 2021.
- b) The appointment of Vicky Henderson as a Student Member for a second term with effect from 1 September 2021.
- c) The appointment of Vice-Chair, Helen Broughton, as Chair of the Remuneration Committee with immediate effect and as Chair of the Quality and Standards Committee from 6 July 2021.
- d) The appointment of Peter Hewetson as the co-opted Audit Committee member to succeed Stephen Dunstan with effect from 17 June 2021 subject to the Audit Committee's approval of this recommendation at its meeting on 16 June 2021.
- e) The appointment of Suzy Layton as a member of the Audit Committee subject to the Audit Committee's approval of this recommendation at its meeting on 16 June 2021.
- f) The appointment of Helen Broughton as a member of the Search Committee with effect from 6 July 2021.

- ii. The Board noted that the student ballot process had commenced to elect a student member to succeed Lucy Holden following the end of her second term of office from 1 September 2021.

65/20 Quality and Standards Committee matters

- i. The Quality and Standards Committee Chair, Kenny Gilmour, provided a verbal summary of the Quality and Standards Committee meeting held on 21 May 2021 which the Board noted.
- ii. The Board noted the circulated Minutes of the Quality and Standards Committee meeting held on 23 March 2021 as approved by the Committee.

66/21 Board members' forum

- i. Suzy Layton highlighted the positive reports and asked whether the Executive could provide the Board with greater insight into any operational issues the Executive were concerned about, which the Board and Executive discussed. Whilst the Board recognised the visionary leadership delivering operational excellence in the College, it acknowledged that it could add further value and impact in its role to provide support and constructive challenge.
- ii. The Principal and Chief Executive and Audit Committee Chair reminded the Board of the Corporate risk register, and the internal as well as external audit functions. The Principal and Chief Executive also encouraged the Board to provide feedback to her if they so wished, as she had suggested in her report at agenda item 7 at minute 58/21 above.

67/21 Training: Inspection regimes for HE colleges

- i. The Vice Principal for Quality and Curriculum delivered a high level overview of the inspection regimes for HE colleges.
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- ii. The Chair thanked the Vice Principal for Quality and Curriculum for the training and the Board agreed that it would be useful to receive a refresher session at the beginning of the next academic/financial year. The Principal and Chief Executive also offered the Board members the opportunity to receive training on this subject on a one to one basis if so required.

Action: Vice Principal Quality and Curriculum / Company Secretary

68/21 Date, time and venue of next meeting

It was noted that the next meeting of the Corporation Board would be held on 6 July 2021 at 5pm, via videoconference.