

**BLACKPOOL AND THE FYLDE COLLEGE**  
**MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)**  
**HELD ON 15 MARCH 2022 AT 5.00PM**  
**BY VIDEOCONFERENCE**

**Members’ attendance record:**

		28 Sep 2021	2 Nov 2021	7 Dec 2021	1 Feb 2022	15 Mar 2022	26 Apr 2022	24 May 2022	5 Jul 2022	2021/22 attendance
Steve Fogg	Independent Member, Chair	✓	A	✓	✓	✓				
Helen Broughton MBE	Independent Member	A	✓	✓	✓	✓				
Alan Cavill	Independent Member	✓	✓	✓	---	---				
Jane Cole	Independent Member	✓	✓	✓	✓	A				
Richard Fee	Independent Member	✓	✓	✓	✓	A				
Kamil Gradowski	Student Member	✓	✓	✓	✓	A				
Vicky Henderson	Student Member	✓	✓	✓	A	✓				
Colleen Hickson	Staff Member	✓	✓	✓	✓	A				
Chris Holt	Independent Member	✓	✓	A	✓	A				
Heather Knight	Independent Member	✓	✓	✓	✓	---				
Suzy Layton	Independent Member	✓	✓	✓	✓	✓				
Sandy Lee	Staff Member	-	✓	✓	✓	✓				
Antony Lockley	Independent Member	---	---	---	✓	✓				
Martin Long	Independent Member	✓	✓	✓	✓	✓				
Adrian Mills	Independent Member	✓	✓	✓	✓	✓				
Judith Mills	Independent Member	✓	✓	✓	---	---				
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓	✓				
Wendy Robinson	Independent Member	---	---	---	---	✓				

**In attendance:**

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 34/22 only)
Lisa Breeze	Director of Estates (for item 34/22 only)
Nigel Brown	Director for Students (for item 34/22 only)
Paul Dewhurst	Chief Information Officer (for item 34/22 only)

**21/22 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.

**22/22 Apologies for absence**

Apologies for absence were received from Jane Cole, Richard Fee and Chris Holt (Independent Members), Kamil Gradowski (Student Member) and Colleen Hickson (Staff Member).

**23/22 Declarations of interest**

There were no opening declarations of interest in any of the items on the agenda.

**24/22 Minutes of the previous meeting**

The minutes of the previous meeting held on 1 February 2022 were **APPROVED** as a true and accurate record.

**25/22 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 which the Board noted.
- (ii) The Vice-Principal for Quality and Curriculum drew particular attention to the metrics relating to student attendance and to maths and English progress, noting that this also reflected the wider trend across the country. In response to a question from Wendy Robinson, the Vice-Principal for Quality and Curriculum outlined the support offered to students in areas such as mental health and wellbeing.
- (iii) The Vice-Principal for Finance and Planning discussed the financial metrics which incorporated forecasts as at 28 February 2022 and reminded the Board of the recent P6 reforecasting exercise which would be discussed later in the agenda.
- (iv) The Board received and noted the content of the scorecard.

**26/22 Principal and Chief Executive's report**

- (i) The Principal and Chief Executive presented her report which had been circulated with the agenda and which included the following topics:
  - (a) Operations during COVID-19
  - (b) Audit of governance in further education colleges

(c) News relating to the further education sector.

(ii) The Principal and Chief Executive drew particular attention to the requirement for further education and sixth form colleges to conduct annual self-assessments and to have an external governance review at least once every three years. She reminded the Board that an internal audit of corporate governance had been undertaken during 2021 and suggested therefore that the external review should be undertaken in 2023; both to allow further good practice from the sector to be shared and to allow new Board Members time to better understand the organisation before participating. The Board supported this approach.

(iii) The Board received the report and noted the content.

#### **27/22 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 2022 and to present the results of the mid-year reforecasting exercise that had recently been completed.

(ii) The Board noted the suggestion within the report that a loan to replace an existing hall of residence at Fleetwood Nautical Campus be explored and supported this approach.

(iii) In response to a question from the Chair around the P6 reforecasting process, the Vice-Principal for Finance and Planning confirmed that the exercise was a holistic one, which focused on all aspects of curriculum areas including quality and not just finance. He also noted the opportunity to share best practice within the organisation that the exercise provides.

(iv) The Board received the report and noted the content.

#### **28/22 Employee reward framework**

(i) Sandy Lee withdrew from the meeting.

(ii) The Principal and Chief Executive presented a report which had been circulated with the agenda to facilitate a discussion around the employee reward framework. The Principal and Chief Executive confirmed that a review had been undertaken and that, whilst no changes to the overall framework were recommended, some minor changes for individual roles would be introduced, in line with the existing reward framework. The Board supported this approach.

(iii) In response to a question from Wendy Robinson around recruitment, the Principal and Chief Executive noted that recruitment of teaching staff from some industries is challenging given the earning potential within those sectors, and

briefed on the steps that are taken to address this and attract staff to the college, such as a focus on total reward rather than just salary.

- (iv) In response to a question from Antony Lockley, the Principal and Chief Executive described the steps that are taken throughout the year to obtain feedback from staff.
- (v) The Corporation Board received the report and noted that a review of the employee reward framework had been undertaken.
- (vi) Sandy Lee returned to the meeting.

#### **29/22 International fees policy 2022-23**

- (i) The Vice-Principal for Quality and Curriculum presented the proposed International Fees Policy 2022-23.
- (ii) The Corporation Board **APPROVED** the policy as presented.

#### **30/22 Gender pay gap report**

- (i) The Vice-Principal for Higher Education and Student Enhancement presented a report to share B&FC's Gender Pay Gap report as at 31 March 2021.
- (ii) The Corporation Board received the report and noted the content, and approved its publication.

#### **31/22 Review of risk appetite**

- (i) The Vice-Principal for Finance and Planning presented a report to facilitate a review of the corporation's risk appetite. In response to a question from Antony Lockley, members of the Executive Team provided examples of where the risk appetite statement had been used in decision-making within the organisation.
- (ii) The Corporation Board confirmed that the current risk appetite statement remains appropriate and that no changes were required.
- (iii) Martin Long joined the meeting.

#### **32/22 Board members' forum**

- (i) The Chair advised that he had recently visited the Bispham Campus and shared his reflections, noting in particular the willingness of staff members to engage in discussion. A Mills endorsed the usefulness of site visits and the Principal and Chief Executive suggested that a tour be arranged in advance of the forthcoming on-site strategy session.

- (ii) Suzy Layton advised that she had recently met with the safeguarding team in her capacity as lead Board Member for safeguarding and noted her intention to do so on a regular basis.

### **33/22 Risk management report**

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to share the updated risk register for consideration.
- (ii) Following discussion, the Corporation Board **APPROVED** the risk register as presented.

### **34/22 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 noted the importance of considering the report in the context of the local area and highlighted the strength of relationships enjoyed with partner organisations. In response to a question from Board Members, the Director for Students described the approach to assessing the impact that any interventions have and provided a summary of the support offered to students around mental health referrals.
- (iii) The Chief Information Officer presented the mid-year report on data protection and drew particular attention to the trend analysis contained within the report. The Chair commended the 100% compliance with mandatory training and offered his thanks for the continued focus in this area.
- (iv) The Head of Human Resources presented the mid-year report on human resources. In response to a question from the Chair, the Head of Human Resources offered her view on the challenges that are likely to face the organisation over the coming year.
- (v) The Director of Estates presented the mid-year report on health, safety and sustainability. In response to a question from the Chair, the Director of Estates shared her reflections since taking up post two months earlier.
- (vi) The Corporation Board received the mid-year reports and noted the content.

### **35/22 Date, time and venue of next meeting**

The next meeting of the Board will be held on 26 April 2022, 5.00pm, by videoconference.