

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)
HELD ON 23 MAY 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	2022/23 attendance to date
Steve Fogg	Independent Member, Chair	✓	✓	✓	✓	✓	✓	✓	A		88%
Helen Broughton	Independent Member	✓	A	✓	✓	✓	✓	✓	✓		88%
Andrea Challis	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓		100%
Mark Chapman	Student Member	---	✓	✓	✓	✓	A	A	✓		71%
Jane Cole	Independent Member	✓	✓	A	A	A	✓	A	✓		50%
Darren Gorman	Student Member	---	✓	A	✓	A	A	✓	A		43%
Colleen Hickson	Staff Member	✓	✓	✓	✓	✓	✓	✓	✓		100%
Chris Holt	Independent Member	✓	A	✓	✓	✓	✓	✓	✓		88%
Suzy Layton	Independent Member	✓	A	✓	✓	✓	✓	✓	✓		88%
Sandy Lee	Staff Member	✓	✓	✓	✓	A	A	✓	✓		75%
Antony Lockley	Independent Member	✓	✓	✓	✓	✓	✓	A	✓		88%
Martin Long	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓		100%
Adrian Mills	Independent Member	✓	✓	✓	✓	✓	A	A	✓		75%
Bev Robinson	Principal and Chief Executive	✓	✓	✓	A ^(*)	✓	✓	✓	✓		100%
Wendy Robinson	Independent Member	✓	✓	A	✓	✓	A	✓	A		63%

() indicates an absence due to having an interest in the business to be transacted, which is not counted towards attendance figures*

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

54/23 Chair and quorum

Helen Broughton took the chair and noted that due notice had been given to all members and that a quorum was present. Accordingly, she declared the meeting duly convened and constituted.

55/23 Apologies for absence

- (i) Apologies for absence were received as shown in the attendance table above.
- (ii) Apologies for late arrival were received from Antony Lockley.

56/23 Declarations of interest

- (i) There were no opening declarations of interest.
- (ii) Note was made of the fact that Antony Lockley was likely to have a conflict of interests in item 58/23 (Major projects update) and the Board agreed to amend the order of the agenda to cover the item prior to his arrival.

57/23 Minutes of the previous meeting

The minutes and the confidential minutes of the previous meeting held on 25 April 2023 were **APPROVED** as a true and accurate record.

58/23 Major projects update: Multiversity

The Board directed that this item be minuted confidentially.

59/23 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.

60/23 Principal and Chief Executive's report

- (i) The Principal and Chief Executive presented her regular report which had been circulated with the agenda. The report contained a briefing following the recent Ofsted inspection of initial teacher education and confirmation of the implementation of the 2023 pay award, as well as an overview of B&FC's participation in The Lancashire Colleges which provides an opportunity for local collaboration. In addition, the usual section on news from the further education sector was included.
- (ii) The Board directed that the remainder of this agenda item be minuted confidentially.

61/23 Accountability Statement

- (i) The Principal and Chief Executive presented a report which had been circulated with the agenda to seek approval of B&FC's Accountability Statement, noting that a substantial draft had previously been considered by the Board.
- (ii) The Board **RESOLVED** as follows:
 - (a) THAT the Accountability Statement be **APPROVED** as presented, subject to the making of any minor amendments by the Principal and Chief Executive if further guidance is released before the submission date;
 - (b) THAT the statement must be brought back to Board for approval if any significant amendments are required as a result of new guidance released before submission; and
 - (c) THAT the Chair be authorised to sign the final Accountability Statement on behalf of the Board.

62/23 Period 9 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 30 April 2023. Note was also made of a typographical error within the report, noting that surplus-to-income ratio of 2.8% shown in the key performance indicator table was the General Further Education College average rather than a recommended figure within external guidance.
- (ii) In response to a question from Chris Holt around the phasing of capital expenditure, the Vice-Principal for Finance and Planning confirmed that the figures related to wider expenditure rather than just the in-year plan. He also reminded the Board that it approves the outline plan each year and also considers significant investments during the year as they arise. It was requested that, where figures span more than the current financial year, that this is outlined within the report.
- (iii) The Board received the report and noted the content.
- (iv) Antony Lockley joined the meeting.

63/23 Draft outline 2023/24 revenue budget

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to share the draft outline revenue budget for 2023/24, describing the iterative process that is in place. The Principal and Chief Executive drew particular attention to paragraph 3 of the covering report which set out the rationale for changes to the income budget in comparison with FY2022/23.

- (ii) In response to a question from Andrea Challis regarding difficult to recruit areas, the Principal and Chief Executive confirmed that scarcity payments, which are reviewed on an annual basis, are made where necessary and confirmed that these had been built into the forecast where requested and approved.
- (iii) The Board **AGREED** that the draft outline revenue budget for FY2023/24 was within the acceptable range of expectation.

64/23 Statutory duty to review how well the education or training provided meets local needs

- (i) The Principal and Chief Executive presented a report which had been circulated with the agenda to invite the Board to consider its approach to the new statutory duty to review how well the education or training provided by B&FC meets local needs. She reminded the Board that it had previously considered the matter at its meeting on 24 May 2022 but noted that further guidance had subsequently been issued and that an alternative approach was now recommended.
- (ii) In particular, the Principal and Chief Executive highlighted the fact that the Local Skills Improvement Plan for Lancashire was expected to be published in summer 2023 and that, as a result, the duty to review the provision would be triggered, with an anticipated completion date of January 2024.
- (iii) The Board considered the report and **AGREED** that it should wait until the new Local Skills Improvement Plan is published before commencing review, meaning that the B&FC review would likely commence around October 2023 and report by January 2024.
- (iv) The Board also noted that the current management practice of undertaking curriculum reviews annually would provide good evidence and a solid foundation for the statutory review and acknowledged the associated scrutiny process.

65/23 Membership matters

- (i) Paul Howard presented a report on behalf of the Search Committee which had been circulated with the agenda to seek approval to appoint Julia Williams as a co-opted specialist on the Quality and Standards Committee.
- (ii) On the recommendation of the Search Committee, the Board **APPOINTED** Julia Williams as the co-opted subject specialist on the Quality and Standards Committee with effect from 1 September 2023, for an initial Induction Year. Thanks were offered to Lesley Wareing who had acted as the committee's co-opted subject specialist for the last seven years.
- (iii) Mark Chapman withdrew from the meeting and the Corporation Board considered his performance since his appointment as a Student Member earlier in the year. The Board considered that he had performed well in role and had

been particularly effective at bringing the student voice to discussions. Having received confirmation that he will continue to meet the eligibility criteria to be a Student Member for the coming year, in accordance with Standing Order 2.3 of the Corporation's Standing Orders the Board **AGREED** to reappoint him as a Student Member for an additional 12-month term, from 1 September 2023 to 31 August 2024.

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

(v) Mark Chapman returned to the meeting.

66/23 Action plan following external governance review

(i) Paul Howard presented a report which had been circulated with the agenda to seek agreement of the proposed action plan arising from the external governance review which had recently been undertaken at B&FC.

(ii) The Board **APPROVED** the action plan as presented.

67/23 Review of cycle of business

(i) Paul Howard presented the draft cycle of business for FY2023/24 for the Board's consideration.

(ii) The Board **APPROVED** the cycle of business as presented.

68/23 Quality and Standards Committee matters

(i) Helen Broughton provided a verbal summary of business transacted at the most recent meeting of the Quality and Standards Committee and the approved minutes of the meeting held on 21 March 2023 had been circulated with the agenda for information.

(ii) The Board received and noted the verbal update.

69/23 Board members' forum

Board members took the opportunity to share any College-related activities since the last meeting and particular thanks were offered to Mark Chapman for his involvement in the Student of the Year assessment panel.

70/23 Date, time and venue of next meeting

The next meeting of the Board will be held on 4 July 2023, 5.00pm, on the Bispham Campus.