

BLACKPOOL AND THE FYLDE COLLEGE

**Minutes of a Meeting of the Corporation Board
held at 5pm on Tuesday 3 June 2014
in Room 204/204a, University Centre**

Present: A. Cavill [*Chair*] J. Ashton
M. Bateman H. Broughton
M. Chandler S. Crowther
N. Farley A. Gilmore
P. Lloyd J. Mills
L. Moffat A. Parmley
B. Robinson K. Shane
L. Smith

Together with: C. Hill, Deputy Principal
A. Edington, Executive Director, Finance and Planning
D. Platt, Executive Director, Commercial Development
S. Bailey (*for item 2385*)
G. Winward, Clerk to the Board
C. Crankshaw, PA/Minuting Secretary

Apologies: P. Graves

The Chair welcomed all to the meeting, especially P. Lloyd and K. Shane who were attending their first meeting of the Board.

2374 Declarations of Interest

There were no declarations of interest.

2375 Minutes of the Previous Meeting

The minutes of the meeting held on 6 May 2014 were **confirmed** as an accurate record.

2376 Matters Arising (not elsewhere on the Agenda)

- a) *Item 2367: Finance Report*:- the 3 year cash flow forecast would come to the July meeting, along with other associated documents as was customary at that time of year.
- b) *Item 2369: New Freedoms*:- Work had begun on developing a Governors' Portal. This would be progressed in two stages, the first stage being as an on-line information resource and Members were asked to advise of any particular information that they would like to see included. The second stage would be to move towards the use of the portal as a means of electronic distribution of papers, but this would require more discussion on a future occasion.

2377 Chief Executive's Report

The Principal referred to the report that had been circulated and particularly drew Members' attention to the following items:-

- **Foundation Degree Awarding Powers** – The Principal wished to congratulate the College Team on the news that the College's application had now progressed to the scrutiny stage with QAA. A meeting was to be held the following week with further detail to come to the July meeting of the Board.
- **Lancashire Local Enterprise Partnership (LEP)** – The Principal brought Members up to date on the current position of the various bids for project support, including an Energy HQ. Some questions were raised and answered.

A number of other matters reported on were progress reports on topics discussed at the Board's Planning Forum earlier in the year. There was also discussion on aspects of national and local developments.

Members **noted** the report.

2378 Finance – Period 9 Report

The Executive Director, Finance and Planning outlined the current very positive position and advised that the planned surplus was projected to be higher than forecast, with increased income a contributory factor.

The Executive Director then briefly detailed the key points of her report, particularly in respect of areas of increased income and changes to SFA funding. The current ratio and a healthy bank balance were both satisfactory and should see the College's financial health assessment rated as 'outstanding'.

The Executive Director then drew attention to the request for expenditure approval in her report in respect of the Energy HQ and it was agreed that as the full detail was included in the following report a decision on this would be taken as part of that item.

2379 Property Strategy Update

The Executive Director, Finance and Planning briefly outlined the main points from her report and responded to Member's questions. This included an update on LEP project bid submissions. Five had been given Priority 1 status but it was a competitive and over-subscribed process. Outcomes were not yet known but it was unlikely that funding would be received for everything submitted.

The Board was also being asked to approve £300k expenditure to allow accelerated development of plans for 4 projects in order to maximise the chances of success with the bids for funding. This was because all successful bids had to be spent in 2015/16.

During discussion it was confirmed that 3 of these projects were already contained in the College's Property Strategy and would entail no additional outlay, but simply be accelerated if necessary if external funding could be obtained at this earlier stage. The additional, 4th, project was the Energy HQ and it was acknowledged that there was a risk that development expenditure here might not see a return if the project did not successfully reach fruition. The associated cashflow issues and impact on borrowings

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was being addressed through the 2014-17 financial planning, with an associated paper being brought to the Board's July meeting.

Some discussion also ensued on the plans for the Energy HQ and the Executive Director and Principal responded to questions, including corporate partnering. It was considered that the existing ability to deliver appropriate skills at the Fleetwood Centre, aligned to the energy sector (both on-shore and off-shore) was central to the College's submission.

Following further discussion on associated risks and clarification of additional monetary requirements, the Board then **approved** expenditure of up to £300k to allow plans to be developed for the 4 projects listed.

2380 Strategic Plan 2014-2017 Overview

The Executive Director, Commercial Development, introduced the item which proposed changes to the format of the Strategic and Operational Plans (ie separate documents) and KPI's. Key features of the template for the Strategic Plan were highlighted.

This generated some discussion, including the shift towards more entrepreneurial approaches. The Board then **noted** the progress and drafting reported on.

2381 Mission Statement

The Executive Director, Commercial Development introduced the item which had emerged from the discussion at the Board's Planning Forum earlier in the year. The College mission statement had been thought too lengthy and therefore workshops had been held with staff and various management groups to discuss new proposals, with the favoured two options being presented today for consideration and decision.

Following lengthy discussion on the content and process by which the options had been selected a vote was then taken. The preferred choice was Option Two and it was therefore **agreed** that the new mission statement was:-

B&FC: Inspirational learning creating outstanding futures.

The Chair thanked the Executive Director and all those involved in the process.

2382 Ofsted Data Dashboard

The Deputy Principal introduced the item and advised that the Ofsted Data Dashboard had recently been released. This online facility was primarily aimed at governors and senior managers, though accessible also by the general public. It presented high-level performance data so that comparisons could be made.

One drawback was that information was over 12 months old and would therefore more likely benefit colleges where no external comparisons had previously been made. At this College, more up to date information was routinely provided for scrutiny, especially to meetings of the Quality and Standards Committee.

The Deputy Principal advised that for those interested Members, two demonstrations of the data dashboard were planned; one in conjunction with the Curriculum training later in the week and the second prior to the July meeting of the Board.

This was **noted**.

2383 Student Support and Union Constitution

The Deputy Principal introduced the item, explaining that it was a requirement of the Education Act 1994 that the Corporation Board approve the Student Union constitution. The document had used the NUS's model as a template.

A key change was the decision to have an elected Sabbatical Officer, who would be an employee at the College. This new post was in response to the development of the Student Union at the College over recent years and was seen as key in ensuring that the union continued to flourish. It was emphasised that role would be separate from both FE and HE Presidents. Responding to a number of questions, the Deputy Principal explained the recruitment arrangements for the new post which would be for a 13 month fixed term position, candidates would need to have completed a degree course at College within the past 12 months and would be elected by the student body. It was hoped to have someone in post by September.

The Clerk added that there was much important detail on other aspects of the constitution within the Schedules, which were not included with the circulated document. She gave assurance to Board Members that she had reviewed all the content and they were fit for purpose and included all the necessary provisions. It was also noted that the financial sections had additionally been reviewed by the Executive Director, Finance and Planning. It was confirmed that the Audit Committee, on the Board's behalf, reviewed the Student Union expenditure on an annual basis.

The Board then **approved** the Student Union Constitution.

2384 Board Members' Forum

The Chair introduced the item and asked for any questions or Members' feedback on events.

- L. Moffat and A. Gilmore had, earlier that afternoon, served on the panel to consider nominations for the Governors' Awards for Teaching and Learning. Around 600 nominations had been received and the winners would be announced at the event on 1st July. An invitation to the event had been extended to all Governors.
- J. Ashton had sat on the panel, together with the Principal and Deputy Principal, to consider nominations for the Student of the Year Award.
- Governor Training Sessions – the Clerk advised that a training module on the Curriculum was planned for 11 June and whilst primarily aimed at newer members, all were welcome to attend. There would also be a session on Finance in September and one on Funding in October and dates would shortly be circulated for these. All were welcome to attend.

For the benefit of newer Members, the Deputy Principal explained the background to the various awards and celebratory events.

S. Bailey joined the meeting

2385 Governor Briefing: 'e-Learning'

Simon Bailey, Online Learning Developments Manager, introduced his paper and gave Members an overview of the e-Learning environment and the current opportunities and ambitions for improved e-Learning within College.

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Key points and related questions included:-

- e-Learning – bringing learning into the 21st century
- more enjoyable multi-media learning experience
- most courses would be mixture of online and blended learning
- social spaces and informal learning
- use of skills and equipment which were already 'the norm' to the majority of young people – use of mobile phones and apps
- significant investment in IT within College
- delivered via Virtual Learning Environments (VLE) – the Moodle facility was used by most staff and learners and allowed learners to take control of their own learning.
- support and development for staff
- quality control of content
- e- learning enhancement – engage talents already within College by utilising skills of staff and students, such as media graphics, to develop and produce commercial products

In response to a question on digital literacy and support for older learners, the Board was advised that a resource module was currently in production and should be available by the autumn. This would be very simple to use and which would allow a tutor to chart progress of individual learners and identify those that may need additional help. The Principal and Deputy Principal then responded to further questions on ensuring availability of resources and ensuring the quality of information.

The Chair thanked Simon for his interesting report.

S. Bailey left the meeting

2386 Declaration of any other business to be treated as confidential

A section within the Principal's Report was considered to be confidential

Staff Members and Student Members and staff in attendance withdrew from the meeting for the following item.

2387 Confidential Item

2388 Date of Next Meeting

The next meeting to be held on **Tuesday 8 July at 5pm** in the **Main Committee Room** with a demonstration of the Ofsted Data Dashboard (4.30 pm) preceding the formal meeting.

The meeting concluded at 7.05 pm