

MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 10 JULY 2018, 4.30PM
IN THE BOARDROOM
BISPHAM CAMPUS, ASHFIELD ROAD, BISPHAM FY2 0HB

Members' attendance record:

| | | 19 Sep 2017 | 24 Oct 2017 | 5 Dec 2017 | 6 Feb 2018 | 13 Mar 2018 | 24 Apr 2018 | 5 Jun 2018 | 10 Jul 2018 |
|---------------------|--------------------------------|-------------|-------------|------------|------------|-------------|-------------|------------|-------------|
| Alan Cavill | Independent Member, Chair | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Helen Broughton MBE | Independent Member | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | A |
| Neil Farley | Independent Member, Vice Chair | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A | A |
| Kenny Gilmour | Independent Member | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | A |
| Peter Greenall | Staff Member | A | ✓ | ✓ | ✓ | A | A | A | ✓ |
| Colleen Hickson | Staff Member | ✓ | ✓ | ✓ | A | ✓ | ✓ | ✓ | ✓ |
| Heather Knight | Independent Member | --- | --- | --- | --- | ✓ | ✓ | ✓ | ✓ |
| Judith Mills | Independent Member | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lorraine Moffat | Independent Member | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ |
| Anne Parmley | Independent Member, Vice Chair | A | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bev Robinson OBE | Principal and Chief Executive | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Kate Shane | Independent Member | ✓ | A | A | ✓ | A | A | ✓ | ✓ |
| Kirsty-Ann Smith | Student Member | ✓ | ✗ | A | A | A | A | ✗ | ✗ |
| Aaron Winstanley | Student Member | ✓ | ✗ | ✓ | ✗ | ✗ | ✗ | ✓ | ✓ |

Key: ✓ attended | A apologies sent and accepted | ✗ did not attend | --- not in post at the date of the meeting

In attendance:

Paul Howard, PDH Advisory Limited (Clerk to the Corporation) (via Skype)
Cheryl Dunn, Vice-Principal for HE and Student Enhancement
Robby Ryan, Chief Operating Officer
Simon Hughes, Vice-Principal for Quality and Curriculum
Ruth Carney, Executive Assistant to the Principal and Chief Executive (minutes)
Ruth Peri, Head of Construction (for item 2927 only)

2909 Chair and quorum

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.

2910 Apologies for absence

Apologies for absence were received from and accepted for Helen Broughton, Neil Farley, Kenny Gilmour and Lorraine Moffat.

2911 Declarations of interest

No opening declarations of interest were received.

2912 Minutes of the previous meeting

The minutes and confidential minutes of the previous meeting held on 6 June 2018 were **APPROVED** as a true and accurate record and were duly signed by the Chair.

With regard to the action log, the Vice-Principal for HE and Student Enhancement provided a verbal update following a review of information provided to students in the student handbook.

2913 Principal and Chief Executive's Report

The Principal and Chief Executive presented her regular report which had been circulated with the agenda and which covered the following key areas:

- 2018 additional staff pay award;
- Institute of Technology;
- Fylde Coast Health and Social Care Career Academy; and
- news relating to the wider further education sector

With regard to the 2018 staff pay award, the Principal and Chief Executive noted a correction to her report which referred to the additional pay award contingent upon achieving both financial and quality targets in July 2018 of 0.5%. This was corrected to 1%.

Given the criteria for the additional staff pay award had not been met, the Corporation Board decided not to award an additional staff pay award for 2018.

The Corporation Board **RECEIVED** the report and noted the content.

2914 **Period 10 financial report**

The Chief Operating Officer presented a report which had been circulated with the agenda to provide a summary of the Corporation's financial position as at 30 June 2018.

The Chief Operating Officer drew Board Members' attention to the bullet points on the covering report where a more detailed narrative had been provided.

H Knight commented that the vacancy lag costs relating to pay appeared low, to which the Principal and Chief Executive replied that this was a result of a faster internal approval process. The Board was also advised that the notice periods of key roles had been reviewed and revised to minimise the risk to the organisation.

The Corporation Board **RECEIVED** the report and noted the content.

2915 **Budget 2018-19 and financial plan 2019-20**

The Chief Operating Officer presented the proposed budget for 2018-19 and the financial plan 2019-20 which had been circulated with the agenda.

The Chief Operating Officer drew the Board's particular attention to the ESFA Financial Planning Checklist which had been included as appendix 3 and which is provided by the regulator to assist FE Corporation Boards. For future years, the Chief Operating Officer noted the intention to reference each element of the checklist to the appropriate section of the financial plan to allow Board members to cross check more easily.

There was discussion around both the detail of the 2018-19 budget and the outline plan for 2019-20.

The Board **APPROVED** the 2018-19 annual budget including £1.5m for capital spend in 2018-19 and **NOTED** the proposed Year 2 plan.

2916 **B&FC's strategic approach to income diversification**

The Chief Operating Officer presented a report which had been circulated with the agenda to inform Board discussion and challenge of the management team's approach to income diversification and to invite suggestions for other ways forward as appropriate.

Following a brief discussion, the Chair requested the paper be brought to the September or October Board meeting when K Gilmour would be in attendance, given K Gilmour had requested further discussion.

ACTION: Clerk to the Corporation to schedule

2917 Confidential item

The Board directed that this item be minuted confidentially.

2918 Review of core governance documents

The Clerk to the Corporation and Chief Operating Officer presented a report which had been circulated with the agenda inviting the Board to approve the revised Standing Financial Instructions.

The Chief Operation Officer noted the one material change to depreciation on IT equipment from 3 to 5 years.

The Corporation Board **APPROVED** the revised Standing Financial Instructions and **NOTED** that the remaining core governance documents had been reviewed.

2919 External Audit Plan 2017-18

The Chair of Audit Committee and Chief Operating Officer presented a report which had been circulated with the agenda inviting the Board to approve the 2017-18 External Audit Plan and associated fees, as per the Audit Committee's recommendations.

The Corporation Board **APPROVED** the external audit plan and the associated fees.

2920 Internal Audit Plan 2018-19

The Chair of Audit Committee and Chief Operating Officer presented a report which had been circulated with the agenda inviting the Board to agree the audit work schedule that the B&FC internal auditors will be asked to complete in 2018-19 and to approve the number of days suggested for 2018-19 audit recommended.

The Chair of Audit Committee noted that B&FC chose to undertake internal audit and this was not a regulatory requirement. B&FC use the audit to scrutinise the detail of B&FC processes and to provide additional assurance that B&FC finances are in order and that processes are robust.

H Knight enquired whether there had been a recent internal audit of Tier 4 processes. The Chief Operating Officer agreed to review and consider including in the scope of 2019-20 audit if appropriate.

ACTION: Chief Operating Officer

The Corporation Board accepted the recommendation of the Audit Committee and **AGREED** the audit schedule for 2018-19. The Corporation Board **APPROVED** the number of days for the 2018-19 internal audit.

2921 Apprenticeship levy update

The Chief Operating Officer presented a report which had been circulated with the agenda to update the Board on apprenticeship levy.

The Corporation Board **RECEIVED** the report and noted the content.

2922 Annual report on student forum matters

The Vice Principal Higher Education and Student Enhancement presented a report which had been circulated with the agenda to provide the Board with an overview of students' views in the four cross-college student forums held at Bispham Campus and University Centre. The student forums provide a rich source of data and feedback from students. Areas of high levels of satisfaction and some areas for improvements were highlighted.

The Corporation Board **RECEIVED** the report and noted the content.

2923 Provisional outcomes of degree classification

The Vice Principal Higher Education and Student Enhancement presented a report which had been circulated with the agenda to update the Board on interim position following the exam boards for B&FC's degree / awards completing in 2017-18.

The final position will be reported to the Quality and Standards Committee in October 2018.

The Corporation Board **RECEIVED** the report and noted the content.

2924 Audit Committee matters

The Chair of Audit Committee commented that the Audit Committee had met in June and received an assurance review of the Apprenticeship Levy and an assurance review on staff turnover and noted the assurance review of staff turnover was particularly positive.

The Board **RECEIVED** the approved minutes of the Audit Committee meeting held on 7 March 2018.

2925 Confidential item

The Board directed that this item be minuted confidentially.

2926 Board members' forum

A Parmley commented how much she had enjoyed attending the recent celebrations of achievement, namely the Governors' Learning and Teaching Awards and the Higher Education graduation ceremonies.

A Parmley requested a further update on changes to the remit of Board members following the change in legislation. The Clerk agreed to draft a detailed paper for the September Board meeting and to add this to the agenda for further debate.

Action: Clerk to the Corporation

The Principal and Chief Executive thanked Board members for their energy and contribution to the success of B&FC.

The Chair noted his thanks to K Shane for her key note speech at the Higher Education graduation ceremonies.

2927 Board members' training: construction

The Head of Construction joined the meeting.

R Peri delivered a presentation on construction providing an overview of the provision in this curriculum area, key strengths, challenges and future developments.

There was discussion around student attendance and progression into work.

The Chair thanked R Peri for an informative presentation and for her work on improvements to quality in this curriculum.

The Head of Construction left the meeting.

Other business

This was Peter Greenall's final meeting. The Chair presented a gift on behalf of the Corporation Board and thanked P Greenall for his contribution to the Board during his time as a staff Board Member and to B&FC as a member of staff.

The Chair noted this was also Helen Broughton's last meeting. In her absence, the Chair recorded the very heartfelt thanks of the Corporation Board for her significant contribution during her time as a Board member. Helen will be invited to the Christmas dinner in December where there will be an opportunity to thank her in person.

2928 Date, time and venue of next meeting

The next meeting of the Corporation Board will be held on 25 September 2018, 5.00pm on Bispham Campus.

Chair

Date