

**BLACKPOOL AND THE FYLDE COLLEGE**  
**MINUTES OF A MEETING OF THE CORPORATION BOARD**  
**HELD ON 9 JUNE 2020, 5.00PM**  
**VIA VIDEOCONFERENCE**

**Members' attendance record:**

|                  |                               | 17 Sep 2019 | 22 Oct 2019 | 3 Dec 2019 | 4 Feb 2020 | 10 Mar 2020 | 28 Apr 2020 | 9 Jun 2020     | 7 Jul 2020 | 2019/20 attendance |
|------------------|-------------------------------|-------------|-------------|------------|------------|-------------|-------------|----------------|------------|--------------------|
| Alan Cavill      | Independent Member, Chair     | ✓           | ✓           | ✓          | ✓          | ✓           | V           | V              |            |                    |
| Jane Cole        | Independent Member            | ✓           | ✓           | ✓          | A          | A           | V           | V <sup>1</sup> |            |                    |
| Kenny Gilmour    | Independent Member            | ✓           | ✓           | ✓          | A          | ✓           | A           | V              |            |                    |
| Colleen Hickson  | Staff Member                  | ✓           | ✓           | ✓          | ✓          | ✓           | V           | V              |            |                    |
| Lucy Holden      | Student Member                | ---         | ---         | ---        | ✓          | ✓           | V           | V              |            |                    |
| Chris Holt       | Independent Member            | ---         | ---         | ---        | ✓          | ✓           | V           | V              |            |                    |
| Kieran Hunter    | Student Member                | ✓           | A           | A          | A          | A           | ✘           | A              |            |                    |
| Heather Knight   | Independent Member            | ✓           | ✓           | ✓          | A          | ✓           | V           | V              |            |                    |
| Martin Long      | Independent Member            | ---         | ✓           | ✓          | ✓          | ✓           | V           | T <sup>2</sup> |            |                    |
| Judith Mills     | Independent Member            | ✓           | ✓           | ✓          | ✓          | ✓           | V           | V              |            |                    |
| Lorraine Moffat  | Independent Member            | A           | A           | A          | ✓          | ✓           | V           | V <sup>3</sup> |            |                    |
| Anne Parmley     | Independent Member            | ✓           | ✓           | ✓          | ✓          | ✓           | V           | V              |            |                    |
| Joanne Shepherd  | Staff Member                  | ✓           | ✓           | ✓          | ✓          | ✓           | V           | V              |            |                    |
| Bev Robinson OBE | Principal and Chief Executive | ✓           | ✓           | ✓          | ✓          | ✓           | V           | V              |            |                    |
| Kate Shane       | Independent Member            | A           | ✓           | A          | A          | ---         | ---         | ---            |            |                    |
| Steve Williams   | Independent Member            | A           | ✓           | ✓          | ✓          | A           | V           | V              |            |                    |

*Key: ✓ attended | T/V – attended by tele/videoconference | A apologies sent and accepted | ✘ did not attend*

**In attendance:**

Cheryl Dunn, Vice-Principal for Higher Education and Student Enhancement

Simon Hughes, Vice-Principal for Quality and Curriculum

Daryl Platt, Vice-Principal for Engagement

Robby Ryan, Chief Operating Officer

Danya Young, Company Secretary

<sup>1</sup> From minute 52/20

<sup>2</sup> From minute 51/20

<sup>3</sup> From minute 52/20

**45/20 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.

**46/20 Apologies for absence**

The Board noted the apologies for absence as shown in the members' attendance record above and also the apologies from Linda Dean, B&FC's Executive Director for Business.

**47/20 Declarations of interest**

It was noted that Board members Kenny Gilmour, Chris Holt, Lucy Holden, Martin Long and Steve Williams would not participate in the discussion, nor vote or count in the quorum for their respective Committee appointments at agenda item 14 at Minute 58/20 below.

**48/20 Minutes of the previous meeting and action log**

The minutes of the previous meeting held on 28 April 2020 were APPROVED as a true and accurate record.

The Board noted the content of the action log.

**49/20 Matters arising**

There were no matters arising since the last Board meeting.

**50/20 Dashboard**

The Board considered the headline performance and quality metrics in the circulated dashboard, which displayed steady progress.

The Vice-Principal for Quality and Curriculum provided commentary and context for the quality metrics and the Chief Operating Officer confirmed that the performance metrics would be covered in detail at agenda item 9, at Minute 53/20 below.

The Corporation Board RECEIVED the dashboard and noted the content.

**51/20 Principal and Chief Executive's report**

The Principal and Chief Executive presented her report which had been circulated with the agenda. The report covered the following Public Health Emergency matters:

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- i) The key areas of focus of B&FC's operation since the last Board meeting.
- ii) The plethora of government information and guidance, which was continuing to be updated and which B&FC was monitoring closely.
- iii) B&FC's conditional recovery plan at agenda item 8, Minute 52/20 below, which was one of the substantive items on the agenda.
- iv) The letter from The Rt Hon Gavin Williamson CBE MP, Secretary of State for Education, addressed to the Governors of general further education colleges and sixth-form colleges, dated 3 June 2020.

K Gilmour asked whether B&FC, collectively with other colleges, intended to ask the government for any support. In response, the Principal and Chief Executive advised the Board that the Association of Colleges (AoC) had recently invited colleges to comment on a range of asks that had been formulated on their behalf. The Principal and Chief Executive provided an overview of the nature of the asks that were of paramount importance to B&FC's community at this particular time, which would be fed back to the AoC, including social justice issues of access to education for all and the introduction of flexibility with funding for a specified limited period, to enable B&FC to directly support individuals, employers and the wider economy.

The Corporation Board RECEIVED the report and noted the content.

#### **52/20 B&FC's conditional recovery plan**

The Principal and Chief Executive introduced the report on B&FC's conditional recovery plan in response to the current Public Health Emergency.

The Principal and Chief Executive emphasised that the recovery plan was conditional and therefore the team was monitoring and revising it on a daily basis in response to updates to official guidance and local information such as from Public Health Blackpool. The Principal and Chief Executive took the opportunity to thank Public Health Blackpool for their guidance.

The Board noted that the key government guidance at the time of writing the report, which, together with B&FC's consideration of local conditions and its own judgement, had informed the conditional recovery plan, was the *Department for Education's Guidance on maintaining education and skills training provision: further education providers published on 14 May 2020*.

The Principal and Chief Executive provided an overview of each of the key areas of the conditional recovery plan and also noted the value to the Board of

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B&FC's lead health and safety professional, who was exemplary in her role, being a Board member.

The Corporation Board then received the following detailed and comprehensive updates and accounts on the key areas comprising the B&FC's conditional recovery plan:

- i) The Vice-Principal for Quality and Curriculum reported on B&FC's approach to curriculum delivery in the immediate term to mid-August 2020, and B&FC's curriculum planning through to December 2020.
- ii) The Chief Operating Officer presented B&FC's approach to service operations which covered the broad principles that services areas would be following when on site working resumed and the anticipated future practice and investment.
- iii) The Principal and Chief Executive reported on B&FC's revised working practices for employees.
- iv) The Vice-Principal for Higher Education and Student Enhancement reported on the revised working practices for students.
- v) The Chief Operating Officer presented an update on the changes to B&FC's physical operating environment, including the detailed organisational risk mitigation plan in the appendix 2 of the report.
- vi) The Vice-Principal for Engagement provided an update on B&FC's communication strategy which covered communications and engagement for the student, employee, employer and wider stakeholders, including the positive feedback received.
- vii) The Vice-Principal for Engagement presented an item on new business opportunities.
- viii) The Company Secretary provided an overview of the Board's legal duties and responsibilities in the context of the pandemic and B&FC's conditional recovery plan.

The Executive team members provided detailed responses to the questions and comments raised by Board members on the above sections of the conditional recovery plan.

Following the in-depth discussion and consideration of the detailed report, the Board confirmed that it had the necessary assurance of B&FC's ongoing risk management strategies and that the Executive team was discharging its duties appropriately in line with government requests.

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The Chair, Vice- Chair and other Board members thanked the team for the huge amount of work that had been delivered under very difficult circumstances. The Board acknowledged the depth of research and effort involved in developing the robust and very comprehensive conditional recovery plan, which also provided the Board with confidence that any necessary future revisions thereto would be appropriate.

The Corporation Board RECEIVED the report and noted the content and APPROVED the conditional recovery plan acknowledging this was subject to change by the Executive team in line with government guidance and best practice.

#### **53/20 Period 9 Financial Report**

The Chief Operating Officer presented a report which had been circulated with the agenda to summarise the Corporation's financial position as at 30 April 2020.

The Chief Operating Officer highlighted that the P9 forecast showed an improved position than the stress test P6 forecast that had been considered by the Board at the last meeting, and provided the context for the positive variance.

The Corporation Board RECEIVED the report and noted the content.

#### **54/20 Review of borrowing**

The Chief Operating Officer presented a report which had been circulated with the agenda to ask the Board to consider the Executive's team recommendation that B&FC did not increase its borrowing but that it continued to keep the situation under close review.

The Chief Operating Officer reminded the Board of the context for the report and the factors that had led to the Executive's recommendation, including B&FC's improved financial and cash position and the obvious pros and cons of taking out a further loan.

Following consideration, the Corporation Board APPROVED the recommendation as presented.

#### **55/20 Property strategy update**

The Chief Operating Officer presented a report, which had been circulated with the agenda to ask the Board to approve the updated property strategy 2020-24 and associated matters.

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Following consideration of the report, including the relevant risks and implications detailed therein, the Corporation Board:

- i) APPROVED updated property strategy 2020-24.
- ii) NOTED the progress made in respect of the condition of the estate.
- iii) RESOLVED that the Principal and Chief Executive and the Chief Operating Officer may vire between the proposed project expenditure whilst staying within the overall expenditure envelope of £6.1m.

Following a suggestion by the Chair, the Corporation Board also RESOLVED to revisit the property strategy post Covid-19 to the extent that this may change B&FC's property requirements.

**ACTION: Chief Operating Officer**

#### **56/20 Draft outline 2020/21 revenue budget**

The Chief Operating Officer presented the draft high-level review of the revenue budget for FY2020/21 for the Board's initial consideration.

The rationale for and manner in which the prudent budget had been produced was outlined and endorsed by the Board and the Board noted that the final proposal would be presented to the Board at its next meeting for formal approval.

K Gilmour noted that the result if delivered would be phenomenal given the unprecedented level of uncertainty due to the pandemic and he noted B&FC's need to continue to be agile in its ongoing decision making.

The Corporation Board CONFIRMED that the draft outline 2020/21 revenue budget as presented was within the acceptable range of expectations.

On behalf of the Board, the Chair and Vice-Chair thanked the Chief Operating Officer for his report.

#### **57/20 Further Education Fees policy – 2020-21**

The Chief Operating Officer summarised the proposed changes to B&FC's further education fees policy 2020/21 which were necessary to reflect Government policy and funding rules, as detailed in the circulated report.

Following consideration, the Corporation Board APPROVED the changes to B&FC's further education fees policy as presented.

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**58/20 Search Committee update**

*K Gilmour, L Holden, C Holt, M Long and S Williams withdrew from the meeting for the items covering their respective appointments.*

The Chair summarised the recommendations of the Search Committee following its meeting on 4 June 2020. Following consideration and full support from the respective Committee Chairs, the Corporation Board RESOLVED:

- i) THAT Lucy Holden be reappointed as a Student Member for a second academic year to 31 August 2021.
- ii) THAT Kenny Gilmour be appointed to the Search Committee, with immediate effect, for a term to run concurrently with his chairmanship of the Quality and Standards Committee.
- iii) THAT Lesley Wareing's term on the Quality and Standards Committee be extended for a two year period to 19 September 2022.
- iv) THAT Steve Williams be appointed to the Quality and Standards Committee with immediate effect, for a term to run concurrently with his Board membership, subject to the usual periodic reviews.
- v) THAT Martin Long be appointed to the Remuneration Committee with immediate effect, for a term to run concurrently with his Board membership, subject to the usual periodic reviews.
- vi) THAT Chris Holt be appointed to the Audit Committee, subject to agreement by the next Audit Committee at its forthcoming meeting is on 17 June 2020.

**59/20 Quality and Standards Committee update**

The approved minutes of the Quality and Standards Committee meeting held on 2 April 2020 were RECEIVED and K Gilmour provided a verbal summary of the business transacted at the most recent meeting on 12 May 2020.

The Quality and Standards Committee members agreed to share the excellent report it had received at its most recent meeting on the future of learning with the Board via the Board portal.

**ACTION: Company Secretary**

**60/20 Board members' forum**

The Chair reminded the Board to share their feedback on the format of the meetings with him or the Company Secretary. The Chair also suggested that

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the next three meetings, up to and including November 2020, should be held remotely via Microsoft teams, with a view to considering the future format of the subsequent meetings thereafter, which was agreed.

The Principal and Chief Executive took the opportunity to thank L Holden for her involvement with the selection panel for the Student of the Year submissions which she participated in with the Principal and Chief Executive and Vice-Principal for Quality and Curriculum.

In response to a question from A Parmley as to how recruitment processes would be conducted for any senior post holders during the pandemic, the Principal and Chief Executive summarised the available options and proposed approaches to conduct interviews remotely, noting that this would be dependent on the R-rate at the time.

**61/20 Date, time and venue of next meeting**

It was noted that the next meeting of the Corporation Board would be held on 7 July 2020 at 5.00pm via Microsoft Teams.

The Chair thanked the team for the excellent briefing, and on behalf of her colleagues, the Principal and Chief Executive thanked the Board for their support and input.

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Chair

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Date

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