

**BLACKPOOL AND THE FYLDE COLLEGE**  
**MINUTES OF A MEETING OF THE CORPORATION BOARD**  
**HELD ON 11 JUNE 2019, 5.00PM**  
**IN THE BOARDROOM**  
**BISPHAM CAMPUS, ASHFIELD ROAD, BISPHAM, BLACKPOOL, FY2 0HB**

**Members' attendance record:**

		28 Aug 2018	25 Sep 2018	23 Oct 2018	11 Dec 2018	29 Jan 2019	12 Mar 2019	30 Apr 2019	11 Jun 2019	9 Jul 2019
Alan Cavill	Independent Member, Chair	✓	✓	✓	✓	✓	✓	✓	✓	
Jane Cole	Independent Member	---	---	---	✓	✓	A	✓	✓	
Neil Farley	Independent Member, Vice Chair	✓	✓	A	✓	✓	✓	✓	A	
Kenny Gilmour	Independent Member	✓	✓	✓	✓	✓	✓	✓	A	
Colleen Hickson	Staff Member	✓	A	✓	✓	✓	✓	✓	✓	
Kieran Hunter	Student Member	---	---	✓	✓	A	✓	✓	A	
Heather Knight	Independent Member	✓	✓	✓	✓	T	A	✓	A	
Judith Mills	Independent Member	✓	✓	✓	✓	A	✓	✓	✓	
Lorraine Moffat	Independent Member	T	A	✓	✓	✓	✓	✓	✓	
Anne Parmley	Independent Member, Vice Chair	✓	✓	✓	✓	A	✓	✓	✓	
Joanne Shepherd	Staff Member	---	---	---	✓	✓	✓	✓	✓	
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓	✓	✓	✓	✓	
Kate Shane	Independent Member	A	A	✓	A	A	✓	✓	✓	
Harrison Thornborough	Student Member	---	---	✓	✓	✓	✓	A	A	
Steve Williams	Independent Member	---	---	---	---	---	✓	✓	A	

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

**In attendance:**

Paul Howard, PDH Advisory Limited (Clerk to the Corporation)

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

Robby Ryan, Chief Operating Officer

Jill Riley, Head of Curriculum, Leadership, Management and Lifestyle (for item 65/19 only)

## **52/19 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.

The Chair noted that Neil Farley's term of office was coming to an end and that this would be his last meeting in post. Although unable to attend, the Board nonetheless took the opportunity to acknowledge his significant contributions over his 8-year term of office, as an Independent Member, Vice-Chair and Chair of the Quality and Standards Committee, and the Board offered its sincere thanks *in absentia*. The Chair noted that a meeting of the Search Committee would be convened in the near future to review committee membership and chairs.

## **53/19 Apologies for absence**

Apologies for absence were received as shown in the members' attendance record, above.

## **54/19 Declarations of interest**

The Chair declared a potential interest in minute reference 60/19, as his employer is involved in associated discussions. The Board noted that he was not personally involved and that he had proposed not to contribute to either his employer's or the Board's discussion of the matter. On that basis, the Board agreed that it would not be necessary for him to withdraw whilst the matter was under discussion.

## **55/19 Minutes of the previous meeting**

The minutes and confidential minutes of the previous meeting held on 30 April 2019 were **APPROVED** as a true and accurate record.

The Board also **RECEIVED** the summary of the capital prioritisation process that had been requested at the previous meeting.

## **56/19 Dashboard**

The Board considered the dashboard containing headline performance and quality metrics which had been tabled at the meeting. A discussion was held on the metrics, which displayed steady progress.

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

## **57/19 Principal and Chief Executive's report**

The Principal and Chief Executive presented her regular report which had been circulated with the agenda, which included a number of key areas:

- Management Forum update;
- Love Our Colleges campaign;
- VIP visit to Lancashire Energy HQ;
- Forthcoming Student awards; and
- News relating to the wider further education sector.

The Principal and Chief Executive drew the Board's particular attention to the recent publication of a new Education Inspection Framework by Ofsted and the Board was asked to consider how it would wish to be updated on this important topic. Following discussion, it was agreed that the Vice-Principal for Quality and Curriculum would be requested to deliver a training session at the next meeting.

**ACTION: Vice-Principal for Quality and Curriculum**

The Principal and Chief Executive also highlighted the recent use of the Department for Education's insolvency powers in Hadlow and the Chief Operating Officer committed to providing the Board with further information on any lessons that can be learnt by the wider sector.

**ACTION: Chief Operating Officer**

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

**58/19 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 2019. He noted the financial position showed a favourable variance against plan and commented that this had been the result of savings being delivered slightly earlier than forecast. With regard to apprenticeship income, the Chief Operating Officer noted some minor delays, in common with other apprenticeship levy deliverers, and suggested that some of the identified income would likely be deferred into FY2019/20.

In response to a question from A Parmley, the Principal and Chief Executive confirmed that cost reduction is always balanced against the delivery of high-quality services. In response to a question from J Shepherd, the Chief Operating Officer described the key performance indicators that are in place, and confirmed that an internal benchmarking exercise had been undertaken for non-teaching posts to ensure that all expenditure is linked to the driver of costs. He also noted the intention to commission a management review by an external benchmarking organisation in 2019/20 as a way of seeking further assurance.

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

**59/19 Draft outline 2019/20 revenue budget**

The Chief Operating Officer presented the draft outline revenue budget for FY2019/20 for the Board's initial consideration; noting that the content was still subject to minor amendment and that the final proposal would be presented to the Board at its next meeting for formal approval. The manner in which the draft budget had been produced was outlined and endorsed by the Board.

The Corporation Board **CONFIRMED** that the draft outline 2019/20 revenue budget as presented was within the acceptable range of expectations.

**60/19 Confidential item**

The Corporation Board directed that the item be minuted confidentially.

**61/19 Property strategy update**

The Chief Operating Officer presented a report which had been circulated with the agenda to seek approval of the 2019/24 Property Strategy and associated matters. He reminded the Board that the strategy is a rolling 5-year plan, and drew attention to the improvements that had been made to the quality of the Corporation's estate over recent years. The Board noted the sustainable focus of the property strategy.

The Corporation Board:

1. APPROVED the Property Strategy 2019/24 as presented.
2. NOTED the progress that had been made in respect of the condition of the Corporation's estate.
3. AGREED that the Executive Team may vire between the proposed project expenditure within the strategy whilst staying within the overall financial envelope.

**62/19 Higher Education Access and Participation Plan**

The Vice-Principal for HE and Student Enhancement presented a report which had been circulated with the agenda to present the Corporation's draft Access and Participation Plan, which she noted is a requirement of the Office for Students and which had been scrutinised by the Quality and Standards Committee in advance of its presentation to the Board.

On behalf of the Quality and Standards Committee, A Parmley provided a summary of the Committee's review of the document, which had been undertaken by way of discussion at the most recent meeting and by way of a dedicated teleconference, and confirmed that the Committee's comments had been incorporated into the final draft.

The Corporation Board **APPROVED** the Access and Participation Plan as presented.

**63/19 Quality and Standards Committee matters**

The approved minutes of the Quality and Standards Committee meeting held on 19 March 2019 were received and A Parmley provided a verbal summary of the business transacted at the most recent meeting on 14 May 2019.

**64/19 Board Members' forum**

The Chair took the opportunity to thank H Thornborough *in absentia* for his dedicated and thoughtful participation in the selection panel for both the Student of the Year and Apprentice of the Year Award. The value of having a student voice on the selection panel where possible had long been recognised by the Board.

**65/19 Board Member training: Leadership, Management and Lifestyle**

The Head of Curriculum for Leadership, Management and Lifestyle joined the meeting and delivered an informative presentation to update Board Members on the work of the curriculum area. The Board noted in particular the emphasis that is placed on working collaboratively with employers to shape the curriculum content and deliver shared goals.

**66/19 Date, time and venue of next meeting**

The next meeting of the Corporation Board will be held on 9 July 2019, 5.00pm on the University Centre campus.

---

Chair

---

Date