

**BLACKPOOL AND THE FYLDE COLLEGE**  
**MINUTES OF A MEETING OF THE CORPORATION BOARD**  
**HELD ON 30 APRIL 2019, 5.00PM**  
**IN ROOM A38**

**FLEETWOOD NAUTICAL CAMPUS, BROADWATER, FLEETWOOD, FY7 8JZ**

**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           | ✓           | ✓           | ✓           | ✓           |             |            |
| Kenny Gilmour         | Independent Member             | ✓           | ✓           | ✓           | ✓           | ✓           | ✓           | ✓           |             |            |
| Colleen Hickson       | Staff Member                   | ✓           | A           | ✓           | ✓           | ✓           | ✓           | ✓           |             |            |
| Kieran Hunter         | Student Member                 | ---         | ---         | ✓           | ✓           | A           | ✓           | ✓           |             |            |
| Heather Knight        | Independent Member             | ✓           | ✓           | ✓           | ✓           | T           | 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           |             |            |
| Steve Williams        | Independent Member             | ---         | ---         | ---         | ---         | ---         | ✓           | ✓           |             |            |

*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

Simon Hughes, Vice-Principal for Quality and Curriculum

Robby Ryan, Chief Operating Officer

### **34/19 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.

### **35/19 Apologies for absence**

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

### **36/19 Declarations of interest**

There were no opening declarations of interest.

### **37/19 Minutes of the previous meeting**

The minutes and confidential minutes of the previous meeting held on 12 March 2019 were **APPROVED** as a true and accurate record.

### **38/19 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, and note was made of the fact that there had been no significant changes to the results since the previous meeting of the Board.

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

### **39/19 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:

- 2017/18 National Achievement Rate Tables;
- 2019/20 business planning staffing outcomes;
- Corporation Board Awards for Excellence in Learning and Teaching;
- Eden North Project; and
- News relating to the wider further education sector.

A copy of the printed strategy was also provided to all Board Members following approval of the same at the previous meeting.

The Chair congratulated the organisation on having achieved excellent results in the National Achievement Rate Tables and commented in particular that B&FC had been in the top 3% of all colleges in England for the past five years. The Principal and Chief Executive acknowledged the significant effort by staff and students to deliver such performance and offered her thanks to all.

In response to a question from A Parmley, the Principal and Chief Executive advised that the outcomes were published in the local press. The Vice-Principal for Quality and Curriculum noted the use of digital marketing channels to ensure that B&FC's successes are as visible as possible.

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

**40/19 Period 8 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 31 March 2019. He also provided a verbal update to inform the Board of a technical adjustment that has been made to the management accounts with the support of the external auditors to reflect the way in which statutory accounts are prepared. He confirmed that there would be no impact on the year-end surplus or EBITDA as a result of the amendment.

The Chief Operating Officer drew the Board's attention to a routine letter received from the Education and Skills Funding Agency (ESFA) which confirms that B&FC's financial health grade for 2017/18 was Outstanding and which provided a financial dashboard for the sector. K Gilmour commented that the benchmarking information from ESFA had demonstrated the rigour with which B&FC conducts itself and this was endorsed by the Board. Following discussion, the Board agreed that it was comfortable that there were no issues as a result of the letter from ESFA that warranted additional scrutiny.

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

**41/19 Further Education Fees Policy 2019-20**

The Chief Operating Officer presented a report which had been circulated with the agenda to seek approval of the Further Education Fees Policy for 2019/20 and noted that all proposed amendments had been highlighted in yellow for ease of reference.

The Corporation Board **APPROVED** the Further Education Fees Policy 2019/20 as presented.

**42/19 Confidential item**

The Corporation Board directed that the item be minuted confidentially.

**43/19 Confidential item**

The Corporation Board directed that this item be minuted confidentially.

#### **44/19 Gender pay gap report**

The Vice-Principal for HE and Student Enhancement presented a report which had been circulated with the agenda to present the gender pay gap report for 2017/18 and confirmed that this had been published on the college's website as required by legislation.

In response to a question from H Knight, the Vice-Principal for HE and Student Enhancement summarised the methods that are used to source employment applications from people with a range of characteristics.

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

#### **45/19 Review of risk appetite matrix**

Further to the Board's discussions at the previous meeting, the Chief Operating Officer presented an updated risk appetite matrix for the Board's approval.

The Corporation Board **APPROVED** the updated risk appetite matrix as presented.

#### **46/19 Quality and Standards Committee matters**

The approved minutes of the Quality and Standards Committee meeting held on 11 December 2018 were received and A Parmley provided a verbal summary of the business transacted at the most recent meeting on 19 March 2019.

She noted that there had been detailed discussions surrounding the agenda items and good levels of assurance had been obtained. She noted in particular the use of Flying Start, Flying High and Flying Further programmes and the Vice-Principal for HE and Student Enhancement provided an overview of these for the Board's information.

#### **47/19 Audit Committee matters**

The approved minutes of the Audit Committee meeting held on 28 November 2018 were received and J Mills provided a verbal summary of the business transacted at the most recent meeting on 6 March 2019.

She highlighted the fact that the committee reviews the internal audit recommendation follow-up report and had been pleased to note that it had been some time since a request for an extension to timescales had been received. K Gilmour supported this view, and praised the rigour with which the organisation monitors the outcomes of such audits.

**48/19 Board self-assessment**

The Board undertook a discursive exercise facilitated by P Howard to review its own effectiveness. Note was made of the fact that a report summarising the outcomes of the exercise would be presented to the next meeting.

**49/19 Board Members' forum**

A Parmley noted the extremely positive nature of the results that had been presented at the meeting, both relating to quality and finance, and suggested that the Board's thanks be passed to all staff in the weekly email bulletin. The Principal and Chief Executive agreed to action this.

**ACTION: Principal and Chief Executive**

**50/19 Board Member training: T Levels**

The Vice-Principal for Quality and Curriculum delivered a short training session for Board Members on T Levels.

**51/19 Date, time and venue of next meeting**

The next meeting of the Corporation Board will be held on 11 June 2019, 5.00pm on the Bispham campus.

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Chair

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Date