

MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 11 DECEMBER 2018, 5.00PM
IN ROOM C612
BISPHAM CAMPUS, ASHFIELD ROAD, 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	---	---	---	✓					
Neil Farley	Independent Member, Vice Chair	✓	✓	A	✓					
Kenny Gilmour	Independent Member	✓	✓	✓	✓					
Colleen Hickson	Staff Member	✓	A	✓	✓					
Kieran Hunter	Student Member	---	---	✓	✓					
Heather Knight	Independent Member	✓	✓	✓	✓					
Judith Mills	Independent Member	✓	✓	✓	✓					
Lorraine Moffat	Independent Member	T	A	✓	✓					
Anne Parmley	Independent Member, Vice Chair	✓	✓	✓	✓					
Joanne Shepherd	Staff Member	---	---	---	✓					
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓					
Kate Shane	Independent Member	A	A	✓	A					
Harrison Thornborough	Student 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

2966 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.

2967 Apologies for absence

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

2968 Declarations of interest

The Staff Members declared an interest in minute reference 2974 and advised that they would not participate in the discussion.

2969 Membership matters

A Cavill presented a report which had been circulated with the agenda to seek the Board's approval of the Search Committee's recommendation to appoint Jane Cole as an Independent Member of the Corporation Board for an initial Induction Year.

Following discussion, the Corporation Board **APPOINTED** Jane Cole as an Independent Member of the Corporation Board for an initial Induction Year.

2970 Minutes of the previous meeting

The minutes and two sets of confidential minutes of the previous meeting held on 23 October 2018 were **APPROVED** as a true and accurate record, subject to the correction of a minor typographical error at minute reference 2953.

2971 Dashboard

The Board considered the dashboard containing headline performance and quality metrics which had been tabled at the meeting. N Farley advised that the quality metrics are considered in detail by the Quality and Standards Committee, as well as a number of other metrics that underpin the headline metrics. K Gilmour noted that, if there were to be any issues of concern throughout the year, the process would ensure that the Board has early sight of this and would be able to provide appropriate scrutiny and challenge.

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

2972 Principal and Chief Executive's Report

The Principal and Chief Executive presented her regular report which had been circulated with the agenda, which outlined the topics that had been discussed at

the recent Association of Colleges' Annual Conference as well as news relating to the wider further education sector.

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

2973 Financial position as at 31 October 2018

The Chief Operating Officer presented a report which had been circulated with the agenda to summarise the Corporation's financial position as at 31 October 2018. This was supplemented by a verbal update following the usual period 3 re-forecasting exercise that had recently been undertaken.

The Corporation Board noted the forecast surplus figure and noted that a written report would be presented to the next meeting to provide further detail.

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

2974 Proposed staff pay award

The Principal and Chief Executive presented a report which had been circulated with the agenda to outline a number of proposals in respect of the staff pay award for 2019. Particular note was made of the existence of a national dispute with a recognised trade union which meant that, even though the ballot for strike action had been unsuccessful at B&FC, no pay award could not be made pending resolution of the dispute.

The Board noted that the national recommendation from the Association of Colleges is for a pay award of 1% or £250, whichever is the greater, and the Principal and Chief Executive advised that only those options which were affordable had been included in detail in the paper.

Following detailed discussion, the Corporation Board indicated its support for the application of either a 1% increase, or a £250 increase, or the implementation of the revised Living Wage (whichever is the greater) to be applied and consolidated into pay for all eligible staff. The Board further indicated its support for an additional 1% non-consolidated payment to be possible, subject to the Corporation's achievement of budgeted income and surplus targets and quality performance.

The Board acknowledged that it would not be able to take any decisions regarding staff pay until the conclusion of the pay dispute and noted therefore that the matter would need to be formally agreed at a later date; either at a future meeting or by way of written resolution.

2975 Confidential item

The Corporation Board directed that this item be minuted confidentially.

2976 Audit Committee annual report

The Audit Committee Chair, J Mills, presented the annual report of the Audit Committee which had been circulated with the agenda and which had been approved by the Committee at its meeting on 28 November 2018. The Board noted that it is a requirement of the Post-16 Audit Code of Practice that the report is presented to the Board prior to the statement of corporate governance and internal control in the annual accounts being signed.

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

2977 Annual report and accounts 2017-18

The Chief Operating Officer presented the draft annual report and financial statements for the year ended 31 July 2018 and the draft letter of representation to the external auditors.

J Mills confirmed that, following detailed consideration at its meeting on 28 November 2018, the Audit Committee had recommended that the Board approves the documents for signature.

The Corporation Board **APPROVED** the annual report and financial statement for the year ended 31 July 2018 and authorised the Chair and the Principal and Chief Executive to sign where indicated on its behalf. The Corporation Board also **APPROVED** the letter of representation and authorised the Chair to sign where indicated on its behalf.

2978 Register of interests

The Clerk to the Corporation presented a report which had been circulated with the agenda to provide assurance to the Board that declarations of interest had been received from all Board Members in post as at 30 November 2018 and to remind Board Members of the need to declare any actual or potential conflicts of interests as they may arise during the year. Confirmation was provided that a copy of the completed register of interests had been uploaded to Admincontrol for Board Members' future reference.

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

2979 Risk management report

The Chief Operating Officer presented a report which had been circulated with the agenda to summarise the current risk register and to confirm that work on the development of the next risk register had commenced. Confirmation was also provided that the matter had been reviewed by the Audit Committee at its November meeting.

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

2980 Audit Committee matters

J Mills provided a verbal update on the business transacted at the last meeting of the Audit Committee and a copy of the approved minutes of the June 2018 meeting were provided for the Board's information.

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

2981 Quality and Standards Committee matters

N Farley advised that the Quality and Standards Committee had met immediately prior to the Board meeting and summarised the business that had been transacted. He noted that the meeting had focused on providing scrutiny to the FE Self-Assessment Report and to the HE Self-Evaluation Document. A copy of the approved minutes of the October 2018 meeting were also provided for information.

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

2982 Student Union accounts

The Corporation Board received the student union accounts for 2017-18 and noted that it was operating within budget and in a manner consistent with previous reporting periods.

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

2983 Schedule of meetings

The Clerk to the Corporation presented the schedule of meetings for 2019-21 for Board Members' information.

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

2984 Confidential item

The Corporation Board directed that this item be minuted confidentially.

2985 Date, time and venue of next meeting

The next meeting of the Corporation Board will be held on 29 January 2019, 5.00pm on the Bispham campus.

Chair

Date