

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 25 APRIL 2017, 5PM
IN ROOM 204, UNIVERSITY CENTRE CAMPUS
PARK ROAD, BLACKPOOL, FY1 4ES

Members' attendance record:

		20 Sep 2016	25 Oct 2016	6 Dec 2016	7 Feb 2017	14 Mar 2017	25 Apr 2017	6 Jun 2017	4 Jul 2017
Alan Cavill	Independent Member, Chair	A	✓	✓	✓	✓	✓		
Helen Broughton MBE	Independent Member	✓	✓	✓	✓	✓	✓		
Steve Crowther	Independent Member	A	✓	✓	✓	✓	---		
Neil Farley	Independent Member, Vice Chair	✓	✓	✓	✓	✓	✓		
Edward Foster	Student Member	✓	✓	✓	✗	✗	A		
Kenny Gilmour	Independent Member	✓	✓	✓	✓	✓	✓		
Peter Greenall	Staff Member	✓	✓	✓	✓	✓	✓		
Peter Lloyd	Independent Member	✓	✓	---	---	---	---		
Colleen McLaughlin	Staff Member	✓	✓	✓	✓	✓	✓		
Judith Mills	Independent Member	✓	✓	✓	A	✓	✓		
Lorraine Moffat	Independent Member	✓	✓	A	✓	A	✓		
Anne Parmley	Independent Member, Vice Chair	✓	A	✓	✓	✓	A		
Bev Robinson	Principal and Chief Executive	✓	✓	✓	✓	✓	✓		
Kate Shane	Independent Member	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, Company Secretary and Clerk to the Corporation
Cheryl Dunn, Vice-Principal for HE and Student Enhancement
Catherine Hill OBE, Deputy Principal
Simon Hughes, Vice-Principal for Quality and Curriculum Designate
Robby Ryan, Vice-Principal for Finance and Planning

2750 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 also welcomed Simon Hughes to his first meeting of the Board in his role as Vice-Principal for Quality and Curriculum Designate and noted that he would formally take up post from 2 May 2017.

2751 Apologies for absence

Apologies for absence were received from and accepted for Edward Foster, Anne Parmley and Kate Shane. The members' attendance record was updated.

2752 Declarations of interest

No opening declarations of interest were received.

2753 Minutes of the previous meeting

The minutes of the previous meeting held on 14 March 2017 were agreed as a true and accurate record and were signed by the Chair. Confirmation was provided that all actions on the action tracking sheet had been completed.

2754 Urgent business notified to the Chair

One item of urgent business had been notified to the Chair. The Principal and Chief Executive noted that a letter from the Chief Executive of the Education and Skills Funding Agency (ESFA) had recently been sent to all Accounting Officers to remind them of the importance of strong financial management and governance, and to share findings from recent assurance work undertaken by the ESFA. A copy of the letter was provided to the board.

The board discussed the content, and in particular the key messages from the ESFA's review of funding assurance outlined on page 2.

The board agreed that the ESFA's college financial planning handbook should be circulated to governors for review, and that the matter was to be included on the agenda for the next meeting for further discussion. The Company Secretary also agreed to provide an aide-memoire of the processes that are currently in place.

ACTION: Company Secretary

2755 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:

- Public funding 2017-18
- Executive Director of Commercial Strategy post
- Appointment of Business Development Director
- News relating to the wider further education sector

With regard to the Executive Director of Commercial Strategy post, the Principal and Chief Executive requested that information on the Executive Director post be circulated to governors.

ACTION: Company Secretary

With regard to the possible changes to the English and maths funding conditionality noted on page three of the report, the Principal and Chief Executive advised that confirmation had been received since publication of the report that this would not take place for 2017-18.

The Corporation Board received the report and noted the content.

2756 Period 7 finance report

The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to update members on the financial position as at 28 February 2017. Steady performance was reported, with an increased surplus being forecast.

The Corporation Board received the report and the SFA dashboard and noted the content.

2757 Confidential item

The Corporation Board directed that this item be minuted confidentially.

2758 Confidential item

The Corporation Board directed that this item be minuted confidentially.

2759 Capital programme 2017-18

The Vice-Principal for Finance and Planning presented the draft capital programme for 2017-18 for approval.

The Corporation Board approved a budget of up to £1.558m capital expenditure for 2017-18, subject to confirmation in July 2017 that the financial forecasts for the coming year remain favourable. The board further agreed that the executive team may vire between the proposed budget lines provided that expenditure does not exceed the overall total of approved expenditure.

2760 Approach to strategic planning

The Principal and Chief Executive reminded the board that the three-year strategic plan for 2016-19 was last approved by the board at its meeting on 20 September 2016, following detailed discussion at its July 2016 meeting. No significant changes had been made as the board had awaited the outcomes of the Lancashire area-based review. Notwithstanding, the board has continued to have a focus on strategy, and has held a number of strategic events over the course of the year.

The board noted the forthcoming elections for both Lancashire County Council in May 2017 and the General Election in June 2017. As a result, the board supported the proposal for the Principal and Chief Executive to undertake an initial review of the plan with the view of it coming to the September Board. A Board workshop session in June/July would be scheduled to discuss the broad direction of the plan in more detail.

ACTION: Company Secretary (to schedule)

2761 Confidential item

The Corporation Board directed that this item be minuted confidentially.

2762 Governor briefing: Ofsted and quality cycle

The Deputy Principal and the Vice-Principal for Quality and Curriculum Designate gave a short presentation to brief the board on the Ofsted Common Inspection Framework. The board welcomed the presentation and requested that an aide-memoire for governors be produced.

ACTION: Vice-Principal for Quality and Curriculum Designate

2763 Date, time and venue of next meeting

The next meeting of the Corporation Board will be held on 6 June 2017, 5.00pm on the Bispham campus.

The board noted that this would be the last board meeting attended by the Deputy Principal, who would be retiring later in the week following eleven years' service to the Corporation. A gift was presented as a token of the board's gratitude.

Chair

Date:.....