

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 6 JUNE 2017, 5PM
IN THE BOARDROOM
ASHFIELD ROAD, BISPHAM, BLACKPOOL FY2 0HB

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	✓	✓	✓	✓	✓	✓	A	
Edward Foster	Student Member	✓	✓	✓	✗	✗	A	✓	
Kenny Gilmour	Independent Member	✓	✓	✓	✓	✓	✓	A	
Peter Greenall	Staff Member	✓	✓	✓	✓	✓	✓	A	
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:

Michaela Andrews, Company Secretary and Clerk to the Corporation
Cheryl Dunn, Vice-Principal for HE and Student Enhancement
Simon Hughes, Vice-Principal for Quality and Curriculum
Robby Ryan, Vice-Principal for Finance and Planning
Paul Howard, Minutes

Meeting commenced at 17:03 hours

2764 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 welcomed Michaela Andrews to her first meeting as Company Secretary and Clerk to the Corporation and also took the opportunity to thank Paul Howard, on behalf of the Board, for the commitment he had shown in the role, wishing him well in his future endeavours.

2765 Apologies for Absence

Apologies for absence were received from and accepted for Neil Farley, Peter Greenall and Kenny Gilmour.

2766 Declarations of Interest

No opening declarations of interest were received.

2767 Minutes of the Previous Meeting

The minutes of the previous meeting held on 25 April 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.

With regard to the action point arising from minute reference 2762, the Vice-Principal for Curriculum and Quality suggested that a workshop session around Ofsted inspections might be useful as a refresher for the Board. Following discussion, it was agreed that this would be arranged to take place immediately prior to the Corporation Board meeting in September 2017.

ACTION: Company Secretary (to schedule)

A Winstanley joined the meeting.

2768 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
- Update on business planning for 2017-18
- Manchester Arena explosion
- 125 year celebrations

H Broughton requested that the Board be provided with key staffing measure information more frequently, such as retention and absence rates. It was therefore agreed that a Human Resources Report would be factored into the

annual reporting cycle and brought before the Board biannually. The Principal and Chief Executive confirmed that a staff survey was to be circulated in August 2017 and would become an annual occurrence. It was agreed a presentation from the Director of Human Resources would be scheduled, to allow the Board to seek answers to any employee related questions.

ACTION: Company Secretary (to schedule)

In response to a question from L Moffat, the Vice-Principal for Finance and Planning provided assurance to the Board that the college had reviewed its systems and processes following recent high profile cyber attacks and sought to confirm the Corporation had yet to be affected.

The Corporation Board received the report and noted the content.

2769 Period 8 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 26 March 2017. Steady performance was reported, with an increased surplus forecast.

The Corporation Board received the report and noted the content.

2770 Draft 2017-18 Revenue Budget

The Vice-Principal for Finance and Planning presented a draft revenue budget for 2017-18 for discussion, alongside recommendations from the Further Education Commissioner. Confirmation was provided that the final version of the budget and the two-year financial plan would be presented to the next meeting of the Board for approval.

The Corporation Board agreed that the draft revenue budget as presented was within an acceptable range and directed that the final version be presented to the next meeting for approval.

2771 Letter from Education and Skills Funding Agency (ESFA) Chief Executive to Accounting Officers

The Principal and Chief Executive reminded the Board that a letter from the ESFA Chief Executive to college Accounting Officers had been tabled at the previous meeting. Following this, a more detailed report had been circulated to outline the respective responsibilities of the Corporation Board and the Accounting Officer for further discussion.

It was agreed that a summary of the respective roles of the Chair and the Principal and Chief Executive should be prepared for consideration and approval by the Board.

ACTION: Company Secretary

It was agreed that any absence of the Accounting Officer of more than four weeks, or which was anticipated to extend beyond four weeks, would trigger the convening of a Special Board meeting to consider whether a temporary Accounting Officer should be appointed.

The Corporation Board received the report and noted the content.

2772 Technical and Further Education Act 2017

The Company Secretary presented a report in order to brief the Board on the various provisions of the Technical and Further Education Act 2017 which received Royal Assent on 27 April 2017.

In response to a question from A Parmley, it was agreed that information on the governors' indemnity policy would be circulated for information. A workshop session would also be arranged with the Corporation's legal advisers on the roles, responsibilities and potential liabilities of governors as quasi trustees.

ACTION: Company Secretary

The Corporation Board received the report and noted the content.

2773 Property Strategy Update

The Vice-Principal for Finance and Planning presented an update on the Property Strategy.

Each of the proposed schemes were discussed individually.

The Corporation Board:

1. Received the report and noted the content.
2. Approved the proposed changes to the projects within the strategy.
3. Required that the Board be involved in discussions surrounding any spend of the £2.5m contingency, above a £100k de minimis.
4. Agreed that the Executive Team be permitted to vire between the proposed project budgets for 2017-20 whilst remaining within the overall expenditure envelope of £5.5m (i.e. the overall envelope excluding the contingent funds).

2774 Internal Audit Contract Award

The Corporation Board directed that this item be minuted confidentially.

2775 Board Members' Forum

The Chair advised that he had enjoyed attending the recent staff long service awards.

C McLaughlin noted that she had attended the 125 year celebrations at the Blackpool Tower alongside N Farley and K Shane.

L Moffat and H Broughton had joined the selection panel for the forthcoming Governors' Awards for Learning and Teaching.

2776 Governor Briefing: Illuminate

C McLaughlin, Interim Head of Apprenticeships, delivered a short presentation providing an update on Illuminate Training Solutions - the employer arm of the Corporation, with a focus on apprenticeships.

2777 Date, Time and Venue of Next Meeting

The next meeting of the Corporation Board will be held on 4 July 2017, 5pm on the University Centre campus.

A strategy session is planned for 27 June on the University Centre campus, 3pm – 5.30pm.

The meeting was brought to a close at 18:57 hours

Chair

Date:.....