

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 17 SEPTEMBER 2019, 5.00PM

IN ROOM 204, UNIVERSITY CENTRE CAMPUS, PARK ROAD, BLACKPOOL, FY1 4ES

Members' attendance record:

		17 Sep 2019	22 Oct 2019	3 Dec 2019	4 Feb 2020	10 Mar 2020	28 Apr 2020	9 Jun 2020	7 Jul 2020	2019/20 attendance
Alan Cavill	Independent Member, Chair	✓								
Jane Cole	Independent Member	✓								
Kenny Gilmour	Independent Member	✓								
Colleen Hickson	Staff Member	✓								
Kieran Hunter	Student Member	✓								
Heather Knight	Independent Member	✓								
Judith Mills	Independent Member	✓								
Lorraine Moffat	Independent Member	A								
Anne Parmley	Independent Member	✓								
Joanne Shepherd	Staff Member	✓								
Bev Robinson OBE	Principal and Chief Executive	✓								
Kate Shane	Independent Member	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

Simon Hughes, Vice-Principal for Quality and Curriculum

Daryl Platt, Vice-Principal for Engagement

Robby Ryan, Chief Operating Officer

Nigel Brown, Director for Students (for items 101/19 and 102/19 only)

Stuart Crane, Director of Estates (for item 101/19 only)

Adrian Hughes, Human Resources Specialist (for item 101/19 only)

89/19 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.

90/19 Apologies for absence

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

91/19 Declarations of interest

No Board Members declared an interest in any of the agenda items.

92/19 Minutes of the previous meeting

The minutes and confidential minutes of the previous meeting held on 9 July 2019 were considered.

With regard to minute reference 69/19, the Board noted the potential for some confusion in relation to the pecuniary interest held by staff when read alongside minute reference 72/19, as the latter references the withdrawal of Staff Members due to a declared conflict of interests, whereas the former references the fact that the Board agreed that it would not be necessary for the Staff Members to leave the room.

The Clerk clarified that the "withdrawal" within minute reference 72/19 referred to the Staff Members' withdrawal from discussion rather than the room and suggested that this be rephrased to "the Chair confirmed that the meeting remained quorate despite the discounting of Staff Members due to a declared conflict of interest". With this amendment, the minutes were **APPROVED** as a true and accurate record.

With regard to the action log, the Board noted that the actions had either been completed or were not yet due.

93/19 Dashboard

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

The Vice-Principal for Engagement provided a high-level summary of enrolment for the 2019/20 academic year. In response to a question from K Gilmour, the Principal and Chief Executive acknowledged the strong start and the Vice-Principal for Quality and Curriculum noted that B&FC would be offering three T Levels in 2020/21. The Principal and Chief Executive commented that B&FC

was one of only 14 colleges in the country to be given permission to offer T Levels in all three areas.

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

94/19 Principal and Chief Executive's report

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

- 2019/20 enrolment;
- 2018/19 provisional GCSE mathematics and English results;
- Update on funding for FE;
- Update on work with Lancaster University; and
- News relating to the wider further education sector.

The Principal and Chief Executive also took the opportunity to provide the Board with a verbal update on B&FC's preparations for the United Kingdom's exit from the European Union, and highlighted that a steering group had been in place for some time to consider any potential impacts and to seek to mitigate them.

In response to a request from A Parmley, the Principal and Chief Executive agreed to share an updated organisational chart with the Board via Admincontrol.

ACTION: Principal and Chief Executive

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

95/19 Period 12 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 July 2019. He reminded the Board that this was in line with previous forecasts and guidance. He reiterated that there would be a number of differences between the figures included in the report and those within the statutory accounts due to technical adjustments which are required in the latter and highlighted in particular the fact that judgment in the recent McCloud case concerning pensions had impacted significantly on the adjustment for pensions but noted that this impact would similarly impact all organisations with public sector pensions. Consequently, the Board acknowledged the likelihood of reporting a deficit position within the statutory accounts.

The Principal and Chief Executive highlighted the inclusion within the report of a table containing key performance indicators and Board Members were invited to

make any suggestions as to any additional benchmarking information they may wish to receive.

The Chief Operating Officer drew the Board's attention to the addendum to the report which mapped B&FC's practices to the recommendations contained within a recent letter from the Chief Executive of the ESFA to Chairs of FE and Sixth Form Colleges. The Board took assurance from the fact that B&FC already complies with the mandatory requirements. In response to a suggestion from the Principal and Chief Executive, it was agreed that this exercise would be undertaken on an annual basis, or more frequently in the event that additional guidance is received in-year. The Clerk agreed to add this to the Board's cycle of business.

ACTION: Clerk to the Corporation

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

96/19 Office for Students' reporting requirements

The Chief Operating Officer presented a report which had been circulated with the agenda to share a letter dated 31 July 2019 from the Office for Students containing a notice under general ongoing conditions of registration F3 and F4 setting out the planned schedule of data returns.

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

97/19 Membership matters

The Clerk to the Corporation presented a report which had been circulated with the agenda to outline a number of membership matters.

The Clerk to the Corporation noted that the Search Committee had recommended the appointment of Mr Martin Long as an Independent Member of the Corporation Board and a summary of his skills and experience was provided. The Corporation Board **APPROVED** his appointment as an Independent Member with effect from 22 October 2019, for an initial Induction Year.

The report also outlined a number of changes to the membership and chairs of committees as a result of changes to the membership of the Board which were **NOTED** by the Board.

The Board also **NOTED** the fact that the Clerk had undertaken fit and proper person checks for all Board Members over the summer period which had resulted in no adverse information being discovered.

Finally, the Board considered the fact that a vacancy for a Student Member had recently arisen, as the former post holder would no longer satisfy the criteria to

be a Student Member. The Board **AGREED** that a second Student Member should be sought, however was mindful of the fact that the new academic year had just begun and therefore requested that this be delayed for a short period to allow potential candidates to settle into their studies before expressing an interest in the role. They suggested that a January 2020 start, ideally with the potential to continue until July 2021, would be desirable.

The Board also took the opportunity to thank Harrison Thornborough for his service as a Student Member and the Clerk agreed to write formally on behalf of the Board.

ACTION: Clerk to the Corporation

98/19 Board Member role description

The Clerk to the Corporation presented a draft Board Member role description for the Board's consideration, which had been produced in conjunction with the Chair and the Vice-Chair over the summer period. It was suggested that reference be included to the provision of liability insurance for Board Members and to the fit and proper person requirements set out by Office for Students.

With these amendments, the Corporation Board **APPROVED** the draft Board Member role description.

99/19 Summary of complaints and compliments 2018/19

The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to summarise the complaints and compliments received by B&FC during the 2018/19 financial year. He reminded the Board that feedback is welcomed as an opportunity to continually improve.

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

100/19 Risk management report 2018/19

The Chief Operating Officer presented a report which had been circulated with the agenda to present the current risk register for information. Confirmation was provided that the risk register had been reviewed by the Audit Committee at its last meeting.

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

101/19 Reports on statutory areas

The Director of Estates, the Director for Students and the Human Resources Specialist joined the meeting.

(a) Health and Safety and Sustainability annual report 2018/19

The Director of Estates presented a report which had been circulated with the agenda to inform the Board of progress against key health, safety and sustainability metrics and to provide an update on associated matters.

In response to a question from A Parmley, the Director of Estates advised that there were over 2,100 employee attendances at health and safety training sessions throughout last year and confirmed that the team has sufficient resource to carry out its functions. He also drew attention to the recent internal audit report which had reported favourably on the team's performance. The Principal and Chief Executive also highlighted the involvement of J Shephard in developing the organisation's positive health and safety culture.

In response to a question from K Gilmour, the Director of Estates confirmed that an independent review of fire safety is undertaken and A Parmley confirmed that she had recently met with the Director of Estates to seek assurance on behalf of the Board around the organisation's health and safety compliance. The Board noted the strong performance against the sustainability targets.

The Board noted that this would be the last meeting to be attended by the Director of Estates before his retirement and took the opportunity to wish him all the best for the future.

The Director of Estates left the meeting.

(b) Human Resources annual report 2018/19

The Human Resources Specialist presented the human resources annual report for 2018/19 which had been circulated with the agenda and the Board noted the inclusion of data surrounding facilities time for trade unions as is now required by legislation.

In response to a comment from K Gilmour, the Human Resources Specialist commented that recruitment to vacant posts varies, with some curriculum specialisms naturally being harder to recruit to than others and the Principal and Chief Executive also commented that similar challenges apply to recruiting exceptional candidates for senior posts within the organisation. The Human Resources Specialist advised that work would be undertaken around the organisation's employer brand over the coming year to ensure that there is visibility of the many benefits that employment offers. H Knight highlighted the fact that the gender pay gap compared favourably with the sector and had reduced in comparison with the previous year.

With regard to the statistics within the report, the Principal and Chief Executive reminded the Board that curriculum staff are encouraged to return to industry for five days per year to ensure the continued currency of their experiences.

The Human Resources Specialist left the meeting.

(c) Safeguarding and E&D report 2018/19

The Director for Students presented a report which had been circulated with the agenda to summarise B&FC's performance in relation to safeguarding and E&D metrics. A discussion was held around the support that is provided to students in relation to mental health, including the provision of mental health first aid training for employees. A discussion was also held on the recently-reported rate of suicide attempts amongst young people in the UK and the Board discussed the support that is provided as well as the mechanisms which are in place to proactively identify any potential issues.

The Board noted the procurement of dedicated software to identify key search phrases on any devices connected to the College's wi-fi system. Flagged searches or website visits would trigger a supportive discussion with the student concerned at curriculum level. In response to a question on the logistics of such an approach from K Hunt, the Director for Students noted that searches undertaken during the course of studies are capable of being identified and filtered out.

The Board **RECEIVED** the three annual reports for 2018/19 and noted the content.

102/19 Board Member training: Safeguarding

The Director for Students delivered training on the safeguarding arrangements in place within B&FC, which includes the Prevent agenda. A number of questions were received.

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

103/19 Date, time and venue of next meeting

The next meeting of the Corporation Board will be held on 22 October 2019, 5.00pm on the University Centre campus.

Chair

Date