

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 3 DECEMBER 2019, 5.00PM

IN ROOM C612, BISPHAM CAMPUS, ASHFIELD ROAD, BLACKPOOL, FY2 0HB

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	✓	A	A						
Heather Knight	Independent Member	✓	✓	✓						
Martin Long	Independent Member	---	✓	✓						
Judith Mills	Independent Member	✓	✓	✓						
Lorraine Moffat	Independent Member	A	A	A						
Anne Parmley	Independent Member	✓	✓	✓						
Joanne Shepherd	Staff Member	✓	✓	✓						
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓						
Kate Shane	Independent Member	A	✓	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, Company Secretary (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

121/19 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.

122/19 Apologies for absence

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

123/19 Declarations of interest

There were no declarations of interest.

124/19 Minutes of the previous meeting

The minutes of the previous meeting held on 22 October 2019 were **APPROVED** as a true and accurate record.

125/19 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 Quality and Curriculum drew the Board's attention to progress with English and mathematics and noted that the Quality and Standards Committee had discussed progress in more detail at its recent meeting.

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

126/19 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:

- Employee annual pay award 2020;
- Review of employees' reward and recognition arrangements;
- Board strategy session in January 2020;
- Digital strategy;
- Fire safety; and
- Association of Colleges' annual conference.

The Principal and Chief Executive drew particular attention to the fact that a holistic review of employee reward and recognition had been commissioned

and reminded the Board that a comparison with other organisations had previously been undertaken in Autumn 2017. The previous review had concluded that the reward and recognition arrangements in place at B&FC compared favourably to its peers.

With regard to the employee annual pay award for 2020, the Principal and Chief Executive drew the Board's attention to the various options set out within the report. J Mills noted the importance of ensuring appropriate financial metrics are specified in relation to the potential future award of an additional non-consolidated amount which the Principal and Chief Executive supported, noting that the inclusion of income targets as well as the overall surplus as financial metrics is intended to ensure that a holistic approach is adopted.

Following discussion, the Corporation Board **APPROVED** a pay award of either 1% or £250, whichever is the greater, for all eligible staff with effect from 1 January 2020 with the potential for up to a further 2% to be awarded on a non-consolidated basis in July 2020, subject to the Corporation achieving significant financial and quality performance indicators.

With regard to the content of the Board strategy session in January 2020, the Board agreed with the suggested topics included in the report and a number of other suggested topics were put forward.

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

127/19 Period 3 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 October 2019. A verbal update on the outcome of the routine period 3 reforecasting exercise was also provided which summarised the likely income and expenditure positions following discussion with budget holders.

The Chief Operating Officer also drew the Board's attention to the letter from the Education and Skills Funding Agency following its review of B&FC's financial plan and the associated dashboard. Particular note was made of the fact that the financial health assessment for 2018/19 and 2019/20 was outstanding. Note was made of the fact that the key performance indicators from the ESFA dashboard are included in each financial report, to ensure that the Board has regular oversight of financial performance and appropriate benchmarking data.

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

128/19 Potential breach of OfS conditions of registration

The Chief Operating Officer presented a report which had been circulated with the agenda to outline a potential breach of the Office for Students' conditions of registration as a result of paying two invoices shortly after their due date. A letter from the OfS's Director of Competition and Registration had been appended to the report for the Board's information.

The Board noted that two QAA invoices, with values of £8,144 and £2,925, had recently been processed in line with the College's established payment runs and that, whilst the payment had been arranged before the due date, standard BACS timescales had resulted in the payment reaching the payee's bank account up to two working days late. The Chief Operating Officer confirmed that processes had now been amended to prevent future late payment of such invoices.

Given the value of the invoices and the short delay involved, the Board expressed some surprise that the matter had been escalated for its consideration. The Board confirmed that it was satisfied that, as an organisation with a strong financial record, effective processes were in place and acknowledged that action had been taken to prevent recurrence. The Board iterated the need for a proportionate response and therefore considered that no further action was necessary.

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

129/19 Adoption of the Association of Colleges' Senior Staff Remuneration Code

A Parmley, as Chair of the Remuneration Committee, presented a report which had been circulated with the agenda to outline the Remuneration Committee's recommendation that the Corporation adopts the Association of Colleges' Senior Staff Remuneration Code. Note was made of the fact that B&FC was already compliant with the majority of requirements within the code and the Board acknowledged the importance of transparency and accountability in relation to senior staff remuneration.

The Board **ADOPTED** the Association of Colleges' Senior Staff Remuneration Code.

130/19 Audit Committee annual report 2018/19

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 27 November 2019. 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 Board also noted

the clean report from the external auditors and the positive assurances provided by the internal auditors.

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

The Corporation Board also **APPROVED** the changes to the Committee's terms of reference as included in the report.

131/19 Annual report and accounts 2018/19

The Chief Operating Officer presented the draft annual report and financial statements for the year ended 31 July 2019 and the draft letter of representation to the external auditors.

J Mills confirmed that, following detailed consideration at its meeting on 27 November 2018, the Audit Committee had recommended that the Board approves the documents for signature.

The Chief Operating Officer reminded the Board that the statutory accounts differ from the management account information provided at each meeting as they incorporate a number of technical adjustments, including an adjustment following the recent McCloud judgment relating to public sector pensions.

The Corporation Board **APPROVED** the annual report and financial statement for the year ended 31 July 2019 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.

132/19 Risk management report

The Chief Operating Officer presented a report which had been circulated with the agenda to summarise the current risk register. Confirmation was also provided that the matter had been reviewed by the Audit Committee at its November meeting, and note was made of the fact that the risk surrounding OfS had been marked as behind plan due to the current lack of clarity around expectations.

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

133/19 Membership matters

A Cavill presented a report which had been circulated with the agenda to summarise the recommendation of the Search Committee that Chris Holt be appointed as an additional Independent Member of the Board. He noted that the Committee had considered the potential conflict of interest due to the fact that the candidate's employer also offers in-house apprenticeships, but that the Committee had determined that this could be effectively managed by

maintaining the relationship at a strategic level and avoiding detailed operational discussions for the mutual benefit of both parties. It further considered that the benefits of appointing the individual outweighed the potential challenges.

Following discussion, the Corporation Board **APPOINTED** Chris Holt as an Independent Member for an initial Induction Year.

134/19 Office for Students Access and Participation Plan

The Vice-Principal for Higher Education and Student Enhancement presented a report to confirm that B&FC's Access and Participation Plan had been approved by Office for Students.

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

135/19 Student Union accounts

The Corporation Board received the student union accounts for 2018/19 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.

136/19 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 2019 meeting were provided for the Board's information.

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

137/19 Quality and Standards Committee matters

K Gilmour provided a verbal summary of the Quality and Standards Committee meeting held on 26 November 2019 and 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 2019 meeting were also provided for information.

The Corporation Board **APPROVED** the FE Self-Assessment Report subject to minor typographical amendments and **RECEIVED** the HE Self-Evaluation Document for information.

138/19 Schedule of meetings

The Clerk to the Corporation presented the schedule of meetings for 2020-22 for Board Members' information.

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

139/19 Board members' forum

K Gilmour advised that he had met with the Vice-Principal for Engagement and other members of the team to discuss Lancashire Energy HQ. A Parmley advised that she had met with the incoming and outgoing Directors of Estates and had been assured around the fire safety of the college's estate.

140/19 Confidential item

The Corporation Board directed that this item be minuted confidentially.

141/19 Date, time and venue of next meeting

The next meeting of the Corporation Board will be held on 4 February 2020, 5.00pm at Lancashire Energy HQ.

Chair

Date