# BOURNEMOUTH AND POOLE COLLEGE

**BOARD OF THE CORPORATION**

**PART A - MINUTES OF THE BOARD MEETING HELD ON 16 MARCH 2023**

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| **Members:** |  |  |
| David Ford | Board Member and Chair of the Board |  |
| Sue Wellman | Board Member and Vice Chair of the Board | Apologies |
| Caron Khan | Board Member | Apologies |
| Dan Tout | Board Member |  |
| Ian Jones | Board Member | Apologies |
| John Dale | Board Member |  |
| Karen Loftus | Board Member | Left at end of item 042-2223 |
| Sadie Wetherell | Board Member |  |
| Dr Michael Fanner | Board Member |  |
| Saba Mohammed | Board Member | Apologies |
| Mike Kennedy | Board Member |  |
| Helen Mason | Board Member |  |
| Phil Sayles | Board Member and College Principal & CEO |  |
| Brittany Claxton | Staff Board Member |  |
| Amelia Surrey | Student Board Member (Further Education) |  |
| Liam Parry | Student Board Member (Higher Education) |  |
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| **In Attendance:** |  |  |
| Michael Johnson | Chief Operating Officer |  |
| Jacqueline Page | Vice Principal Curriculum | Apologies |
| Debbie Smith | Assistant Principal People and Student |  |
| Marianne Barnard | Director of Governance |  |
| Lloyd Perry | Head of Student Inclusion & Support | In attendance for item 032-2223 only |
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| **PART A** | | |
| **BOARD MEETING** | | |
| 032-2223 | **SAFEGUARDING & PREVENT – UPDATE TRAINING**  The Head of Student Inclusion & Support delivered the Annual Update Training for Board Members, this covered the following:   * What is Safeguarding? * Governor role in Safeguarding * Key changes to Keeping Children Safe in Education 2022 * BPC Safeguarding context and impact * How students at BPC are safeguarded * Key risks to BPC students   **RESOLVED:** The Board received the Safeguarding & Prevent update training. |  |
| 033-2223 | **APOLOGIES FOR ABSENCE**  Apologies were received from Board Members: Sue Wellman, Caron Khan, Ian Jones and Saba Mohammed.  Apologies were also received from Jacqueline Page, Vice Principal Curriculum. |  |
| 034-2223 | **DECLARATIONS OF INTEREST**  There were no declarations of interest noted. |  |
| 035-2223 | **PRINCIPAL’S REPORT**  The Principal & CEO presented the following updates:  **Strategic Plan**  The current college strategy ran until 2023. This strategy had been redeveloped in response to the 2019 ‘Requires Improvement’ Ofsted grade, as skills legislation was being developed and the Covid pandemic was still impacting. It was being proposed that the college now developed a Five-Year Strategy (2023-2028), with ambitious but credible goals to be achieved by 2028 and with annual milestones to drive progress. Over-arching strategic themes: Meeting Skills Needs, Quality, People and leadership, Finance, Governance and Educational Resources - would remain in place, but the medium-term goals to deliver them would be reshaped to reflect a clearer national context.  **Local Skills Improvement Plan (LSIP)**  The college was preparing to produce documentation to respond to two new policy requirements: Accountability Agreements and the Local Skills Improvement Plan (LSIP). It was confirmed that where timings required, any approvals by the Board, would be sought via the GVO.  **Leadership Charter**  Over the past couple of months, significant effort had been put into consultation on and the development of the college’s Leadership Charter - one of the colleges key responses to the poor Staff Survey results in 2022. It was confirmed that the Leadership Charter had now been launched.  **Branding/Reputation**  A rebranding exercise had commenced and the college was in the initial design and consultation stages. It was confirmed that opportunities would be provided for Board Members to contribute to the consultation. The aim was to start the promotional cycle for 2024-25 with the new brand.  **Curriculum Reform**  T Levels were being introduced by the Government in an attempt to give technical education the same kudos as A-Levels, and this was being backed by significant investment. T Levels would be harder, larger qualifications, still equivalent to three A Levels (as were BTECs), with tougher entry criteria. In order to drive the change, the government was removing many BTECs over the next few years. The majority of the FE sector collectively believed that the risk of BTEC removal could disenfranchise tens of thousands of students nationally, driving them to courses they did not want to do, or pushing them out of education. The government had not listened so far to extensive lobbying and it was also noted that knowledge of T Levels by school pupils and parents, was still limited nationally, despite media campaigns.  The Board confirmed their endorsement for the approach to the development of the new strategic plan. The Board also discussed the importance of the student experience and enrichment activities, and bringing these out in the new strategy – which was agreed.  **RESOLVED:** The Board received and noted the report from the Principal & CEO. |  |
| 036-2223 | **STRATEGIC PLAN REPORTING/KPI’s**  The Board noted and discussed the following KPI’s:  **Course portfolio changes:**   * New Level 2 Apprenticeship scheme for Sunseeker, with a new Sunseeker Skills Academy on site. The provision was supporting local labour force demands. The college was currently six weeks into the first cohort * New metal recycling apprenticeship, commencing in February 2023 * Good recruitment to the NEET programme at the Poole campus   **Student Numbers:**   * Overall in year retention (after six weeks) was good: 98.25% overall, however 8% of 16-18 students withdrew before the funding census date in mid-October 2022, which was high when benchmarked against other local rates * The college had missed its recruitment target for 16-18 students by around 100, but had seen strong recruitment in January 2023 * The college was underperforming against plan for its Adult Education Budget and so was subcontracting up to £400k * Apprenticeship starts target had been missed but would be helped by the new L2 Apprenticeship programme for Sunseeker and the push on April 2023 starts   **Staff sickness:**   * Staff sickness levels were being looked at in more detail – area by area * Staff turnover levels were noted and it was confirmed were similar to sector levels * A new exit interview process had been introduced during summer 2022, the first report would be available in summer 2023   **Staff Survey:**   * The next staff survey was being scheduled and was likely to be conducted during the summer term 2023   **RESOLVED:** The Board noted the latest KPI’s. |  |
| 037-2223 | **AUDIT & RISK COMMITTEE – REPORT TO THE BOARD**   1. Report from the Audit & Risk Committee - Dan Tout/Michael Johnson   The Chair of the Audit & Risk Committee provided a summary of activity from the recent meeting. It was confirmed that The Vice Chair of the Corporation and member of the curriculum committee had joined the meeting.  This meeting had covered the following:   * Risk Register – this had been covered in some detail and adequate assurance on all except one risk around the Estates Project * Internal audit reporting * Benchmarking the college Finance Team with other colleges which TIAA audit * Changes the college had made to interviewing apprentices and concerns around lost income * Office for Students – the Head of MI had attended and explained  1. Part A Minutes of the Audit & Risk Committee meeting held on 7 February 2023   Minutes of the Audit & Risk Committee meeting held on 7 February 2023 were received and noted by the Board.  **RESOLVED:** The Board received and noted the Audit & Risk Committee Report. |  |
| 038-2223 | **OFFICE FOR NATIONAL STATISTICS RE-CLASSIFICATION**  It was confirmed this had been discussed in detail at the recent Audit & Risk Committee. The Board noted the re-classification; however, it was reported that although back in the public sector there had been nothing in the recent budget to support colleges and there were still many real challenges ahead.  **RESOLVED:** The Board noted the detail provided on the ONS re-classification of colleges. |  |
| 039-2223 | **RISK MANAGEMENT**  The latest College Risk Register was noted and it was confirmed this had been reviewed in detail at the recent Audit & Risk Committee.  **RESOLVED:** The current Risk Register was noted by the Board. |  |
| 040-2223 | **FINANCE & RESOURCES COMMITTEE – REPORT TO THE BOARD**   1. Report from the Finance & Resources Committee – Mike Kennedy/Michael Johnson   The Chair of the Finance & Resources Committee confirmed that the committee had met on 6 March 2023. The meeting has covered the following:   * The updated ToR following the separation of the Commercial aspects from the Finance & Resources Committee * The January 2023 Management Accounts had been discussed * A key piece on cash flows had been discussed – to keep Board at ease around possible pinch points * An initial discussion on budget for 2023/24.   There were two more meetings this academic year, in May and June 2023. The May meeting would allow and early view of the draft 2023/24 budget.   1. Minutes of the Finance & Resources Committee meeting held on 6 March 2023   The minutes from the meeting held on 6 March 2023 were received and noted by the Board.  **RESOLVED:** The Board received and noted the report from the Finance & Resources Committee. |  |
| 041-2223 | **MANAGEMENT ACCOUNTS**  The Chief Operating Officer presented the college Management Accounts (January 2023), it was confirmed that the February 2023 accounts had recently been published and had been shared with all Board Members via the GVO.  It was confirmed that the college was now forecasting a deficit in the range between £3k and £588k due to cost savings, despite the further reductions in income.  It was noted that previously the college had been forecasting that the cost of energy might be £500k worse than budget, but the latest forecast based on costs to date, suggested spend would be as per budget.  In addition, the college had already exceeded the £604k planned staff savings by £293k and was forecasting further savings of £200k for the rest of the year. Savings were mainly across support staff. Whilst this was having a positive impact on the current budget, it was noted that it would not be able to sustain the same level of vacant posts long term.  The impact of the minimum wage increases in April 2023, would have an impact on pay costs.  It was also noted that income would be increased in 2023/24 due to recent additional student recruitment.  **RESOLVED:** The Board noted the Management Accounts (January 2023). |  |
| 042-2223 | **CURRICULUM, QUALITY & STANDARDS COMMITTEE – REPORT TO THE BOARD**   1. Report from the Curriculum, Quality & Standards Committee – Helen Mason   The Chair of the Committee summarised the activity from the meeting held on 28 February 2023, including:  The Director of Apprenticeships, Adult & Higher Education had given a presentation to the committee on the Apprenticeship training provider accountability framework.  A T Level update had been covered. It was noted that in September 2023 two routes and three pathways would be starting at BPC and in September 2024, the college would see an additional nine T Levels starting.  The College SAR and QIP had been reviewed in detail at the meeting. Some areas had underperformed and intervention was in place where required, it was also noted that there were many areas performing well.  The Board considered whether an internal audit should be undertaken on T Levels and the risks around them and to look at lessons from other colleges.  It was noted that the preparations in terms of teaching were well covered, risks around entry requirements and failure to recruit enough students were of more concern.   1. Minutes of the Curriculum, Quality & Standards Committee meeting held on 28 February 2023   The minutes were noted including detail from the Quality Update which included detail on ungraded reviews and the latest complaints summary data - which had been welcomed by Committee Members.   1. Quality Update   The Board received the Quality Update document.  **RESOVLED:** The Board received the Curriculum, Quality & Standards Committee Report. |  |
| 043-2223 | **QUALITY IMPROVEMENT PLAN**  It was confirmed that the College Quality Improvement Plan had been reviewed by the CQSC. It was noted that the quality arrangements at the college were good.  **RESOLVED:** The Quality Improvement Plan was received and noted by the Board. |  |
| 044-2223 | **STUDENT VOICE REPORT**  The Our Voice Our College Report to Board, March 2023 was noted.  The low engagement levels by HE students in student surveys was noted again, however it was noted that HE student numbers in the college were small and feedback was often provided direct to the HE teaching team. It was confirmed that Board Member, Ian Jones had arranged to speak to the SU team at BPC to support this activity.  It was reported that both the Principal and the Chair of the Board had met with the BPCSU Exec recently. One specific theme was discussed around students feeling unsafe around college. It was noted that this was a limited group, but would be followed up.  **RESOLVED:** The Boardreceived and noted the Our Voice Our College Report. | Assistant Principal |
| 045-2223 | **HUMAN RESOURCES COMMITTEE – REPORT TO THE BOARD**   1. Report from the Human Resources Committee   The Assistant Principal presented the Human Resources Committee Report.  Updates on the Organisational Development Strategy Implementation Plan were noted including recent changes in the HR team and the launch of the  Leadership Charter.  Updates on policies and time scales for review were noted. It was confirmed that a Policy review group had been set up via JNCC and that this was being progressed.  It was confirmed that a new appraisal approach had been launched in the autumn term 2022.   1. Minutes of the Human Resources Committee meeting held on 24 January 2023   The minutes of the Human Resources Committee meeting held on 24 January 2023, were noted by the Board.  **RESOLVED:** The Board received and noted the report from the Human Resources Committee. |  |
| 046-2223 | **ESTATES PROJECT GROUP**  The notes of the Estates Project Group meeting held on 24 January 2023, were noted by the Board.  **RESOLVED:** The notes of the EPG meeting held on 24 January 2023 were noted. |  |
| 047-2223 | **FEEDBACK ON LEARNING WALKS/COLLEGE EVENTS/TRAINING**   1. People Learning Walk (Sue Wellman, John Dale) - 24 January 2023   Feedback was presented on the learning walk where Board Members had met with staff in the People Team. It was noted that as a team they had dealt with a significant amount of change and yet had been remarkably resilient. They worked together positively and supported one another when dealing with challenging issues.   1. Chat4Change Student Conference (David Ford, Ian Jones, Dan Tout, Brittany Claxton) - 15 March 2023   Board Members that attended the conference provided feedback on the event which had been an opportunity to hear from a large number of college students. There had been a range of sessions to allow feedback on current issues affecting students including: the cost of living crisis and public transport.   1. BPC Leadership Conference (David Ford) - 15 March 2023   The Chair of the Corporation provided feedback on the event. It was noted that staff were generally feeling very positive and that there were good opportunities to provide feedback.  **RESOLVED:** The Board received the reports from Board Members, on college events attended this term. |  |
| 048-2223 | **GOVERNANCE REPORT**  The Director of Governance noted the following items:   1. The following Board Approvals had been approved via the GVO in January 2023  * Subcontract - Learning Curve * CEM6 Lansdowne Plans * T-levels Capital bids  1. The Board reviewed and approved the Part A minutes of the Board Meeting held on 15 December 2022 and noted the latest Board Tracker 2. The Board received and noted the Search & Governance Committee Report and minutes of the meetings held on 12 December 2022 and 3 March 2023 3. The Board noted the draft Board and Committee meeting schedule for 2023/24, it was confirmed that dates would be finalised shortly and calendar invites circulated.   **RESOLVED:** The Board received and noted the Governance activity and the relevant approvals were recorded. |  |
| 049-2223 | **ANY OTHER BUSINESS**  No items of Any Other Business were noted. |  |
| 050-2223 | **EVALUATION**  It was confirmed that the online meeting evaluation form would be circulated following the meeting, for completion by Board Members. |  |
| 051-2223 | **DATE OF NEXT MEETING**  The next meeting of the Board of the Corporation would be held on 29 June 2023. |  |
| 052-2223 | **CONFIDENTIAL ITEMS**  Confidential items were noted in Part B of the minutes. |  |