

BOURNEMOUTH AND POOLE COLLEGE**BOARD OF THE CORPORATION****PART A - MINUTES OF THE BOARD MEETING HELD ON 29 JUNE 2023**

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	
Dan Tout	Board Member	
Ian Jones	Board Member	Joined via Teams
John Dale	Board Member	
Sadie Wetherell	Board Member	Apologies
Dr Michael Fanner	Board Member	
Saba Mohammed	Board Member	Joined via Teams
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)	Apologies
Liam Parry	Student Board Member (Higher Education)	Apologies
In Attendance:		
Michael Johnson	Chief Operating Officer	
Jacqueline Page	Vice Principal Curriculum	
Debbie Smith	Assistant Principal People and Student	
Marianne Barnard	Director of Governance	
Louise Garner	Director of Learning	

PART A		
BOARD MEETING		
057-2223	<p>SUSTAINABILITY & GREEN SKILLS</p> <p>Steve Frampton attended the Board meeting and presented on Sustainability & Green Skills in the FE sector.</p> <p>Steve said that in colleges where things had worked well, Board Members and students had worked together. It was also noted that success often resulted where a range of students, staff and Board Members had completed the carbon literacy training.</p> <p>The COO confirmed that a Sustainability Committee had been running at the College for over three years and that the college had been using the FE Sustainability Road Map. The college had also worked previously with Bournemouth University.</p> <p>The current college strategy had sustainability included and the new strategy would integrate this further. The Board discussed how the sustainability agenda fitted into committees and how it should be a thread through them all rather than 'owned' by one specific committee. It was agreed that it was about lenses to focus and review things through.</p>	

	<p>The Staff Board Member shared her experience around sustainability within the curriculum and talked about environmental projects that staff and students had been involved with, including a recent clothes swap event.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> • Identify a Board Member to lead on Sustainability • Identify a group of Board Members, Staff and Students - to complete the carbon literacy training • Ensure Student Board Members were supported to engage with the sustainability agenda • Dedicate some time/space at a Strategic Planning Day to look further at opportunities <p>RESOLVED: The Board received the Sustainability & Green Skills Presentation from Steve Frampton and agreed actions for the College to progress.</p>	
058-2223	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from the following Board Members: Sue Wellman, Sadie Wetherell, Amelia Surrey and Liam Parry.</p> <p>It was confirmed that the Vice Principal Curriculum - Jacqueline Page, would be leaving the college in the autumn term. Board Members thanked Jackie for all her hard work over the years and wished her well for her new role.</p> <p>It was also noted that the Staff Board Member Brittany Claxton was attending her final Board Meeting. The Board thanked Brittany for her input and engagement over her two-year term of office. A new Staff Board Member would be appointed at the start of the autumn term 2023.</p>	
059-2223	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest noted.</p>	
060-2223	<p>PRINCIPAL'S REPORT</p> <p>The Principal & CEO presented the following updates:</p> <p>Developing College Strategy</p> <p>A new Five-Year Strategy (2023-28) to replace the current college strategy, was being developed. The Board reviewed the 'Ideas Grid', which captured input so far from leaders and staff.</p> <p>There would inevitably be limited time in Board sessions for debate, the Principal would therefore meet with individual or small groups of Board Members over the summer months to allow longer conversations and to follow up on areas noted around ambition and aspiration. It was noted that by the Board Strategic Planning session taking place in October 2023 – Board Members would have had an opportunity to provide further feedback.</p> <p>The Board discussed the ideas extracted for the main 2028 Goals. It was agreed that the number of goals needed to be reduced for external consumption.</p> <p>It was also agreed to have a wash up on the current Strategic Plan and what had been achieved.</p> <p>ACTION: It was agreed that a wash up session during August would be organised.</p> <p>Make an outstanding contribution to leading and delivering skills, driving economic impact</p> <p>It was confirmed that the college had submitted its 'Accountability Agreement' to the ESFA by the required deadline – following approval by</p>	

the Board. The Accountability Agreement responded, as part of its purpose, to the Local Skills Improvement Plan (LSIP), which had been created in late May 2023. It was not anticipated that any deep scrutiny of the Agreement would take place this year.

A range of stakeholder and external engagement activities were shared with the Board:

- Initial contact had been made with every newly-elected or re-elected Councillor in BCP and there had been a good response rate of Councillors interested in visiting the college
- The Principal had meetings planned with Vikki Slade, the new Leader of Council and the two Councillors covering Economic Development and Children and Young people
- The College had participated in two meetings of an 'Executive Strategy Board' made up of (mostly) public sector leaders in the BCP area, convened by Graham Farrant, CEO at BCP Council
- At the Dorset Chamber President's Lunch, the Principal had spoken with Shevaun Havilland, the British Chamber of Commerce's (BCC) Director General, and later followed up with a meeting with Jane Gratton, their national lead on skills
- The Principal had recently met John Vinney, Vice-Chancellor at Bournemouth University and some of his senior staff
- The Chair of the Corporation and the Principal had attended the recent AoC Chairs' and Principals' Forum (South West)

The following were also noted:

- At the Dorset Apprenticeship Awards, the college had four nominees and one winner
- The new Executive Director of Commercial Partnerships, Emma Barrett, who had worked for Brockenhurst and Itchen Colleges (as Assistant Principal at the latter), would join Bournemouth and Poole College in August 2023
- The new initiative with Sunseeker was progressing well, with further opportunities identified

Health & Care Curriculum and Collaboration Update

Louise Garner, the Director leading the Health & Care curriculum area updated the Board on advancing with new provision, opportunities and partnerships in the health education arena.

The department was moving forward with a range of provision innovation, including planning for a T Level in Health and Care starting in 2024. Excellent professional liaison with the sector and other educational providers was a key factor in the development.

A range of partnerships were noted: the college delivered two Vocational Scholarships designed to recruit and train new Healthcare Support Workers to work in the NHS locally. Both Scholarships were successful with 100% of students retained and still working in the NHS 6-9 months later. It was also noted that the college was the leading partner in a local pilot to deliver a Higher Development Award (HDA).

Since 2022, the college leadership team had been particularly focused on developing a collaborative relationship with the AECC University College, which trained people in a range of Health Science disciplines. The relationship was developing well, with a Memorandum of Understanding (MOU) signed between AECC and BPC on 17 March 2023. Photos and publicity took place in May 2023 with a joint press release.

Board Members asked about private sector collaborations, through organisation such as Nuffield and BUPA and it was agreed that the college would explore this.

	<p>ACTION: Director of Learning to look into opportunities with private healthcare organisations.</p> <p>The news was shared with Board Members, that the bid for T Level funding (£700k) had been successful - to create a simulated ward environment at the Poole Campus.</p> <p>The VP Curriculum confirmed that the college had also been successful with another T Level funding bid, for engineering. £997,250 had been won, and this would support the college to branch into areas such as robotics and AI – areas that college Employer Advisory Boards were asking for.</p> <p>Student Awards and Celebrations</p> <p>Cre8fest had recently taken place at the Bournemouth Campus, this event had been attended by around 800 guests. The event included music and dance performances, fashion, photography and art work displays, followed by an awards ceremony. It had been a wonderful occasion to showcase student work to family, friends and the community.</p> <p>It was noted that the Sunseeker Skills Academy initiative was running well.</p> <p>RESOLVED: The Board received and noted the report from the Principal & CEO.</p>	
061-2223	<p>STRATEGIC PLAN REPORTING/KPI's</p> <p>Board Members noted the latest KPI data which had been reviewed by the relevant committees.</p> <p>RESOLVED: The Board noted the latest KPI data.</p>	
062-2223	<p>AUDIT & RISK COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Audit & Risk Committee - Dan Tout/Michael Johnson</p> <p>The Chair of the Audit & Risk Committee provided a summary of activity from the recent meeting, which had covered the following:</p> <ul style="list-style-type: none"> • TIAA Recommendations – a full review of outstanding recommendations from previous internal audits by TIAA had been undertaken recently, these updates were noted and some final outstanding actions discussed • The TIAA Plan for 2023/24 had been presented and the committee had discussed and supported some proposed amendments • Alliot's presented The Financial Statements Audit Planning for the year ended 31 July 2023. Alliot's had flagged the DfE build as a risk, in terms of the assets register and managing the changes • Risk Register – the latest Risk Register was presented • The Cyber Security report was presented, including a review of the Key Technology Questions that leaders should ask - set out by the FE Commissioner in her Spring 2023 Newsletter • The Fraud Report had been presented and discussed <p>ii) Part A Minutes of the Audit & Risk Committee meeting held on 13 June 2023</p> <p>Part A minutes of the Audit & Risk Committee meeting held on 13 June 2023 were received and noted by the Board.</p> <p>RESOLVED: The Board received and noted the Audit & Risk Committee Report.</p>	

063-2223	<p>RISK MANAGEMENT</p> <p>The latest College Risk Register was noted.</p> <p>Board Members discussed the opportunity to add sustainability to the Risk Register and this was agreed. GDPR and AI were also noted and it was agreed these were being covered.</p> <p>RESOLVED: The current Risk Register was noted by the Board.</p>	
064-2223	<p>FINANCE & RESOURCES COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Finance & Resources Committee – Mike Kennedy/Michael Johnson</p> <p>The Chair of the Finance & Resources Committee confirmed that the committee had met on 12 May and 6 June 2023. The meetings had covered the following:</p> <ul style="list-style-type: none"> • Review of latest Management Accounts (March and April 2023) • The Forecast for 2022/23, the 2023/24 draft budget and the 2024/25 forecast – which had all been discussed in detail • Benchmarking, the ten KPIs chosen for the college to monitor against were presented and noted • The updated Financial Regulations were presented, the committee noted changes made, mainly relating to the ONS and the requirements for managing public money • The updates to the Fees Policy 2023/24 were noted and this was recommended for approval <p>The Committee confirmed their support for the 2023/24 budget and it was recommended that this be approved by the Board of the Corporation.</p> <p>ii) Minutes of the Finance & Resources Committee meeting held on 12 May and 6 June 2023</p> <p>The minutes from the meeting held on 12 May and 6 June 2023 were received and noted by the Board.</p> <p>RESOLVED: The Board received and noted the report from the Finance & Resources Committee.</p>	
065-2223	<p>MANAGEMENT ACCOUNTS</p> <p>it was confirmed that the May 2023 Management Accounts had recently been published and had been shared with all Board Members via the GVO.</p> <p>The Chief Operating Officer confirmed that the college was now forecasting a breakeven position. The main points noted were:</p> <ul style="list-style-type: none"> • Income was down • Significant savings had been made on pay costs • Non-pay costs were now adverse, due to subcontracting • Course material costs were rising • Capital – the original £1m in the college budget had been added to during the year, the art work sale added £100k and a number of capital bids had attracted additional funding • Energy costs – the college had continued to make savings via both efficiencies and falling costs 	

	<ul style="list-style-type: none"> The cash flow position was much stronger - £700k above budget, however this was complicated by cash destined for capital projects received but not yet spent <p>It was noted that staff savings were having an impact on some teams, however it was noted that staff savings at the same level would not continue to be seen in future years.</p> <p>Board Members agreed that a breakeven position would be a good outcome considering the number of complex projects.</p> <p>RESOLVED: The Board noted the Management Accounts (May 2023).</p>	
066-2223	<p>BPC BUDGET</p> <p>It was confirmed that the Budget had been reviewed in detail by the Finance & Resources Committee, who supported its approval.</p> <p>2023/24 Budget</p> <p>Principles underlying the development of the 2023/24 budget were noted:</p> <ul style="list-style-type: none"> Realistic, rather than optimistic income assumptions Allowed a pay award to staff that recognised the impact that inflation was having Delivered EBITDA as a % of income of at least 6% <p>The COO presented the 2023/24 Budget and noted the following:</p> <ul style="list-style-type: none"> The draft budget showed an operating surplus of £183k It assumed a 3% pay award was paid to all staff on 1 August 2023 and an expected 6% increase to the living wage on 1 April 2024 <p>Student applications for 2023/24 were discussed and it was noted that numbers had been down, however a recent marketing campaign had resulted in an improved position.</p> <p>2024/25 Forecast</p> <p>The CFFR required a forecast for 2024/25. The forecast assumed the college achieved its recruitment targets in 2023/24 and so funding increased in 2024/25, and that pay and non-pay inflation ran at 3%</p> <p>College Financial Forecasting Return</p> <p>It was noted that the Education and Skills Funding Agency (ESFA) required all colleges to submit a completed CFFR by 31 July 2023. The Board were not required to sign off the return itself but the Accounting Officer must sign the return agreeing to a statement that the numbers in the return are those that the Board has approved.</p> <p>It was requested that a Debtors report be presented to the next F&RC meeting.</p> <p>RESOLVED: The Board approved the budget for 2023/24, including the capital budget of £1.4m.</p> <p>It was recorded that some match funding on the T Level money was needed and this would be discussed further at the appropriate time.</p>	
067-2223	<p>FEES POLICY</p> <p>The COO presented the updated Fees Policy for 2023/24 and these were noted and approved.</p> <p>RESOLVED: The Board approved the Fees Policy 2023/24.</p>	
068-2223	<p>BPC STUDENTS' UNION BUDGET</p>	

	<p>The BPC Students' Union budget update for 2022/23 was noted and the new budget for 2023/24 was approved.</p> <p>RESOLVED: The Board noted the BPCSU budget update 2022/23 and approved the BPCSU budget for 2023/24.</p>	
069-2223	<p>CURRICULUM, QUALITY & STANDARDS COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Curriculum, Quality & Standards Committee – Helen Mason</p> <p>The Chair of the Committee summarised the activity from the meeting held on 23 May 2023, including:</p> <ul style="list-style-type: none"> • A discussion on the curriculum re-structure and the impacts on current and new students • The Enhanced Inspection process • Ungraded observations in college, which had been working well • Artificial Intelligence (AI) and the potential risks, it was confirmed that statements on AI had now been circulated to staff and students • It was noted that the Teachers' Conference in the autumn term 2023, would have a focus on digital • Preparation for T Levels • Student lanyards and the changes proposed, which were supported by the CQ&SC <p>The Board discussed T Levels in more detail, the Principal noted the significant risk in terms of future recruitment. It was noted that Ofsted had completed a second review of T Levels, which raised serious concerns, it was also noted that some universities were still not accepting T Levels, which was a serious concern.</p> <p>ii) Minutes of the Curriculum, Quality & Standards Committee meeting held on 23 May 2023</p> <p>The minutes were noted, including detail from the Quality Update.</p> <p>RESOVLED: The Board received the Curriculum, Quality & Standards Committee Report.</p>	
070-2223	<p>QUALITY IMPROVEMENT PLAN</p> <p>The College Quality Improvement Plan was presented and the following key points noted:</p> <ul style="list-style-type: none"> • GCSE English & Maths – it was noted that attendance had generally been good at the exams, the college was now awaiting results • Some low attendance at maths and English lessons was reported, it was confirmed that there had been a pilot running during the year – with automated emails sent to parents where students were not attending • It was confirmed that adult students were now able to access the outsourced IAG service and there was evidence the service was in demand • Personal Development was not consistent for apprenticeship students • Some EHCP students were not achieving, however for many students the ECHP specific targets were being achieved 	

	<ul style="list-style-type: none"> • Quality of Education – it was confirmed that intervention was in place for the SHUPS course, but was not currently having the required impact, this area would continue as a focus • Behaviour & Attitudes – attendance as mentioned previously, was a concern • Leadership & Management – the poor physical environment for some students to learn in was noted (electrical and plumbing) <p>RESOLVED: The Quality Improvement Plan was received and noted by the Board.</p>	
071-2223	<p>STUDENT VOICE REPORT</p> <p>The Our Voice Our College Report to Board - May 2023, was presented to the Board by the Assistant Principal.</p> <p>It was noted that a previous issue regarding some pockets of students not feeling safe around campus had been addressed.</p> <p>Results of the student survey that took place in April 2023 were presented. One point was noted: that 17% of FE (16-18) students responded that they had not been prepared for their next steps, it was confirmed that action had been taken to address this.</p> <p>BPCSU and Student Engagement update - highlights from the 2022/23 academic year included:</p> <ul style="list-style-type: none"> • Chat 4 Change Conference • London theatre trip • The Hubs on both sites had been increasingly popular since the start of term with more students coming in to take advantage of the space and to socialise with friends. • Launch of BPCXtra (enrichment programme) <p>RESOLVED: The Board received and noted the Our Voice Our College Report.</p>	
072-2223	<p>COMMERCIAL PROJECT GROUP</p> <p>The Chair of the group confirmed a meeting had taken place on 13 April 2023. The meeting had focused on the initial brand designs, feedback was provided and work continued on this project.</p> <p>Commercial opportunities were discussed including the successful Sunseeker Academy. It was noted that Emma Barrett, the new Executive Director of Commercial Partnerships would join the group in the autumn term.</p> <p>RESOLVED: The notes of the EPG meeting held on 13 April 2023 were received by the Board.</p>	
073-2223	<p>FEEDBACK ON LEARNING WALKS/COLLEGE EVENTS/TRAINING</p> <p>Feedback was provided on the following learning walks/college events:</p> <ol style="list-style-type: none"> i) BCP Annual Safeguarding Briefing for Governors - Dr Michael Fanner - 21 March 2023 <p>It was confirmed that Dr Michael Fanner had attended the session, however the content had been heavily focused on schools.</p>	

	<p>ii) AoC Governance Summit - Marianne Barnard - 27 & 28 June 2023</p> <p>The Director of Governance confirmed there had been some interesting presentations during the event and that these would be shared with all Board Members via the GVO.</p> <p>Future College events were noted and Board Members were encouraged to attend where possible:</p> <ul style="list-style-type: none"> iii) Staff Awards & Summer BBQ - 30 June 2023 iv) Creative & Digital Staff Conference - 1 September 2023 v) Teachers' Conference - 10 October 2023 vi) HE Centre Learning Walk - 20 October 2023 vii) Carpentry Learning Walk - November - date TBC viii) Cross College SAR Validation - 22 November 2023 <p>RESOLVED: The Board received the reports on training and college events.</p>	
074-2223	<p>GOVERNANCE REPORT</p> <p>The Director of Governance noted the following items:</p> <ul style="list-style-type: none"> i) It was noted that the Board had approved the Accountability Agreement Statement via the GVO in May 2023, and that this had subsequently been submitted. ii) The Part A minutes of the Board Meeting held on 16 March 2023 were approved by the Board and the latest Board Tracker was noted. iii) The Search & Governance Committee minutes of the meeting held on 16 May 2023 were noted. The Director of Governance confirmed that since the meeting, three individuals had been considered for positions on the Board and as Co-opted Committee Members. The Board considered and approved the following appointments: <ul style="list-style-type: none"> • Sharon Jones – Board Member (from 1 September 2023) • Gordon Fong – Co-opted Member, Commercial Project Group (from 1 September 2023) • Toby Marden – Co-opted Member, Estates Project Group (from 1 September 2023) <p>It was noted that the Chair of the Corporation was in post until Summer 2024. It was noted and agreed by the committee that during academic years 2023/24 and 2024/25, with a number of significant projects being completed, it would be in the interest of the college to retain the experience and expertise of the existing Chair of the Corporation. The end date for the Chair of the Corporation would be kept under review and Board approval sought when applicable.</p> <p>RESOLVED: The Board received and noted the Governance activity and the relevant approvals were recorded.</p>	
075-2223	<p>ANY OTHER BUSINESS</p> <p>No items of any other business were noted.</p>	
076-2223	<p>EVALUATION</p> <p>It was confirmed that the online meeting evaluation form would be circulated following the meeting, for completion by Board Members.</p>	

077-2223	DATE OF NEXT MEETING The next meeting of the Board of the Corporation would be held on 19 October 2023, the location was to be confirmed.	
078-2223	CONFIDENTIAL ITEMS Confidential items were noted in Part B of the minutes.	