

BOURNEMOUTH AND POOLE COLLEGE**BOARD OF THE CORPORATION****PART A - MINUTES OF THE BOARD MEETING HELD ON 17 MARCH 2022**

Members:		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	Apologies
Caron Khan	Board Member	
Dan Tout	Board Member	
Ian Jones	Board Member	Apologies
John Dale	Board Member	
Karen Loftus	Board Member	
Sadie Wetherell	Board Member	
Sue Wellman	Board Member	
Dr Michael Fanner	Board Member	Apologies
Saba Mohammed	Board Member	
Mike Kennedy	Board Member	
Phil Sayles	Board Member and College Principal & CEO	
Brittany Chaplin	Staff Board Member	
Chloe Cook	Student Board Member (Further Education)	Apologies
Liam Parry	Student Board Member (Higher Education)	
In Attendance:		
Michael Johnson	Chief Operating Officer	
Jacqueline Page	Vice Principal Curriculum	
Marianne Barnard	Director of Governance & Clerk to the Corporation	
Debbie Smith	Assistant Principal of People and Students	In attendance for item 037-2122
Andy Hamer	Department for Education	In attendance for item 040-2122

PART A		
037-2122	<p>Safeguarding & Prevent – Update Training for Board Members (delivered by Debbie Smith, Assistant Principal of People and Students).</p> <p>The Assistant Principal presented the annual Safeguarding & Prevent Update for Board Members, including detail on the context at Bournemouth and Poole College, in terms of both volume and types of cases.</p> <p>The positive feedback from the Ofsted was shared, which stated: The arrangements for safeguarding were effective.</p> <p>The role of Governors in Safeguarding was discussed and key changes proposed to the Keeping children Safe in Education 2022 consultation were shared, including:</p> <ul style="list-style-type: none"> • Requirement for Social media searches for all new recruits • Including peer on peer abuse guidance within the document rather than stand-alone guidance <p>It was requested that a learning walk with the Safeguarding team should be organised for the autumn term.</p>	Director of Governance

BOARD MEETING		
038-2122	<p>Apologies for Absence</p> <p>Apologies for absence were received from Caroline Foster, Ian Jones, Dr Michael Fanner and Chloe Cook.</p> <p>The Chair welcomed new Board Member Mike Kennedy and introductions were made.</p>	
039-2122	<p>Declarations of Interest</p> <p>No declarations of interest were noted.</p>	
040-2122	<p>Department for Education (DFE) Estates Project</p> <p>The Principal introduced the DFE estates project. It was confirmed that the building project was a building condition project and would replace the poorest condition buildings on the college estate. Images showing some of the poorest condition buildings currently around the college estate were shared with Board Members.</p> <p>The VP Curriculum presented the vision for the new buildings, including at the Lansdowne site a new building incorporating an open walkway showcasing facilities including a restaurant and a hair and beauty salon. A welcoming reception, open plan social space and a modern refectory were planned.</p> <p>The inclusion of specific teaching facilities was noted, including the possibility for hospitality to include a demonstration kitchen and a flexible restaurant area to allow both contemporary and fine dining. Salons would mirror modern commercial environments and cabin crew training would include practical areas.</p> <p>The proposed timeline for the building project was noted. The feasibility stage was currently being completed with the final budget sign off due at the end of April 2022. Contractors would be appointed for the design competition, with the planning permission submission in autumn 2022 and demolition of existing buildings by April 2023. The building work would commence in April 2023 with completion by September 2024. It was confirmed that temporary spaces for teaching during the build were being organised.</p> <p>Andy Hamer, Project Manager from the DFE confirmed that there were a number of aspects to work through with Bournemouth, Christchurch and Poole (BCP) Council, including working with the Heritage Officer and securing planning permission. A performance agreement had been drawn up between the DFE and BCP Council.</p> <p>It was noted that the main clock tower building, which was listed, would remain and the project would introduce a range of green space to the site. Car parking space at the Lansdowne site for staff would remain. Other listed buildings towards the back of the site, would be sold.</p> <p>Board Members commented that the project had developed well over the last few months. The Principal confirmed that once the project was through the next sign off stage, there would be further opportunity for consultation with shareholders.</p> <p>RESOLVED: The Board received the DFE estates project update.</p>	
041-2122	<p>Ofsted Report and the future</p> <p>The Principal and the VP Curriculum presented the following:</p> <p>i) Published Ofsted Report</p> <p>The published report was discussed and it was noted that BPC was one of few colleges to be graded Good in all categories, which had been a great achievement.</p>	

	<p>ii) Feedback on next steps</p> <p>The VP Curriculum noted the next steps in the journey to becoming an outstanding college. The Ofsted report included three the things that college needed to do to improve:</p> <ul style="list-style-type: none"> i) Ensure that initial assessment is used effectively by staff, so that all learners make substantial and sustained progress from their starting points. ii) Ensure that learners with high needs on foundation programmes benefit from meaningful and high-quality real work experiences that help them to develop the skills they need to move on to employment or independent living. iii) Ensure that staff surveys are used by leaders to drive up quality in teaching and learning. <p>The VP Curriculum however, noted that completing these three things would not make the college outstanding, but that all staff were continuing to work hard and the plan to outstanding was being developed.</p> <p>Board Members discussed the exposure the college had received since the report was published. The Principal confirmed there had been a feature in the local press, other online articles and numerous social media posts, the outcome had also been widely shared via LinkedIn. Direct contact had been made with a range of stakeholders and these were resulting in opportunities to strengthen relationships. It was noted that internally there was more work to do, for example, further using the Ofsted Good Provider logo.</p> <p>RESOLVED: The Board received the Ofsted report and feedback on next steps paper.</p>	
042-2122	<p>Strategic Stocktake</p> <p>With the Ofsted inspection completed and as the main disruption from the pandemic continued to subside, there had been an opportunity to conduct a review of the College Strategy, how it was presented and how KPIs and progress were reported to the Board. It was noted that the existing College Strategy had been developed with a number of current Board Members and had been finalised a little over a year ago.</p> <p>The Principal presented the Strategic Stocktake summary:</p> <p>Key Strategies</p> <ol style="list-style-type: none"> 1. Drive economic impact and skills – this was largely unchanged. 2. Develop responsible, ambitious and active citizens – the sub-strategies and tactics included therein had been revised and expanded. 3. Champion technical and lifelong learning through an outstanding reputation – this had been refocused, talking more about opportunities and pride, though still covered extensive tactics on recruitment and marketing. <p>The underpinning strategies and updates that were proposed were also presented and considered by the Board.</p> <p>The scheme was designed so that all the key activities of the College could be linked back to the Key and Underpinning Strategies, and the College's overall objective: 'Transforming Futures'. Work would continue to embed understanding of the strategy and of their role in delivering it, with all managers and many other colleagues.</p> <p>The KPI's were reviewed and it was confirmed that at the Board meeting in</p>	

	<p>June 2022, there would be an update on the 'in-year' KPIs, within the Strategic Grid document. At an autumn or winter Board meeting, there would be a report on the Annual KPIs.</p> <p>Board Members overwhelming liked the format and the clear links it provided between strategy, activity and KPI's.</p> <p>RESOLVED: The Board approved the revisions to the College Strategy, how it was presented and how KPIs and progress were reported to the Board.</p>	
043-2122	<p>Update on 16-18 Recruitment</p> <p>The Principal presented a paper to explain actions the college teams were taking to improve critical 16-18 student recruitment numbers, both new and progressing students.</p> <p>Recruitment of full-time 16-18 year-olds: This was a critical area of activity where the college had seen a long-term trend of decline, leading to lost technical education opportunities, and a significant fall in funding for the largest income line. The decrease had been exacerbated by the pandemic, which limited access to schools for promotional purposes and through the Teacher Assessed Grades system (TAG), which inflated GCSE results, allowed more pupils to access A Level and sixth-form provision than normal. In addition, progression of 16-18 year olds in College to their obvious next course at the college fell. As a result of reviewing the customer journey and offer, significant actions were underway and were planned to turn the trend around.</p> <p>New student recruitment activity 2022/23: The target was to build on the increase in new student recruitment in 2021/22 and improve recruitment levels of 16-18 year old students, at a higher conversion rate (applicant into enrolee), to ensure the college exceeded the target numbers in the curriculum plan.</p> <p>Four key strands of activity had been identified to ensure the college maximised recruitment numbers. These were:</p> <ul style="list-style-type: none"> i) Strategy, market understanding and internal focus ii) Marketing iii) Customer/applicant journey & process iv) Data and metrics <p>Two Board Members commented that they had recently completed a learning walk with the Customer Service Team and both reported that the team were doing an exceptional job.</p> <p>RESOLVED: The Board received detail on the actions the college teams were taking to improve critical 16-18 student recruitment numbers, both new and progressing students.</p>	
044-2122	<p>Principal's Report</p> <p>The Principal presented an overview on key strategic issues, policy developments and significant operational matters.</p> <p>It was reported that there were a number of policy and legislative developments in play, which may impact on the College. These were being analysed to establish how to respond, though some were at early stages and how they might actually develop was uncertain.</p> <p>The Government had belatedly responded to the 2019 review of Post-18 education/HE by Sir Philip Augar, which advocated significant change and highlighted the difference in funding and attention given to the 50% who went to university and the 50% who did not.</p>	

	<p>It was strongly recommended that all Board Members understood the potential implications of the Skills for Jobs White Paper and the proposal for Local Skills Improvement Plans (LSIPs).</p> <p>It was noted by Board Members that the mid-board email update from the Principal was welcomed to support keeping in touch and it was agreed that these would continue.</p> <p>RESOLVED: The Board noted the updates provided by the Principal.</p>	
045-2122	<p>Management Accounts (January 2022)</p> <p>The COO presented the latest Management Accounts dashboard and noted the following:</p> <p>The revised forecast showed a deficit of £299k, the budget was for a deficit of £608k. It was noted that college staff were doing everything they could to improve the position and there were some projects ongoing including brickwork and plastering courses being offered with DWP and intensive English language training being delivered for employers. There was other activity around letting income and hobby courses, however it was noted that these would not solve financial issues.</p> <p>Current cash in hand days were at 66 days, above the 25 days required.</p> <p>Forecast income was £46k above budget, however there were concerns around income from Adult, Higher Education and International.</p> <p>It was noted that staff savings versus budget were not being achieved at the same level as in previous years.</p> <p>RESOLVED: The Board received the Management Accounts (January 2022) from the COO.</p>	
046-2122	<p>Quality Improvement Plan</p> <p>The VP Curriculum presented the QIP Progress Update Report and noted two key items:</p> <ul style="list-style-type: none"> i) Maths results to be improved. ii) Attendance levels at maths classes to be improved. Clear plans were in place for 2022/23. <p>RESOLVED: The Board received from the VP Curriculum, the latest college Quality Improvement Plan summary.</p>	
047-2122	<p>Risk Management</p> <p>The COO presented the latest Risk Register. It was confirmed that this version had recently been reviewed in full by the Audit & Risk Committee, who had undertaken their annual review of the register.</p> <p>It was noted that Risk No 1 - that delivery is affected by staff vacancies because we are unable to attract new staff to vacant posts - had been discussed and also looked at in detail by the Human Resources Committee.</p> <p>It was agreed that Risk No 12 - Insufficient management capacity to manage change effectively, especially in the context of Covid-19 – should be removed from the Risk Register and the Board supported this decision.</p> <p>RESOLVED: The Board noted the latest version of the Risk Register.</p>	
048-2122	<p>Student Voice Report</p> <ul style="list-style-type: none"> i) Our Voice, Our College Report – March 2022 <p>The report was received and noted by the Board.</p>	

	<p>ii) Verbal feedback on the Our Voice, Our College – Student Conference</p> <p>It was reported that the Staff Board Member had facilitated the Meet the Board session at the recent Our Voice, Our College Conference. Further feedback and key themes would be shared with the Board at the summer term meeting.</p> <p>iii) Verbal Report from the Student Board Members</p> <p>The Student Board Member (Higher Education) fed back on his experience as an apprentice student and the student voice. The Board discussed the introduction of more specifically focused apprenticeship feedback sessions and it was agreed that the Executive team would consider this further.</p> <p>RESOLVED: The Board received the Student Voice Report.</p>	Executive team
049-2122	<p>Reporting from Committee Meetings (spring term 2022)</p> <p>Committee Chairs presented committee minutes and noted any business requiring Board attention or approval:</p> <p>i) Audit & Risk Committee (1 March 2022) - Dan Tout/Michael Johnson The Chair of the Committee provided a report on the activity undertaken by the committee at the meeting on 1 March, which had focused on the full review of the College Risk Register. It was noted that a new Risk Register to cover the DFE Estates Project was being developed.</p> <p>ii) Commercial, Finance & Resources Committee (16 February 2022) - Caron Khan/Michael Johnson It was noted that a commercial focus was becoming more important and that more staff were understanding the value of each student to the college and the income it brought.</p> <p>iii) Curriculum, Quality & Standards Committee (8 March 2022) - Caroline Foster/Jackie Page The VP Curriculum provided an update on the activity undertaken by the committee. It was agreed that the Director of Governance would circulate to the Board, the MIDAS data which had been reviewed by the committee. The Board approved the HE Access & Participation Plan.</p> <p>iv) Estates Project Group (29 November 2021, 25 January 2022 and 1 March 2022) - David Ford/Phil Sayles The Chair of the group reported on the activity undertaken at meetings to date, including reviewing of the initial design ideas. It was noted that the development of a specific Risk Register to cover the project was being finalised. The Board approved the appointment of a co-opted Group Member - Tracey O'Connell.</p> <p>v) Human Resources Committee (15 March 2022) - Sue Wellman/Michael Johnson (Verbal Report) The Chair of the Committee reported on the items covered at the recent HR Committee, including: the Organisational Development Strategy, detail on the transfer of staff from WESS into BPC, attracting and retaining staff and the introduction of the York Survey to conduct staff surveys, it was noted that this survey tool was used by around 40 FE Colleges, which allowed useful benchmarking.</p> <p>The Chair of the Corporation thanked Committee Chairs for their summaries.</p> <p>RESOLVED: The Board received and noted the Committee Summary Reports.</p>	Director of Governance

050-2122	<p>Clerk's Report</p> <p>i) Board Meeting Minutes - 16 December 2021 The Board approved the minutes of the Board meeting held on 16 December 2021.</p> <p>ii) Latest Board Tracker The Board approved the updated Board Tracker and it was noted that the Climate item had been closed off on the tracker but would be included in a future Board meeting.</p> <p>iii) To receive from the Director of Governance, a verbal update on Learning Walks It was noted that two Board Members had recently attended a learning walk with the Customer Service Team. A learning walk covering Psychology, Criminology and Law was scheduled for 29 March 2022 and a learning walk to cover ESOL was currently being organised for later in the spring term.</p> <p>RESOLVED: The Board approved and noted the items above.</p>	
051-2122	<p>Any Other Business</p> <p>No items of Any Other Business were noted.</p>	
052-2122	<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>	
053-2122	<p>Date of Next Meeting</p> <p>The next Board meeting would be held on Thursday 30 June 2022, at the Lansdowne site.</p>	
054-2122	<p>Confidential Items</p> <p>Confidential items were noted in Part B minutes.</p>	