

## BOURNEMOUTH AND POOLE COLLEGE

## PART A - MINUTES OF THE BOARD MEETING HELD ON 8 OCTOBER 2021

<b>Members:</b>		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	
Caron Khan	Board Member	
Dan Tout	Board Member	
Ian Jones	Board Member	Apologies
John Dale	Board Member	
Karen Loftus	Board Members	Apologies
Melanie Wilkins	Board Member	Apologies
Sadie Wetherell	Board Member	
Sue Wellman	Board Member	
Dr Michael Fanner	Board Member	Apologies
Diane Grannell	Board Member and Principal & CEO	
Jonathan Wood	Staff Board Member	
<b>In Attendance:</b>		
Michael Johnson	Chief Operating Officer	
Jacqueline Page	Vice Principal Curriculum	
Marianne Barnard	Director of Governance & Clerk to the Corporation	
Brittany Chaplin	New Staff Board Member (from 9 October 2021)	
Neethu Stephens	Co-opted Audit & Risk Committee Member	
Phil Sayles	Principal & CEO from January 2022	

<b>PART A</b>		
<b>BOARD MEETING</b>		
001-2122	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Board Members: Melanie Wilkins, Karen Loftus, Ian Jones and Dr Michael Fanner.</p> <p>The Chair thanked Staff Board Member Jonathan Wood, who was attending his final Board meeting and welcomed Brittany Chaplin, the newly appointed Staff Board Member, who would take up the role from 9 October 2021.</p>	
002-2122	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest were noted.</p>	
003-2122	<p><b>BOARD SELF-ASSESSMENT REVIEW</b></p> <p>The Board reviewed the draft Board Self-Assessment and it was agreed governance in 2020/21 was Good. Board Members were asked to continue attending learning walks and speaking to staff and students whenever possible. The Board noted areas for inclusion on the Board Improvement Plan, which included all items where Reasonable Progress had been made.</p> <p><b>RESOLVED:</b> The Board discussed and approved the Board SAR and the items to be included in the Board Improvement Plan 2021/22.</p>	

004-2122	<p><b>REVIEW OF BOARD EXTERNAL REVIEW ACTION PLAN</b></p> <p>The Director of Governance presented the latest version of the External Board Review Action Plan and progress with actions was noted. Board Members were pleased with the progress made and felt positive about the recent changes that had been implemented.</p> <p><b>RESOLVED:</b> The Board reviewed the latest version of the Board External Review Action Plan.</p>	
005-2122	<p><b>BOARD APPROVALS</b></p> <p>The Board noted the following Board Approvals, which had recently been approved via the GVO:</p> <ul style="list-style-type: none"> <li>i) New Board Members (Saba Mohammed and Dr Michael Fanner)</li> <li>ii) Principles for employing staff through SEPS</li> <li>iii) New College Governance Structure</li> </ul> <p><b>RESOLVED:</b> The Board noted the above approvals</p>	
006-2122	<p><b>NEW CO-OPTED COMMITTEE MEMBER</b></p> <p>The Board considered and approved a new co-opted Committee Member – Helen Mason, to join the Curriculum, Quality &amp; Standards Committee.</p> <p><b>RESOLVED:</b> The Board approval Helen Mason as a new Co-opted Committee Member.</p>	
007-2122	<p><b>UPDATE ON STUDENT ENROLMENT NUMBERS</b></p> <p>The COO presented the paper and provided a further update on the latest student enrolment position.</p> <p>For 16-18, it was noted that the paper presented reported that the allocation had been exceeded however the college had not hit its target. The census point of day 42 was explained and it was noted that following recent withdrawals, enrolment levels had slipped below the allocation. The planned October 2021 and January 2022 starts could improve the situation, but this current position was disappointing.</p> <p>It was questioned whether the college knew the reasons for student withdrawals – it was confirmed that all withdrawals were followed up and detail on the reason for withdrawal were recorded. It was also confirmed that initiatives such as “Swap Don’t Drop” were being promoted. Board Members wondered if the transitioning had been good enough and questioned whether students were prepared enough?</p> <p>The Principal noted that growth of new students was good, but that progression levels had dropped.</p> <p>The process for online enrolment was noted and it was reported that this had worked well for some curriculum areas, but less well for others. Board Members requested further detail was provided to the Board, so they could understand why the college was losing students. It was agreed that the Executive team would provide an update at the next meeting.</p> <p>For Apprenticeships, it was noted that the target for new starts in 2021/22 for the whole year, was 882; this included 56 in August and 533 in September, currently the college had not yet finished enrolling all students, however at this point there were 622 on the system.</p> <p>For Higher Education, the current situation was disappointing. In terms of first year students, the college had planned for 95 full-time and 45 part-time. The</p>	Executive

	<p>current position was 78 and 51 respectively, however, the college was continuing to process some enrolments so hoped to close the gap a little on full time. In terms of continuing students, the college planned for 55 full-time and 58 part-time and were on 47 and 48 respectively.</p> <p>For Adult, the early signs were that recruitment to the Access to HE courses had performed poorly as students who would normally do these courses had in many cases been accepted straight on to a degree programme at local universities. It was however noted that recruitment onto ESOL courses had outperformed target.</p> <p><b>RESOLVED:</b> The Board received the update on the latest student enrolment numbers.</p>	
008-2122	<p><b>MANAGEMENT ACCOUNTS JULY 2021 AND UPDATE ON FINANCIAL OUT TURN (2020/21)</b></p> <p>The COO presented the July 2021 Management Accounts and financial out turn. The last forecast provided for the 2020/21 financial year indicated a deficit of £377k, whilst the draft outturn showed a surplus of £38k, an improvement of £415k.</p> <p>It was reported that income had been better than expected due to a number of reasons including: Additional SEND funding which had been claimed, an improved position on staff costs and non-pay savings.</p> <p>The cash position was noted, it was questioned whether the college should move to the metric of 25 days cash in hand, rather than the £500k? This was discussed and agreed.</p> <p><b>RESOLVED:</b> The Board received and noted the Management Accounts to July 2021 and the financial out turn for 2020/21.</p>	
009-2122	<p><b>UPDATE ON ACADEMIC OUT TURN (2020/21)</b></p> <p>Achievement rates would slip this year as a result of Covid – 19. It was noted that it was frustrating that the students with the lowest prior attainment still had to sit functional skills exams, whilst others were able to benefit from Centre Assessed Grades.</p> <p>Vocational achievement was however high. The college was still collating the final data and this would be presented to the Board at the December 2021 meeting.</p> <p><b>RESOLVED:</b> The Board received a verbal update on the academic out turn for 2020/21.</p>	
010-2122	<p><b>SAFEGUARDING AND CHILD PROTECTION POLICY 2021-2022 – UPDATE</b></p> <p>The Board reviewed the updated Safeguarding &amp; Child Protection Policy 2021/22 and noted the amendments being proposed. The updated policy was approved.</p> <p><b>RESOLVED:</b> The Safeguarding and Child Protection Policy for 2021/22 was approved.</p>	
011-2122	<p><b>ESFA LETTER TO ACCOUNTING OFFICERS IN COLLEGE CORPORATIONS: SEPTEMBER 2021</b></p> <p>The Board received and noted the ESFA letter to Accounting Officers, September 2021.</p>	

	<b>RESOLVED:</b> The Board received the recent ESFA Letter to accounting officers.	
012-2122	<b>DATE OF NEXT MEETING</b> The next Board Meeting would be held on 16 December 2021, 16.00, location TBC.	