

**BOURNEMOUTH AND POOLE COLLEGE
BOARD OF THE CORPORATION**

PART A - MINUTES OF THE BOARD MEETING HELD ON 14 DECEMBER 2023

Members:		
David Ford	Board Member and Chair of the Board	
Sue Wellman	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	Apologies
Sadie Wetherell	Board Member	Left meeting at 18.05
Saba Rubaei	Board Member	
Mike Kennedy	Board Member	
Helen Mason	Board Member	Apologies
Sharon Jones	Board Member	
Philip Sayles	Board Member and College Principal & CEO	
Fran Bove	Staff Board Member	
Ellie Dennis	Student Board Member (Higher Education)	
In Attendance:		
Graham Try	Interim Chief Operating Officer	
Pat Denham	Interim Vice Principal Curriculum	
Debbie Smith	Assistant Principal People and Students	
Emma Barrett	Executive Director of Commercial Partnerships	
Antony Carr	Executive Director of HE & Skills	
Marianne Barnard	Director of Governance	
Observing:		
Amy Bletcher	Director of Learning	

PART A		
BOARD MEETING		
009-2324	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Board Members: Ian Jones, John Dale and Helen Mason.</p> <p>The new Higher Education Student Board Member - Ellie Dennis, was welcomed to her first meeting.</p> <p>Thanks were expressed to Pat Denham and Graham Try, who were both attending their final BPC Board meeting.</p> <p>It was noted that Amy Bletcher, Director of Learning, would be observing the meeting and Amy was welcomed.</p>	

010-2324	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest noted.</p>	
011-2324	<p>INTRODUCTION TO THE SESSION – FROM THE CHAIR OF THE CORPORATION AND THE PRINCIPAL</p> <p>At the October Board Strategy Day, The Chair of the Corporation spoke about the need to increase the Board’s focus and time on strategic planning and away from operational matters, while still ensuring that members remained assured about the quality and effectiveness of the college’s activities, and that it was operating in accordance with regulation and the law.</p> <p>The college was in a positive period of significant change and in committees or other meetings during the autumn term 2023, over fifteen hours had been spent sharing progress and reporting with members, backed up by extensive detail in reports. Significant time had also been spent on the two main areas of formal reporting in the autumn term: Financial and Quality out-turn for 2022/23. Detailed retrospective reporting in the Board meeting would therefore be considerably reduced, whilst still adhering to statutory reporting.</p> <p>RESOLVED: The Board received and noted the introduction from the Chair and the Principal.</p>	
012-2324	<p>AUDIT & RISK COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Audit & Risk Committee - Dan Tout/Graham Try</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"> • Financial Statements 2023/23 • Internal Audit Reports and Plan • Risk Management • Cyber Threat Report • Audit & Risk Committee Annual Report • Board Member Training & Skills Report <p>It was noted that the issues around disposing of assets/assets under construction would be a focus in the next year during the building project at the Bournemouth Campus.</p> <p>ii) Part A Minutes of the Audit & Risk Committee meeting held on 28 November 2023</p> <p>Minutes of the Audit & Risk Committee meeting held on 28 November 2023 were received and noted by the Board.</p> <p>RESOLVED: The Board received and noted the Audit & Risk Committee Report.</p>	

013-2324	<p>AUDIT & RISK COMMITTEE ANNUAL REPORT – 2022/23</p> <p>The Annual Report from the Audit & Risk Committee 2022/23 was presented to the Board by the Chair of the Committee. This report summarised the activity of the Committee during the academic year 2022/23, including detail on the membership, confirmation of meetings held and detail on the business covered.</p> <p>The report recommended: <i>That the Corporation accepted the Audit & Risk Committee’s opinion that the Board of Corporation’s responsibilities, as set out in the Statement of Corporate Governance and Internal Control contained in the draft Financial Statements for 2022/23, had been satisfactorily discharged.</i></p> <p>This was accepted and it was noted that this report would be filed with the ESFA alongside the College accounts.</p> <p>RESOLVED: The Board reviewed and approved the Audit & Risk Committee Annual Report 2022/23.</p>	
015-2324	<p>RISK MANAGEMENT</p> <p>i) College Risk Register</p> <p>The latest College Risk Register was presented by the Interim COO and emerging risks were noted.</p> <p>The issue of insurance was discussed and the COO confirmed that this was in place.</p> <p>It was agreed that a meeting would take place in January 2024 with the COO, Alliotts, the Director of Estates and the Director of Finance, to discuss assets.</p> <p>Board Members asked if curriculum reforms were still a risk? It was confirmed that it had been discussed in detail at the Curriculum Committee in November 2023. It was agreed that a paper would be presented to the Board in the future, to set out the latest position on curriculum reform.</p> <p>ii) DfE Risk Register</p> <p>The Board received and noted the DfE Risk Register.</p> <p>RESOLVED: The Risk Register items were received and noted by the Board.</p>	
016-2324	<p>FINANCE & RESOURCES COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Finance & Resources Committee – Mike Kennedy/Graham Try</p> <p>The Chair of the Committee confirmed that one meeting had taken place during the autumn term 2023. The meeting had covered the following:</p> <ul style="list-style-type: none"> • Draft year end accounts 2022/23 • Budget Update 2023/24 • Management Accounts • BPCSU Accounts • Risk Register items 	

	<p>ii) Minutes of the Finance & Resources Committee meeting held on 28 November 2023</p> <p>The minutes from the meeting held on 28 November 2023 were received and noted by the Board.</p> <p>RESOLVED: The Board received and noted the report from the Finance & Resources Committee.</p>	
017-2324	<p>ANNUAL REPORT & FINANCIAL STATEMENTS 2022/23</p> <p>i) Annual Report and Financial Statements for The Bournemouth and Poole College 2022/23</p> <p>The Interim COO presented the Annual Report and Financial Statements and it was confirmed that at the joint meeting of the Finance & Resources Committee and the Audit & Risk Committee held on 28 November 2023, the Annual Report and Financial Statements 2022/23 had been reviewed and discussed.</p> <p>It was confirmed that the accounts showed a 22k operating surplus. It was noted that the college ended the year in good financial health and had also received a very clean management audit.</p> <p>The Board approved the Annual Report and Financial Statements for The Bournemouth and Poole College 2022/23.</p> <p>ii) Report to the Audit Committee from the external auditors Alliotts</p> <p>The report to the Audit & Risk Committee from Alliotts was received and noted.</p> <p>iii) Letters of Representation</p> <p>The Letters of Representation were received and it was agreed that these would be signed by the Chair of the Corporation.</p> <p>RESOLVED: The Board approved and noted the items recorded.</p>	
018-2324	<p>FINANCIAL STATEMENTS – SUBSIDIARY COMPANIES</p> <p>The Board received the following Financial Statements for the Subsidiary Companies:</p> <p>i) Annual Report and Financial Statements for Southern Educational Facilities Management Ltd 2022/23</p> <p>ii) Annual Report and Financial Statements for Southern Educational Professional Services Ltd 2022/23</p> <p>RESOLVED: The Board noted and approved the Subsidiary Company Annual Reports and Financial Statements.</p>	

019-2324	<p>MANAGEMENT ACCOUNTS</p> <p>The Interim Chief Operating Officer presented the college October 2023 Management Accounts; it was noted that the Finance & Resources Committee had reviewed the September 2023 Management Accounts.</p> <p>In September 2023 there had been a significant variation from budget reported, it was noted that this had improved since, and a £264k deficit was now being reported. It was noted that three factors would see things improve:</p> <ul style="list-style-type: none"> • 16-18 in year growth, which would result in additional funding in both 2023/24 academic year and in 2024/25 academic year • The £390k provisions made in 2022/23, would benefit the position, as they were now not needed • There were no variations on salaries <p>The Interim COO was confident that the college would quickly move back to a position on budget or better.</p> <p>RESOLVED: The Board received and noted the October 2023 College Management Accounts.</p>	
020-2324	<p>HUMAN RESOURCES COMMITTEE – REPORT TO THE BOARD</p> <p>i) A report from the Human Resources Committee – Sue Wellman/Debbie Smith</p> <p>The Chair of the Committee confirmed that one meeting had taken place on 21 November 2023. The following key points from the meeting were shared:</p> <ul style="list-style-type: none"> • A new member would be joining the HR team in January 2024 – Jayne Courtney, Head of Organisational Development • The Assistant Principal had been working on a one to one basis with number of SLT Members, on the Leadership Charter • The Health & Safety Report had been received and it was confirmed that the new H&S lead would be invited to the HR Committee meeting in the spring term 2024 • A 6.5% pay rise for most staff had been awarded • The Staff survey results were noted • There was still some concern around getting updated policies through the regional unions <p>ii) Minutes of the Human Resources Committee meeting held on 21 November 2023</p> <p>The minutes from the HR Committee meeting held on 21 November 2023 were noted and received by the Board.</p>	
021/2324	<p>GOVERNANCE ITEMS</p> <p>i) Review and approve the minutes of the Board Meeting held on 19 October 2023: The minutes were approved.</p>	

	<ul style="list-style-type: none"> ii) Receive and note the minutes of the Search & Governance Committee held on 31 October 2023: The minutes were received and noted. iii) Approve the Governance Self-Assessment Report and Improvement Plan: The Governance SAR and Improvement Plan were approved. iv) Record the following Board Approvals: <ul style="list-style-type: none"> • COO Appointment: It was noted that this appointment had been approved via the GVO. • Student Board Member appointments: The Board approved the appointment of Ellie Dennis as the HE Student Board Member for academic year 2023/24. v) Approve the updated Standing Orders: The Standing Orders were approved. vi) Approve updates to Bank Mandates – for the College and Subsidiaries: The updates were approved. 	
022-2324	<p>SAFEGUARDING & PREVENT ANNUAL REPORT 2022/23</p> <p>The Assistant Principal People and Students presented the Safeguarding & Prevent Annual Report 2022/23 and this was approved by the Board. The following key points were noted:</p> <ul style="list-style-type: none"> • Since 1 August 2023 the role of Designated Safeguarding Lead for the College has been undertaken by Lloyd Perry, Director of Student Inclusion and Support • The safeguarding team had seen an increase of 250 cases over the 2022/23 academic year with a total number of safeguarding cases reaching 575. There had been appropriate staffing levels in place to support this increase in cases • There had been an increase in both the volume and the complexity of safeguarding cases <p>RESOLVED: The Safeguarding & Prevent Annual Report 2022/23 was received and approved.</p>	
023-2324	<p>STUDENT VOICE REPORT</p> <ul style="list-style-type: none"> i) Our Voice Our College Report to Board (Presented by the Assistant Principal People and Students) <p>The Our Voice, Our College weeks took place three times a year. These provided every student an opportunity to give their feedback to the College. The report presented to the Board outlined the key highlights from the Our Voice, Our College Week that took place in November 2023.</p> <p>Participation rates for 16-18 and Adult Students were noted (88% for 16-18 and 87% for Adults). It was noted that the data for Higher Education Students and Apprentices was still being downloaded and analysed.</p> <p>Action and focus groups session would be held to further investigate areas with lower results, to gain further information and inform action plans.</p>	

	RESOLVED: The Board received and noted the Student Voice Report.	
024-2324	<p>CURRICULUM, QUALITY & STANDARDS COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Curriculum, Quality & Standards Committee</p> <p>The Interim VP Curriculum confirmed that the focus at the committee meeting in November 2023 had been on the review of the College Self-Assessment Report. In addition, the Quality Manager had presented a paper on curriculum reform, this provided committee members with an update on T levels and other areas of reform. The Director of Quality had also attended the meeting, to present a Quality Update.</p> <p>ii) Minutes of the Curriculum, Quality & Standards Committee meeting held on 16 November 2023</p> <p>The minutes of the CQ&SC meeting held on 16 November 2023 were received and noted.</p> <p>Quality Improvement Plan</p> <p>The Interim VP Curriculum presented the latest college Quality Improvement Plan. It was noted that this was regularly updated. The main actions had been captured from the SAR. The new Vice Principal joining the college in January 2024, would provide an opportunity for a fresh look.</p> <p>Operational KPI Report</p> <p>The KPI report was noted and it was confirmed that this would be the last report using the old strategy as a framework, as the new Strategic Plan would see a different set of data/reports. It was confirmed that focus was being directed to address things where needed.</p> <p>RESOVLED: The Board received the Curriculum, Quality & Standards Committee Report, the QIP and KPI Report.</p>	
025-2324	<p>COLLEGE SELF-ASSESSMENT REPORT 2022/23</p> <p>i) Further Education Self-Assessment Report 2022/23 Including ‘Meeting local Need’ Self-Assessment</p> <p>It was confirmed that the Chair of the Corporation had attended the Cross College Validation event. The very collaborative process for the cross-college validation was noted and the view from Interim VP Curriculum was that the moderation process at BPC had been very thorough.</p> <ul style="list-style-type: none"> • Cross College Grade - Good • Safeguarding - Effective • Meeting Skills Needs - Reasonable <p>It was noted that provision for Adults and Apprenticeships and for Personal Development was graded Good, but was very close to Outstanding. It was noted that it was important that staff could identify where areas needed further focus and support.</p>	

The curriculum area SAR grades were reviewed and it was confirmed that the Quality Improvement Plan for each area would have the detail included.

It was observed by Board Members that the message in recent months was that the college was on track and improving, but the picture actually looked slightly weaker than last year. It was noted that the college was still dealing with impact of TAG's/CAG's but there was confidence that improvements were on track.

The following points were discussed:

- It was noted that Curriculum Focus reviews would always include a Student Focus Group element and that high needs students would always be included
- It was confirmed that attendance at BPC was good, attendance targets however were currently high, and would be reviewed
- The Principal noted that following a period of change, the right leaders were now in place now with a strong set of Directors of Learning
- The college had a very clear focus on HR issues now. Students come first and if staff were not doing the best for the students, then this would be addressed
- It was agreed that Board Members would prioritise some learning walks in Requires Improvement curriculum areas during 2024
- It was noted that a learning walk had been attending by two Board Members (Sadie Wetherell and Mike Kennedy) in Construction during autumn term 2023.
- The Performing Arts are was discussed and the importance of attracting larger numbers to watch the shows. Ideas to boost numbers were shared

RESOLVED: The College SAR was approved and it was confirmed that the report would be uploaded to Ofsted portal by the required deadline.

ii) Residential Ofsted Report

The draft Ofsted Report had been shared with Board Members. The report set out that the college provided accommodation for young people studying for the specialised chef apprenticeship. This was either with host families through a private provider or in accommodation provided by their work-based placement. The report set out that the overall experiences and progress of young people was Outstanding. It was confirmed that this was confidential until the report was published.

RESOLVED: The Board received and approved the Self-Assessment Reports and noted the Residential Ofsted Report.

Sadie Wetherell left the meeting at 18.05.

026-2324	<p>STRATEGIC DISCUSSION</p> <p>The Principal presented some key detail on the new BPC Strategy to 2030. It set out what the college did and who it served. The strategy model was presented and discussed. The strands were set out and noted by Board Members:</p> <p>Strand 1: High-quality Education</p> <p>Strand 2: Shaping our curriculum to meet need. The pillars are:</p> <ul style="list-style-type: none"> • Engineering • Health, Care and Sciences • Creative and Digital • Built Environment • Business & Service Industries • SEND, Progression, ESOL, E&m <p>Strand 3: Educate more people</p> <p>Strand 4: Strategic Partnerships</p> <p>Strand 5: Great Resources</p> <p>Strand 6: Our People</p> <p>Strand 7: Sound Finances</p> <p>Strand 8: Ambitious governance</p> <p>The importance of data was agreed and the following were noted:</p> <ul style="list-style-type: none"> • New MI system – implemented in 2022 • New CRM – implemented in late 2023 • New HR and Payroll system – to be implemented in 2024 <p>It was noted that a dashboard for Board Members in the future would be useful.</p> <p>It was commented that sustainability could be added to the strategy, to cover how sustainable the college was as an organisation and whether students were prepared for their next steps in a sustainable way? Sustainability needed covering in relevant committees and also a focus on building sustainability into the curriculum further.</p> <p>RESOLVED: The Board received and considered the new Strategic Plan to 2030.</p>	
027-2324	<p>ANY OTHER BUSINESS</p> <p>No items of any other business were noted.</p>	
028-2324	<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>	

029-2324	DATE OF NEXT MEETING The next meeting of the Board of the Corporation would be held on Thursday 21 March 2024.	
030-2324	CONFIDENTIAL ITEMS Confidential items were noted in Part B of the minutes.	