

BOURNEMOUTH AND POOLE COLLEGE**BOARD OF THE CORPORATION****PART A - MINUTES OF THE BOARD MEETING HELD ON 15 DECEMBER 2022**

Members:		
David Ford	Board Member and Chair of the Board	
Caroline Foster	Board Member and Vice Chair of the Board	
Caron Khan	Board Member	Apologies
Dan Tout	Board Member	
Ian Jones	Board Member	
John Dale	Board Member	Apologies
Karen Loftus	Board Member	Apologies
Sadie Wetherell	Board Member	Apologies
Sue Wellman	Board Member	
Dr Michael Fanner	Board Member	
Saba Mohammed	Board Member	Apologies
Mike Kennedy	Board Member	
Phil Sayles	Board Member and College Principal & CEO	
Brittany Chaplin	Staff Board Member	Apologies
Amelia Surrey	Student Board Member (Further Education)	
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 Students	
Marianne Barnard	Director of Governance	
Observing:		
Antony Carr	Director of Apprenticeships, HE and Adult Education	

PART A		
BOARD MEETING		
007-2223	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Board Members Caron Khan, Karen Loftus, Saba Mohammed, Sadie Wetherell, John Dale, Brittany Chaplin and Liam Parry.</p> <p>It was noted that Antony Carr, Director of Apprenticeships, Higher Education and Adult Education would be observing the meeting and Antony was welcomed by members.</p>	
008-2223	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest noted.</p>	
009-2223	<p>PRINCIPAL'S REPORT</p> <p>National and Regional Context</p> <p>The Principal presented an overview on key strategic issues, policy developments and significant operational matters.</p> <p>It was noted that in the 'resetting' budget from Jeremy Hunt, while schools gained funding for the next two years to deal with rising costs, colleges did</p>	

	<p>not, creating disappointment, anger and a strong sense of deja vu across the sector.</p> <p>At the October 2022 Board session, it was noted that it was likely that the Office of National Statistics (ONS) would return FE Colleges into the public sector. It was confirmed that this decision had been made at the end of November 2022. The changes would range from changes to operational rules and procedures which would create more work and highly strategic impacts, for example, around how borrowing might be achieved. Sometime would be taken to understand the complexities of these changes and some further detail would be provided to Committees and the Board in the spring term 2023.</p> <p>It was confirmed that the Annual Strategic Conversation' with the regional ESFA team about the college's progress had recently taken place.</p> <p>Leading and delivering skills, driving economic impact</p> <p>The Board had been briefed previously on the LSIP (Local Skills Improvement Plan). LSIP's would create another source of information on employer needs. The college would have to take note of the LSIP along with other factors as it created its 'Accountability Agreement'. The work to create the LSIP was now underway by the lead body, the Dorset Chamber of Commerce. The process was being guided by the DfE with the aim of seeing a plan produced which was focused, based on solid research and that was realistic in terms of what it recommended. The timescale for the process was short, but engagement with the key providers, as set out by the DfE guidance, had now started. The college would be engaged with the process intently in the interests of its students, communities and clients.</p> <p>Market Positioning, Reputation and Recruitment</p> <p>Recorded in Part B</p> <p>Outstanding Governance</p> <p>The year ahead would involve the challenge of the college moving forward. This would need significant governance support and very careful decision making. The college needed to move to a consistently healthier and more innovative leadership culture and unlock the potential of all colleagues, alongside many other projects. If successful, the Board could shape how the college makes a significant contribution to transforming the futures of the college communities, colleagues, commerce and the public sector and most importantly, for all college students.</p> <p>RESOLVED: The Board received and noted the report from the Principal.</p>	
010-2223	<p>STRATEGIC PLAN REPORTING/KPI's</p> <p>The Principal presented the Strategic Plan and KPI's. It was noted that a timeline had been added to show how different projects interrelated. It was confirmed that there were a large number of on-going activities, which were noted by Board Members.</p> <p>RESOLVED: The Board noted the latest Strategic Pan Report.</p>	
011-2223	<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 scrutiny of financial statements and reports from the external auditors. It was noted that Chris Mantel from Aliotts had attended the meeting and that he provided useful sector wide knowledge. Internal audit had been discussed and it was agreed that internal audit days should be increased. In addition, it was noted that TIAA along with</p>	

	<p>other external expertise could be used for future internal audits. The Risk Register had been reviewed and it was confirmed that a further full review would take place in the spring term 2023. Board Members were reminded they could flag areas of risk to the Chair of the Audit & Risk Committee, if necessary.</p> <p>It was noted that Cyber Essentials Plus had been achieved by the college during summer 2022 and the Chair of the Corporation noted the Board's congratulations to the team on this achievement.</p> <p>ii) Part A Minutes of the Audit & Risk Committee meeting held on 29 November 2022</p> <p>Minutes of the Audit & Risk Committee meeting held on 29 November 2022 were received and noted by the Board.</p> <p>RESOLVED: The Board received and noted the Audit & Risk Committee Report.</p>	
012-2223	<p>AUDIT & RISK COMMITTEE ANNUAL REPORT – 2021/22</p> <p>The Annual Report from the Audit & Risk Committee 2021/22 was presented to the Board by the Chair of the Committee. This report summarised the activity of the Committee during the academic year 2021/22, including detail on the membership, confirmation of meetings held and detail on the business covered. It was noted the report included detail on audits undertaken not just by the internal auditors TIAA, but also by the ESFA. 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 2021/22.</p>	
013-2223	<p>RISK MANAGEMENT</p> <p>i) Risk Management Policy</p> <p>The Chief Operating Officer noted an update to the policy which now set out how each risk would be 'owned' by a Board Sub-Committee. At each meeting the committee would review risks for which it had been identified as the owner of. The Director of Governance would feedback any changes or actions required by that committee to the Risk Manager for incorporation into the next iteration of the risk register. It was discussed how the ownership of risks could be moved between committees and this would be supported by the Director of Governance and Committee Chairs.</p> <p>ii) College Risk Register</p> <p>The latest College Risk Register was noted and emerging risks were discussed, including: the threat of rolling power cuts/the risk to servers and the implications of the recent ONS change.</p> <p>RESOLVED: The Risk Register items were noted by the Board.</p>	
014-2223	<p>COMMERCIAL, FINANCE & RESOURCES COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Commercial, Finance & Resources Committee – Mike Kennedy/Michael Johnson</p> <p>Mike Kennedy confirmed two meetings had taken place during the autumn term 2022. The meetings had been very focused on finances and had covered the following: Draft year end accounts 2021/22, Budget Update 2022/23, Management Accounts including KPI Monitoring and Financial Health (ESFA).</p>	

	<p>It was noted that ESFA scores overall were currently good, although it was agreed that there was a balance to be found between Good financial health and investing for the future.</p> <p>The forecast position for 2023 was noted, this was currently outstanding but could change.</p> <p>ii) Minutes of the Commercial, Finance & Resources Committee meetings held on 18 October 2022 and 29 November 2022</p> <p>The minutes from the two meetings held in the autumn term were received and noted by the Board.</p> <p>RESOLVED: The Board received and noted the report from the Commercial, Finance & Resources Committee.</p>	
015-2223	<p>ANNUAL REPORT & FINANCIAL STATEMENTS 2021/22</p> <p>i) Annual Report and Financial Statements for The Bournemouth and Poole College 2021/22</p> <p>The COO presented the Annual Report and Financial Statements and it was confirmed that at the joint meeting of the Commercial, Finance & Resources Committee and the Audit & Risk Committee held on 29 November 2022, the Annual Report and Financial Statements 2021/22 had been reviewed and discussed.</p> <p>The financial results table was noted and the difference between the operating and total deficit was discussed. The Principal noted on behalf of the Board, his thanks to the team that had been involved in preparing the report.</p> <p>ii) Report to the Audit Committee from the external auditors Alliotts</p> <p>The report to the Committee from Alliotts was received and noted and it was confirmed that there were no adjusted items.</p> <p>iii) Letters of Representation</p> <p>The Letters of Representation were received and noted.</p> <p>iv) Financial Statements for WESS Ltd 2021/22</p> <p>The final set of accounts for WESS were noted by the Board.</p> <p>RESOLVED: The Board approved and noted the various items recorded.</p>	
016-223	<p>FINANCIAL STATEMENTS – SUBSIDIARY COMPANIES</p> <p>The Board received the Financial Statements for the Subsidiary Companies:</p> <p>i) Annual Report and Financial Statements for Southern Educational Facilities Management Ltd 2021/22</p> <p>ii) Annual Report and Financial Statements for Southern Educational Professional Services Ltd 2021/22</p> <p>The subsidiary company Annual Reports and Financial Statements were approved.</p> <p>RESOLVED: The Board noted and approved the Subsidiary Company Annual Reports and Financial Statements.</p>	
017-2223	<p>FINANCIAL STATEMENTS – BOURNEMOUTH AND POOLE COLLEGE STUDENTS' UNION</p>	

	<p>The Board received and noted the BPCSU Annual Accounts for 2021/22.</p> <p>RESOLVED: The Board noted the BPCSU Annual Accounts for 2021/22.</p>	
018-2223	<p>MANAGEMENT ACCOUNTS</p> <p>The Chief Operating Officer presented the college Management Accounts (October 2022), it was confirmed that the November 2022 accounts had recently been published and would be shared via the GVO.</p> <p>It was noted that the budget was under pressure due to a shortfall in some income lines along with pressure on costs, especially around energy. However, it was noted that it was early enough in the year to be able to plan corrective action.</p> <p>At a recent CMT meeting a deficit of £300-600k was discussed, but this would depend on energy costs.</p> <p>Pay award viability - the Principal confirmed that the pay award for staff from 1 August 2022 had previously been approved at 2.5%. It was also noted that if student recruitment targets were met, a further 0.5% would be paid – however due to the recruitment position, it was noted that this would not be paid and this approach was supported by the Board. The Principal confirmed that a video had been shared with staff to explain the decision, this was a difficult message but it was re-iterated that everyone needed to play their part in student recruitment. It was noted that whilst many staff were feeling stretched by the current cost of living crisis, they did understand the decision. It was suggested that the timing of decisions in future be moved away from the week before the Christmas break.</p> <p>RESOLVED: The Board noted the latest Management Accounts.</p>	
019-2223	<p>CURRICULUM, QUALITY & STANDARDS COMMITTEE – REPORT TO THE BOARD</p> <p>i) Report from the Curriculum, Quality & Standards Committee - Caroline Foster/Jackie Page</p> <p>The Chair of the Committee summarised the activity from the recent meeting. Emerging issues had been covered including:</p> <ul style="list-style-type: none"> Enhanced inspections, this had included a presentation on the skills aspects of inspection and the required links with stakeholders. Curriculum reforms, this had covered details on the introduction of T-levels and level 2 reforms. It was noted that T-level transition courses with a qualification, were going to be incredibly important. <p>It was noted that college marketing colleagues needed to understand well the curriculum. It was also noted that the age profile of teaching staff in some curriculum areas was a concern with large numbers of staff due to retire in coming years.</p> <p>The committee discussed the curriculum strategy and progress with this. The enrichment strategy at a number of other colleges had been discussed and it was agreed that the committee would continue to receive information on enrichment activities across the college.</p> <p>ii) Minutes of the Curriculum, Quality & Standards Committee meeting held on 22 November 2022</p> <p>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.</p>	

	RESOVLED: The Board received the Curriculum, Quality & Standards Committee Report.	
020-2223	<p>COLLEGE SELF-ASSESSMENT REPORT 2021/22</p> <p>i) Self-Assessment Report Presentation - FE, HE & Residential 2021/22</p> <p>The VP Curriculum presented the college SAR. Following the Ofsted visit in January 2022 where the college had been graded Good, it was noted that the SAR continued to grade the college Good overall. It was felt that the college was in a very positive position, for curriculum areas there were three Grade 1 areas and three Grade 3 areas. The remainder were Grade 2 and many were strong Grade 2's.</p> <p>It was noted that Higher Education had been graded Good overall with many clear strengths.</p> <p>Professional Services grades were all noted. The People Team had been graded a 3, however the team were well aware of the challenges and positive progress had already been made.</p> <p>ii) Final Academic Performance 2021/22</p> <p>The VP Curriculum confirmed that overall achievement rates were up slightly. Classroom rates were overall at 84% - an improvement on the previous year, which was a fantastic achievement. The national rates were so outdated it was difficult to measure, however these were just 2% below pre pandemic rates.</p> <p>Apprenticeships achievement rates were at 71.6% overall which was above the national rate by 14% and one of the best rates nationally. It was noted that National Rates for apprenticeships had been updated.</p> <p>iii) Further Education Self-Assessment Report 2021/22</p> <p>The Further Education Self-Assessment Report 2021/22 was received and approved by the Board.</p> <p>iv) Higher Education Self-Assessment Report 2021/22</p> <p>The Higher Education Self-Assessment Report 2021/22 was received and approved by the Board.</p> <p>v) Residential Self-Assessment Report 2021/22</p> <p>The Residential Self-Assessment Report 2021/22 was received and approved by the Board.</p> <p>RESOLVED: The Board received and approved the various Self-Assessment Reports.</p>	
021-223	<p>SAFEGUARDING & PREVENT</p> <p>The Assistant Principal People and Students presented the Safeguarding & Prevent Annual Report 2021/22.</p> <p>It was noted that the College had been subject to a full Ofsted Inspection in January 2022 and as part of this the Safeguarding arrangements of the College for students were thoroughly reviewed and tested. The outcome was</p>	

	<p>that the inspectors confirmed that Safeguarding at the College was effective and the following comments were in the final published report:</p> <p><i>'The arrangements for safeguarding are effective. The college is a place of safety for learners and there is a strong culture of safeguarding across the organisation'.</i></p> <p>It was reported that the safeguarding team had continued to see an increase in cases over the 2021/22 academic year, but also that there had been an increase in the complexity of safeguarding cases. Mental health interventions for students continued to be the highest proportion of safeguarding cases and had increased overall by 3%.</p> <p>The college continued to work extensively and very closely with local agencies including the Police, Multi Agency Safeguarding Hub, Virtual School, Social Care and 3rd sector organisations. Following support from Board Member, Michael Fanner, a positive relationship and information sharing protocol has been developed with the local CAHMS team, which had led to exciting developments and positive outcomes for students</p> <p>It was noted that a sniffer dog 'Tom' – would be on site in January 2023 and that this had been promoted amongst students and staff.</p> <p>The Prevent risk assessment was noted and accepted.</p> <p>The Safeguarding and Child Protection Policy covering children, young people up to age 18 and vulnerable adults had been updated to take account of updated statutory guidance Keeping Children Safe in Education 2022 (KCSIE 2022) published by the Department of Education (DoE) to take effect September 2022. This was approved by the Board; however, it was agreed that the Assistant Principal would liaise with Michael Fanner on a number of points for clarification.</p> <p>It was noted that a member of the Safeguarding team - Rhys Collier, would be leaving his role at the college shortly and the Board noted their thanks to him for all his work over recent years.</p> <p>RESOLVED: The Board noted and approved the Safeguarding & Prevent Annual Report 2021/22 and approved The Safeguarding and Child Protection Policy.</p>	
022-2223	<p>EQUALITY, DIVERSITY & INCLUSION ANNUAL REPORT 2021/22</p> <p>The Assistant Principal People and Students presented the College Equality, Diversity & Inclusion Annual Report 2021/22.</p> <p>The college's mission was to transform lives. The Equality, Diversity & Inclusion Annual Report aimed to bring the work the college does to promote equality and celebrate diversity to life and to provide an insight into the ways the college supported those with protected characteristics to grow and develop as part of an inclusive college community.</p> <p>The report highlighted a number of stories:</p> <ul style="list-style-type: none"> • One of the college's Progress Coaches took the Surfing England champion title in the Assisted Division recently – he was an inspirational role model for staff and students • The college provided safeguarding training via interpreters so that members of the cleaning team were able to fully access and understand the information they need in their first language 	

	<ul style="list-style-type: none"> During 2021/22 the college provided 923 students with special exam access arrangements, which equated to supporting students in 1750 exams and assessments The College Director of Quality was a Governor at the Sheiling School at Ringwood. This had resulted in partnership work between the school and the College's Foundation Learning Department <p>The age profile of college staff was noted, this had tended not to vary greatly over the last three years with the bulk of college staff sitting within the 41-50 and 51-60 age brackets. There was an opportunity to retain the older work force by supporting phased retirement and there were several examples of retaining experienced members of staff by adopting a more flexible approach.</p> <p>RESOLVED: The Board received and approved the Equality, Diversity & Inclusion Annual Report 2021/22.</p>	
023-2223	<p>QUALITY IMPROVEMENT PLAN</p> <p>The VP Curriculum presented the latest college Quality Improvement Plan and this was noted by the Board.</p> <p>RESOLVED: The Quality Improvement Plan was received and noted by the Board.</p>	
024-2223	<p>STUDENT VOICE REPORT</p> <p>Our Voice Our College Report to Board – November 2022 (Presented by the Student Board Members)</p> <p>Our Voice, Our College weeks took place three times a year. This provided every student an opportunity to give their feedback. The report presented outlined the key highlights from the Our Voice, Our College Week in November 2022.</p> <p>3151 students took part, meaning 27% more students overall engaged than at the same point last year. This was broken down as follows:</p> <p>16-18: 2006 Students took part, which represented a participation rate of 82% Adults: 228 Student took part, which represented a participation rate of 83% Higher Education: 115 Students took part, which represented a participation rate of 46% Apprentices: 802 students took part which represented a participation rate of 70%</p> <p>It was noted that the participation rate for HE students had been disappointing. The format and approach for the questionnaire was discussed to ensure both response rates were high and student responses were accurate. It was agreed that Ian Jones would speak to Lloyd Perry about the format used at Bournemouth University.</p> <p>It was noted that Lucia (BPCSU Student President) had been selected to participate in the Association of Colleges (AOC) Youth Collective. Their aim was to understand the challenges that college students were facing in their everyday lives. Through this, the Youth Collectives would be creating actions that would create more of a community within colleges and find a more efficient way to support students and make recommendations.</p> <p>RESOLVED: The Board received and noted the Student Voice Report.</p>	Ian Jones
025-2223	<p>FEEDBACK ON LEARNING WALKS/COLLEGE EVENTS/TRAINING</p>	

	<p>It was noted that Board Members had been engaged with a number of training sessions, college events and learning walks during the autumn term 2022 and details were noted:</p> <ul style="list-style-type: none"> i) Committee Chairs Network Events (Dan Tout – Audit Masterclass, 27 September 2022) ii) Committee Chairs Network Event (Caroline Foster – Curriculum Chair Session, 18 October 2022) iii) Teachers’ Conference (David Ford, John Dale, Mike Kennedy and Dan Tout - 18 October 2022) iv) Creative Careers Day (John Dale - 20 October 2022) v) ESOL Learning Walk (Saba Mohammed - 9 November 2022) vi) Construction Learning Walk (David Ford - 11 November 2022) vii) National AoC Conference (David Ford and Sue Wellman, 15 & 16 November 2022) viii) Regional AoC New Governor Induction (Mike Kennedy, 6 December 2022) ix) AoC/Unloc New Student Governor Induction (Amelia Surrey & Marianne Barnard, 6 December 2022) <p>RESOLVED: The Board noted the activity and discussed the importance and impact of engaging with visits into college and</p>	
026-2223	<p>HUMAN RESOURCES COMMITTEE – REPORT TO THE BOARD</p> <ul style="list-style-type: none"> i) Report from the Human Resources Committee – Sue Wellman/Debbie Smith <p>The Chair of the HR Committee noted the enormous amount of work going on embedding the People Team within the college. A learning walk with the People Team would be organised for the new year.</p> <ul style="list-style-type: none"> ii) Minutes of the Human Resources Committee meeting held on 11 October 2022 <p>The minutes of the Human Resources Committee meeting held on 11 October 2022 were noted.</p> <p>RESOLVED: The Board received and noted the report from the Human Resources Committee.</p>	
027-2223	<p>GOVERNANCE REPORT</p> <ul style="list-style-type: none"> i) Board/Governance Self-Assessment Report <p>The Board/Governance Self-Assessment Report was noted and approved. It was confirmed that the Search & Governance Committee had reviewed and discussed the draft.</p> <ul style="list-style-type: none"> ii) Latest Board Tracker <p>The latest Board Tracker was noted and approved.</p> <ul style="list-style-type: none"> iii) Search & Governance Committee <p>The Committee had met earlier in the week. It was noted that a discussion about the Commercial, Finance and Resources Committee had taken place, it was noted that this committee remit was big and growing - with further estates projects and capital spending projects coming online. A proposal to separate out to create a Finance and Resources Committee and a separate Commercial Project Group, to focus on specific commercial and marketing activities was agreed.</p>	

	<p>It was noted that Board Member and Chair of the Corporation - David Ford, was currently appointed to both roles until Summer 2023, it was agreed to extend these to summer 2024, to allow continuity during a number of significant projects. This extension was approved and it was agreed it would be kept under review.</p> <p>RESOLVED: The Board received and noted the Governance activity and the relevant approvals were recorded.</p>	
028-2223	<p>ANY OTHER BUSINESS</p> <p>No items of Any Other Business were noted.</p>	
029-2223	<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>	
030-2223	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Board of the Corporation would be held on 23 March 2023.</p>	
031-2223	<p>CONFIDENTIAL ITEMS</p> <p>Confidential items were noted in Part B of the minutes.</p>	