

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 2 FEBRUARY 2021, 5.00PM
VIA VIDEOCONFERENCE

Members' attendance record:

		22 Sep 2020	3 Nov 2020	8 Dec 2020	2 Feb 2021	16 Mar 2021	27 Apr 2021	8 Jun 2021	6 Jul 2021	2020/21 attendance
Alan Cavill	Independent Member, Chair	✓	✓	✓	✓					
Helen Broughton MBE	Independent Member	-	-	-	✓					
Jane Cole	Independent Member	✓	✓	✓	✓					
Steve Fogg	Independent Member	-	-	-	✓ ¹					
Kenny Gilmour	Independent Member	✓	✓	✓	✓					
Vicky Henderson	Student Member	✓	✓	✓	✓					
Colleen Hickson	Staff Member	✓	✓	✓	✓					
Lucy Holden	Student Member	✓	✓	✓	✓					
Chris Holt	Independent Member	✓	✓	✓	✓ ²					
Heather Knight	Independent Member	✓	✓	✓	✓					
Suzy Layton	Independent Member	-	-	-	✓					
Martin Long	Independent Member	✓	✓	✓	✓					
Judith Mills	Independent Member	✓	✓	✓	✓					
Lorraine Moffat	Independent Member	✓	-	-	-					
Anne Parmley	Independent Member	✓	✓	✓	✓					
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓					
Joanne Shepherd	Staff Member	✓	A	✓	✓					
Steve Williams	Independent Member	✓	✓	✓	✓					

Key: ✓ attended including by tele/videoconference | A apologies sent and accepted | ✗ did not attend

In attendance:

Linda Dean, B&FC's Executive Director for Business, until Minute 14/21

Cheryl Dunn, Vice-Principal for Higher Education and Student Enhancement, until Minute 14/21

Helen Fogg, Director of HE, for Minute 13/21 only

Simon Hughes, Vice-Principal for Quality and Curriculum, until Minute 14/21

Daryl Platt, Vice-Principal for Engagement, until Minute 14/21

Robby Ryan, Chief Operating Officer, until Minute 14/21

Danya Young, Company Secretary

1/21 Chair and quorum

¹ From Minute 9/21

² From Minute 9/21

- i. Alan Cavill took the chair and noted that due notice had been given to all members and that a quorum was present. Accordingly, he declared the meeting duly convened and constituted.
- ii. The Chair thanked the Board for their contribution at the annual strategy session on 26 January 2021 and he welcomed H Broughton and S Layton to their first Board meeting.

2/21 Apologies for absence

There were no apologies for absence.

3/21 Declarations of interest

No Board Members declared an interest in any of the agenda items.

4/21 Minutes of the previous meeting and action log

- i. The minutes of the previous meeting held on 8 December 2020 were **APPROVED** as a true and accurate record and the Chair was authorised to sign the same on behalf of the Board.
- ii. The Board noted the action log.

5/21 Matters arising

The Principal and Chief Executive informed the Board that following the December 2020 Board meeting, it had been agreed with R Fee that his term of office as an Independent Board Member could commence at the later date of September 2021.

6/21 Dashboard

- i. The Board considered the headline performance and quality metrics in the circulated dashboard, noting the steady progress which was in line with expectations and given the context of the pandemic. The Board also received a summary of the status of the financial metrics and noted that they would be reported on more fully at the agenda item P5 2020/21 Financial Report at minute 9/21 below.
 - ii. In response to a question from H Broughton, it was noted that the reporting period in the dashboard would be more explicit for future meetings.
 - iii. The Corporation Board **RECEIVED** the dashboard and noted the content.
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7/21 Principal and Chief Executive's report

- i. The Principal and Chief Executive presented her regular report which had been circulated with the agenda and which included the following key areas:
 - a) Management Forum updates
 - b) Thank you message from the former Company Secretary
 - c) Skills and Jobs White Paper
 - d) Higher Education Regulator, Office for Students
 - e) Letter from the Office of the Further Education Commissioner
- ii. The remainder of this item was minuted confidentially.
- iii. The Corporation Board **RECEIVED** the report and noted the content.

8/21 B&FC's revised operations in light of the new lockdown

- i. The Principal and Chief Executive introduced the report on B&FC's revised operations in light of the new lockdown restrictions and thereafter the Board received the following progress updates from the attendees on their respective business areas:
 - a) The Vice-Principal for Quality and Curriculum reported on the changes to curriculum delivery and the digital and other support B&FC was providing to students to facilitate effective tutor-led remote learning.
 - b) The Chief Operating Officer provided an update on service operations with the vast majority of service employees working remotely. The Board also received an update on the planning underway for the anticipated future return to onsite working.
 - c) B&FC's Executive Director reported on the revised working practices for employees, with a focus on the employee experience.
 - d) The Vice-Principal for Higher Education and Student Enhancement summarised B&FC's approach, measures and risk management strategies relating to revised working practices for students and the extensive support available.
 - e) The Chief Operating Officer provided a detailed account of the continued work to ensure B&FC's premises remained a COVID-19 secure environment, including the comprehensive revised risk assessments due to the new variants and the recent external review of health and safety that B&FC had commissioned its internal audit service provider to undertake.
 - f) The Vice Principal for Engagement summarised the comprehensive employee and student communication strategies and the employer and wider stakeholder engagement strategies that had been reintroduced.
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- g) The Vice Principal for Engagement also detailed and contextualised the potential new business opportunities for B&FC.
- h) The Company Secretary emphasised that the report in itself provided assurance of B&FC's compliance with new requirements and guidance and reminded the Board that, as previously agreed, a high level legal and regulatory database of relevant developing law and policy would be shared with the Board at a forthcoming meeting to provide assurance of compliance.

- ii. The Executive team members provided detailed responses to the questions and comments raised by Board members on the above sections which the Board considered and was content with. The subject areas included the availability of self-help and other mental health support for employees and students; the importance of early intervention; any impact of home schooling on employees' ability to work effectively and the support offered in respect thereto; the robust induction process and revised working practices for B&FC's students; sickness level statistics and trends prior to and during lockdown; and the value of lateral flow testing.
- iii. In response to a question from H Knight, the student Board Members shared their reflections of their respective learning experiences with B&FC during the lockdown.
- iv. The Corporation Board **RECEIVED** the report and noted the content.

9/21 P5 2020/21 Financial Report

- i. The Chief Operating Officer presented a report which had been circulated with the agenda to summarise the Corporation's financial position as at 31 December 2020 and to share the outcome of the high level forecast exercise that had been undertaken since the last meeting in response to the unforeseen new COVID-19 variant.
 - ii. The Board discussed the report at length and highlighted various potential scenario planning budget considerations in response to COVID-19, noting that these would be explored fully when the 2021/22 budget was determined.
 - iii. The Chief Operating Officer drew the Board's attention to the forthcoming and timely tender exercise for B&FC's external auditors. In response to a question from H Broughton, he confirmed that the end to end tender process would be led by the Legal and Procurement Manager who would be following the requisite procurement rules and regulations.
 - iv. The Corporation Board was assured by the report and noted that the Corporation had maintained its financial health score of Outstanding. The Corporation Board **RECEIVED** the report and noted the content.
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10/21 Employee Engagement

- i. The Executive Director B&FC for Business presented a report which had been circulated with the agenda to summarise the Pulse Survey outcomes from December 2020 and the proposed approach for 2021.
- ii. H Knight commented on the positive results and in response to her question, there was discussion on the detailed results in individual business areas and the support that B&FC was providing to drive even further engagement and continued improvement. In response to a question from J Cole, the Board received additional detail of the initiatives that had been introduced during lockdowns to facilitate and encourage employee social interaction, albeit remotely, given the importance of wellbeing.
- iii. The Corporation Board **RECEIVED** the report and noted the outcome.

11/21 Proposed Higher Education Fees 2022-23

- i. The Chief Operating Officer presented a report which had been circulated with the agenda to seek a decision on the level of higher education fees to be charged in FY 2022/23.
- ii. Following consideration of the key factors and circumstances, the options available and the risks and implications thereof, the Corporation Board **RESOLVED** that B&FC's higher education fee would be maintained at the current rate of £8,750 for FY 2022/23.

12/21 Board members' forum

- i. As this was A Parmley's last meeting before her retirement from the Board in March 2021, on behalf of the Board and the Executive, the Chair expressed his heartfelt thanks to her for her commitment and dedication and the enthusiasm she had brought to the Board and Committees on which she had served over the last eight years. The Chair also thanked A Parmley for her support to him in her role as Vice-Chair and Remuneration Chair.
 - ii. A Parmley also received messages of thanks from the Head of Student Support and the Director for Students for her support in driving enhancements in safeguarding for students; and from the Health and Safety Manager and Board Member J Shepherd for A Parmley's support and commitment to health and safety.
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13/21 Training: Higher Education at B&FC: a high level overview

- i. The Director of HE delivered a high level overview of Higher Education at the College.
- ii. The Corporation Board thanked the Director of HE for the presentation and congratulated her and B&FC for the excellent achievements that had been discussed.

14/21 Confidential item

S Fogg and the Executive Team withdrew from the meeting for this item.
The Corporation Board directed that this item be minuted confidentially.

15/21 Date, time and venue of next meeting

It was noted that the next meeting of the Corporation Board would be held on 16 March 2021 at 5pm, via videoconference.
