

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 4 FEBRUARY 2020, 5.00PM
AT LANCASHIRE ENERGY HQ, SQUIRES GATE LANE, BLACKPOOL, FY4 2QS

Members' attendance record:

		17 Sep 2019	22 Oct 2019	3 Dec 2019	4 Feb 2020	10 Mar 2020	28 Apr 2020	9 Jun 2020	7 Jul 2020	2019/20 attendance
Alan Cavill	Independent Member, Chair	✓	✓	✓	✓					
Jane Cole	Independent Member	✓	✓	✓	A					
Kenny Gilmour	Independent Member	✓	✓	✓	A					
Colleen Hickson	Staff Member	✓	✓	✓	✓					
Lucy Holden	Student Member	---	---	---	✓					
Chris Holt	Independent Member	---	---	---	✓					
Kieran Hunter	Student Member	✓	A	A	A					
Heather Knight	Independent Member	✓	✓	✓	✓					
Martin Long	Independent Member	---	✓	✓	✓					
Judith Mills	Independent Member	✓	✓	✓	✓					
Lorraine Moffat	Independent Member	A	A	A	✓					
Anne Parmley	Independent Member	✓	✓	✓	✓					
Joanne Shepherd	Staff Member	✓	✓	✓	✓					
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓					
Kate Shane	Independent Member	A	✓	A	A					
Steve Williams	Independent Member	A	✓	✓	✓					

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

In attendance:

Linda Dean, Executive Director, B&FC for Business

Cheryl Dunn, Vice-Principal for Higher Education and Student Enhancement

Paul Howard, PDH Advisory Limited (Clerk to the Corporation)

Simon Hughes, Vice-Principal for Quality and Curriculum

Daryl Platt, Vice-Principal for Engagement

Robby Ryan, Chief Operating Officer

Scott Cubitt, Head of Curriculum for Engineering and Science (for item 14/20 only)

1/20 Chair and quorum

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.

2/20 Apologies for absence

Apologies for absence were received as shown in the members' attendance record, above.

3/20 Declarations of interest

The Board noted that a number of Board Members had an interest in item 4/20 (Membership matters) and it was agreed that they would withdraw from the meeting during its consideration.

4/20 Membership matters

A Cavill, L Holden and S Williams withdrew from the meeting and the Vice-Chair, A Parmley, took the chair.

The Vice-Chair presented a report which had been circulated with the agenda to summarise the recommendations of the Search Committee following its meeting on 27 January 2020.

Following discussion, the Corporation Board **RESOLVED**:

1. THAT Steve Williams be confirmed in post for the remaining portion of his first four-year term following a successful Induction Year.
2. THAT Lucy Holden be appointed as a Student Member for a one-year term following election by the student body.
3. THAT Alan Cavill be appointed to the final year of his final term of office as Chair.

A Cavill, L Holden and S Williams returned to the meeting and A Cavill resumed the chair.

5/20 Minutes of the previous meeting

The minutes and the confidential minutes of the previous meeting held on 3 December 2019 were **APPROVED** as a true and accurate record. Confirmation was provided that there were no outstanding actions on the action log.

6/20 Dashboard

The Board considered the dashboard containing headline financial performance and quality metrics which had been tabled at the meeting. A discussion was held on the metrics, which displayed steady progress. The Board noted that reporting of HE retention is undertaken on a cohort basis at B&FC which provides a more complete analysis of the organisation's performance in this area.

The Principal and Chief Executive reminded Board Members that the dashboard is based on the College's two golden threads of quality and finance.

The Corporation Board **RECEIVED** the dashboard and noted the content.

7/20 Principal and Chief Executive's report

The Principal and Chief Executive presented her regular report which had been circulated with the agenda and which included the following key areas:

- Update on T level delivery;
- Information on a recent high-level visit; and
- News relating to the FE sector.

The Principal and Chief Executive drew particular attention to the fact that the Department for Education and Ofsted had announced the intention to change legislation to remove the current exemption for outstanding schools, colleges and other organisations delivering publicly funded education and training. She also noted that B&FC had been the only college in the north west to be authorised to deliver T level training.

The Corporation Board **RECEIVED** the report and noted the content.

8/20 Period 5 financial report

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 2019. He noted that the outturn financial performance had been in line with forecast and confirmed that the organisation's financial health score, as determined by the Education and Skills Funding Agency ("ESFA") remained outstanding.

In response to a question from the Chair, the Chief Operating Officer summarised the current position in relation to apprenticeship income and the work of the recently-appointed Executive Director of B&FC for Business in this area was acknowledged.

The Corporation Board **RECEIVED** the report and noted the content.

9/20 **ESFA two-year integrated financial model**

The Chief Operating Officer presented a report which had been circulated with the agenda to seek approval of the two-year integrated financial model for submission to the ESFA. A summary of the key metrics had been included in the report and this was supplemented with discussion at the meeting. The Chief Operating Officer described the manner in which the numbers in the submission had been calculated and the Chair reminded the Board that the reported deficit in FY 2018/19 was the result of accounting adjustments resulting from the introduction of new reporting standards around pensions.

In response to a question from L Moffat, the Chief Operating Officer confirmed that declining national trends around 16-18 year old student numbers had been incorporated in the forecast, although efforts would be made to mitigate the impact of this occurring.

The Corporation Board **APPROVED** the two-year integrated financial model as presented.

10/20 **External benchmarking report**

The Chief Operating Officer presented a report which had been circulated with the agenda to provide assurance arising from the recent external benchmarking exercise that had been undertaken. He reminded the Board of the background to the report and confirmed that the benchmarking had been undertaken against high performing colleges who are considered to be efficient. The Principal and Chief Executive also noted that the review had involved interviews with staff as well as data scrutiny and a desktop review of documents.

In response to a question from C Holt, the Principal and Chief Executive advised that the benchmark was based on English colleges only, and the Chief Operating Officer confirmed that the information from the benchmarking had been provided to the College to allow it to be used to inform any future procurement processes.

In response to a question from the Chair, the Chief Operating Officer noted that it is intended that an external benchmark review would be undertaken every 5 or 6 years.

The Board **RECEIVED** the report and noted the content.

11/20 **Higher Education Fees Policy 2021/22**

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 2021/22. He noted that the Board sets the maximum fee payable, with management having discretion to vary the fees under this ceiling. The

Principal and Chief Executive confirmed her intention to use any increase in fees to further promote student success; both financial and academic.

The Board's particular attention was drawn to the section of the report surrounding student perceptions and L Holden supported the findings of the review based on her own experiences. She also commented that the most significant issue for students whilst studying is that of living costs rather than their tuition fees.

Following significant discussion and debate, the Corporation Board **RESOLVED** that the maximum higher education fee for FY2020/21 would be £8,750.

12/20 Employee engagement: pulse surveys

The Executive Director of B&FC for Business presented a report which had been circulated with the agenda for information, to summarise the findings of the exploratory work on whether to introduce employee pulse surveys within the organisation.

The Corporation Board **RECEIVED** the report and noted the content.

13/20 Confidential item

The Corporation Board directed that this item be minuted confidentially.

14/20 Board Member training: Engineering and Science

S Cubitt joined the meeting and delivered a presentation to update Board Members on the activities within the Engineering and Science curriculum area. Following the presentation, a question and answer session was held.

15/20 Date, time and venue of next meeting

The next meeting of the Corporation Board will be held on 10 March 2020, 5.00pm at University Centre.