

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 22 SEPTEMBER 2020, 5.30PM
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	✓								
Jane Cole	Independent Member	✓								
Kenny Gilmour	Independent Member	✓								
Colleen Hickson	Staff Member	✓								
Vicky Henderson	Student Member	✓								
Lucy Holden	Student Member	✓								
Chris Holt	Independent Member	✓ ¹								
Heather Knight	Independent Member	✓								
Martin Long	Independent Member	✓								
Judith Mills	Independent Member	✓								
Lorraine Moffat	Independent Member	✓								
Anne Parmley	Independent Member	✓								
Joanne Shepherd	Staff Member	✓								
Bev Robinson OBE	Principal and Chief Executive	✓								
Steve Williams	Independent Member	✓								

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

In attendance:

Nigel Brown, Director for Students – for minute 102/20.1 only
Linda Dean, B&FC's Executive Director for Business
Cheryl Dunn, Vice-Principal for Higher Education and Student Enhancement
Simon Hughes, Vice-Principal for Quality and Curriculum
Steve Nunwick, Director of Estates – for minutes 102/20.1 and 102/20.1 only
Daryl Platt, Vice-Principal for Engagement
Robby Ryan, Chief Operating Officer
Danya Young, Company Secretary

¹ Excluding minute 97/20

88/20 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.

The Chair welcomed Vicky Henderson to her first meeting.

89/20 Apologies for absence

There were no apologies for absence.

90/20 Declarations of interest

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

91/20 Minutes of the previous meeting and action log

The minutes of the previous meeting held on 7 July 2020 were **APPROVED** as a true and accurate record and the Board noted the action log.

92/20 Matters arising

There were no matters arising since the last Board meeting.

93/20 Dashboard

- i. The Board considered the headline performance and quality metrics in the circulated dashboard, noting the steady progress which was broadly in line with expectations for 2019-20 year end, save for the exceptions that had resulted from the extenuating circumstances of the pandemic.
- ii. The Board thanked the Executive for the commendable results, which were testament to the work undertaken throughout the year, prior to the emergence of the pandemic, to ensure the strength of the overall health of the organisation.
- iii. The Corporation Board **RECEIVED** the dashboard and noted the content.

94/20 Student Recruitment 2020-21: Latest enrolment indicators

- i. The Vice-Principal for Engagement presented the report on the latest enrolment indicators for 2020/21.

- ii. In response to questions from the Board, the indicators were also considered in the context of the performance of other colleges, which were not dissimilar, and the Board was advised of the updates to B&FC's offering to enable it to maximise any opportunities to best serve the community following the end of the furlough scheme.
- iii. The Corporation Board **RECEIVED** the report and noted the content.

95/20 Principal and Chief Executive's report

- i. The Principal and Chief Executive presented her report which had been circulated with the agenda and summarised the following key areas:
 - a) GCSE 2019/2020 B&FC performance
 - b) Management forum update
 - c) Securing student achievement 2019/20
 - d) News from the sector: FE Commissioner's letter to Chairs and Principals of 28 August 2020
- ii. With regard to securing student achievement 2019/20, while acknowledging the team effort, the Principal and Chief Executive gave particular credit and special thanks to the Director of Quality and Standards and the Director of Higher Education for their continued hard work, responsiveness and efficiency in effectively ensuring that no student was disadvantaged nor advantaged by the new processes, which was echoed by the Chair.
- iii. The Vice-Chair suggested that their contribution could be acknowledged publicly by the Board at the forthcoming Corporation Board Awards for Excellence in Learning and Teaching, which was agreed.

ACTION: Vice-Principal for Quality and Curriculum

- iv. The Board directed that the remainder of this item be minuted confidentially.
- v. The Corporation Board **RECEIVED** the report and noted the content.

96/20 Governance review

- i. The Company Secretary presented the report which had been circulated with the agenda to share the findings and recommendations of the detailed governance review against latest best practice, and the outcome of the annual review of the Instrument and Articles of Government ("I&A") and Standing Orders with the Board.
- ii. The Company Secretary reported that B&FC's governance arrangements and processes were fit for purpose and robust overall across the key governance areas, with no non-compliances against the key governance codes. The Board considered the substantive recommendations of the review which were

intended to enhance and bolster B&FC's governance arrangements and practices further.

- iii. Following consideration and discussion of the proposed revisions to the I&A and Standing Orders, the Board agreed to defer the decision regarding the requirements for physical attendance at meetings until the new year when there was expected to be further clarity from government.
- iv. The Board **APPROVED** the governance review recommendations with the associated schedule of work, and the revisions to the I&A and Standing Orders subject to the above decision on attendance.
- v. The Principal and Chief Executive and Board members acknowledged the value of the comprehensiveness of the review against best practice and thanked the Company Secretary for the detailed work.

97/20 B&FC's conditional recovery plan progress update

- i. The Principal and Chief Executive introduced the report on B&FC's ongoing progress with recovery and the Board received progress updates from the attendees on their respective areas of B&FC's conditional recovery plan:
 - a) The Vice-Principal for Quality and Curriculum reported on the positive progress with curriculum delivery against plan for 2019/20 and 2020/21 which was in line with the government instruction on 29 August 2020 for 16-19 year olds.
 - b) The Chief Operating Officer provided an update on the broad principles for the service areas, as outlined in the conditional recovery plan.
 - c) B&FC's Executive Director provided an update on the revised working practices for employees, including those resulting from the above government changes.
 - d) The Vice-Principal for Higher Education and Student Enhancement summarised the ongoing measures and agreements in place relating to the revised working practices for students to maintain social distancing and strict hygiene.
 - e) The Chief Operating Officer reported on the continued work to ensure B&FC's premises remained Covid-19 secure and the more than encouraging findings of Eversheds-Sutherland's expert's independent review of B&FC's recovery planning arrangements and Covid-19 preparedness.
 - f) The Vice-Principal for Engagement provided an update on B&FC's evolving dynamic communication strategy channels and the accessibility of information and guidance to ensure the continued reinforcement of positive behaviours of students and employees.
 - g) The Vice-Principal for Engagement provided a detailed update on B&FC's new and potential business opportunities.

h) The Company Secretary highlighted that the substantive legal and compliance updates were those covered by the Eversheds-Sutherland report above.

- ii. In response to a question from K Gilmour, the B&FC's Executive Director for Business detailed the rigorous processes in place daily to ensure the Executive and Senior Leadership teams were abreast of the changes to government guidance and that the key information was disseminated to the wider business and students effectively to ensure the assiduous compliance thereof.
- iii. A discussion was had on the excellent conclusions of the Eversheds-Sutherland review, as well as the feedback they had provided specifically on the Health and Safety Manager, J Shepherd's, clear level of knowledge, experience and aptitude who they had found excellent and deeply impressive. This positive feedback was echoed by the Board who thanked J Shepherd for her hard work. The Board also acknowledged the great work of management and the tutors in embedding the exemplary behaviours of students on and around the campuses.
- iv. The Principal and Chief Executive expressed her gratitude to colleagues for their commitment in ensuring students and employees were safe, in implementing plans successfully, and for the huge amount of work involved.
- v. The Corporation Board **RECEIVED** the report and noted the content.

98/20 P12 2019/20 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 July 2020.
- ii. The Chief Operating Officer also drew the Board's attention to the pension adjustments in the statutory accounts due to technical adjustments as well as to reflect a greater deficit resulting from the net pension valuation risk, which would similarly impact all organisations with public sector pensions. Consequently, the Board acknowledged the likelihood of reporting a pension deficit position within the statutory accounts.
- iii. On the suggestion of S Williams, it was agreed that it would be useful to contextualise B&FC's pension deficit by receiving this as a percentage of the overall deficit.

ACTION: Chief Operating Officer

- iv. The Board congratulated the team on the excellent results including B&FC's Outstanding ESFA Overall Financial Health Score.

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

99/20 Provisional outcome of degree classification

- i. The Vice-Principal for HE and Student Enhancement presented a report which had been circulated with the agenda to provide the Board with the interim position as at 8 September 2020 following the summer HE exam boards for B&FC's degree awards completing in 2019/20.
- ii. The Vice-Principal for HE and Student Enhancement provided an overview of the achievement rates and confirmed that the final position and further analysis would be reported to the Quality and Standards Committee in October 2020 and thereafter to the Board.
- iii. The Board **RECEIVED** the report and noted the content.

100/20 Summary of complaints and compliments 2019/2020

The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to summarise the complaints and compliments received by B&FC during the 2020/19 financial year.

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

101/20 Risk register

The Chief Operating Officer presented a report which had been circulated with the agenda to present the current risk register to the Board, as previously shared with the Audit Committee, which incorporated the risks associated with the impact of Covid-19.

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

102/20 Reports on statutory areas

The Director for Students and the Director of Estates joined the meeting.

102/20.1 Safeguarding and Equality and Diversity annual report 2019-20

- i. The Director for Students presented a report which had been circulated with the agenda to summarise B&FC's performance in relation to safeguarding and equality and diversity metrics and noted that he had been proud of the manner in which the team had successfully maintained contact with students during the summer period. The Director for Students invited questions from the Board.
- ii. The Vice-Chair noted the value of distinguishing between internal and external cases as reported and she acknowledged the sheer volume of work involved in this area which should not be underestimated.

- iii. A discussion was held around the level of referrals during and following the lockdown restrictions; the proactive support that B&FC provided to students in relation to mental health; and the availability and provision of food to students. The Board considered and were content with the responses from the Director for Students.

The Director for Students left the meeting.

102/20.2 Health and Safety annual report 2019-2020 incorporating sustainability

- i. The Director of Estates presented a report which had been circulated with the agenda to inform the Board of progress against key health, safety and sustainability metrics and to provide an update on associated matters, with particular focus on Covid-19.
- ii. In response to a question from the Vice-Chair, the Director of Estates elaborated on the RIDDOR reportable incidents and remedial action taken.
- iii. On behalf of the Board, the Chair expressed his gratitude to the team particularly with regard to the measures that had been implemented as part of the Covid-19 conditional recovery planning.

The Director of Estates left the meeting.

102/20.3 End of year HR Report 2019/2020

- i. In the absence of the Director of HR, B&FC's Executive Director for Business presented the human resources annual report for 2019/20 which had been circulated with the agenda, noting specifically the inclusion of three year trends and the usefulness of the visual representation of the data; the conclusions and deliverables of the people strategy 2017-20; and the implementation of the new 2020-23 people strategy.
- ii. The Chair acknowledged the contribution of the Director of HR who was leaving the organisation for pastures new.
- iii. The Board **RECEIVED** the three annual reports for 2019/20 and noted the content.

103/20 Board members' forum

- i. The Vice-Chair updated the Board on the nominations for the Corporation Board Awards for Excellence in Learning and Teaching following the selection panel earlier that day.
- ii. The Chair encouraged Board members to attend the annual training session on 14 October 2020 and reminded the Board of the support available to

them should it be required to enable them to attend Board meetings and perform their roles.

- iii. As this was Lorraine Moffat's last meeting before her retirement from the Board on 24 September 2020, on behalf of the Board and the Executive, the Chair expressed his heartfelt thanks to her for her commitment, dedication, support and fantastic contribution to the Board and Committees on which she had served over the last eight years.

104/20 Date, time and venue of next meeting

It was noted that the remaining meetings of the Corporation Board in 2020 would be held on 3 November 2020 and 8 December 2020 at 5.00pm via videoconference.

Chair _____

Date _____