

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 6 JULY 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	✓	✓	✓	✓	✓	✓	✓	✓	100%
Helen Broughton MBE	Independent Member	-	-	-	✓	✓	✓	✓	✓	100%
Jane Cole	Independent Member	✓	✓	✓	✓	✓	✓	A	✓ ¹	88%
Steve Fogg	Independent Member	-	-	-	✓	✓	✓	A	✓	80%
Kenny Gilmour	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓	100%
Vicky Henderson	Student Member	✓	✓	✓	✓	✓	✓	✓	✓	100%
Colleen Hickson	Staff Member	✓	✓	✓	✓	✓	✓	✓	✓ ²	100%
Lucy Holden	Student Member	✓	✓	✓	✓	✓	✓	A	✓	88%
Chris Holt	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓	100%
Heather Knight	Independent Member	✓	✓	✓	✓	✓	✓	A	✓ ³	88%
Suzy Layton	Independent Member	-	-	-	✓	✓	✓	✓	✓	100%
Martin Long	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓	100%
Adrian Mills	Independent Member	-	-	-	-	-	-	-	✓	100%
Judith Mills	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓ ⁴	100%
Lorraine Moffat	Independent Member	✓	-	-	-	-	-	-	-	100%
Anne Parmley	Independent Member	✓	✓	✓	✓	-	-	-	-	100%
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓	✓	✓	✓	✓	100%
Joanne Shepherd	Staff Member	✓	A	✓	✓	✓	✓	✓	✓ ⁵	88%
Steve Williams	Independent Member	✓	✓	✓	✓	✓	✓	✓	A	88%

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
Cheryl Dunn, Vice-Principal for Higher Education and Student Enhancement
Simon Hughes, Vice-Principal for Quality and Curriculum
Alistair Mulvey, Vice-Principal Finance and Planning
Daryl Platt, Vice-Principal for Engagement
Danya Young, Company Secretary

¹ Excluding Minute 83/21

² Excluding Minute 75/21

³ Excluding Minute 80/21

⁴ Until Minute 80/21

⁵ Excluding Minute 75/21

69/21 Chair and quorum

- i. Alan Cavill took the chair and noted that due notice had been given to all Board members and that a quorum was present. Accordingly, he declared the meeting duly convened and constituted.
- ii. The Chair welcomed Adrian Mills to his first meeting.

70/21 Apologies for absence

There were no apologies for absence.

71/21 Declarations of interest

- i. The Board noted the respective interests of Heather Knight in agenda item 12 at minute 80/21 and Jane Cole in agenda item 15 at minute 83/21 and noted that the two Staff Members, Colleen Hickson and Joanne Shepherd, held a pecuniary interest in agenda item 7 at minute 75/21 relating to the possible additional in-year staff pay award.
- ii. The Board agreed that the aforementioned Members would not participate in the discussion nor vote or count in the quorum for the respective items pursuant to B&FC's Standing Orders.

72/21 Minutes of the previous meeting and action log

- i. The minutes and confidential minutes of the previous meeting held on 8 June 2021 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 actions in the action log and received an update on action 67/21/ii.

73/21 Matters arising

There were no matters arising since the last Board meeting.

74/21 Dashboard

- i. The Board considered the headline performance and quality metrics in the circulated dashboard, noting progress remained steady and in line with expectations overall.
 - ii. The Board discussed the Higher Education quality metrics in particular and, in response to a question from Helen Broughton regarding the determination of the KPI RAG ratings, the Vice Principal Quality and Curriculum provided the additional information requested.
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iii. The Board also received a summary of the status of the financial metrics in the dashboard and noted that this would be reported on fully at agenda item P10 2020/21 Financial Report at minute 76/21 below.

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

75/21 Principal and Chief Executive's report

Colleen Hickson and Joanne Shepherd withdrew from the discussion at minute 75/21 ii-iv below.

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

- a) B&FC revised operations in the light of Covid-19
- b) Management Forum update
- c) News relating to the Further Education sector
- d) Board and Committee meeting attendance

ii. The Principal and Chief Executive summarised the substantive item on the possible additional employee in-year pay award for 2021. The Principal and Chief Executive drew the Board's attention to B&FC's performance against the key financial and quality metrics.

iii. On considering whether the additional, non-consolidated pay award of 1% should be applied, the Board agreed that not all the KPIs had been met and therefore it would not be awarded. However, the Board also recognised the loyalty, dedication, contribution and commitment of employees during the 18 month period of the pandemic, including their direct support to students. Whilst determining that an additional in-year pay award was not appropriate from a financial and performance perspective, given the exceptional circumstances of the last 18 months, the Corporation Board wished to show its appreciation to the employees given B&FC's continued high delivery during a difficult period for all.

iv. To that end, following its lengthy discussion, the Corporation Board **RESOLVED** to grant B&FC employees a £100 non-consolidated employee recognition payment to all eligible employees.

v. With regard to the nature of the Board's attendance at future meetings, it was **RESOLVED** that the September meeting would be held virtually at which point a decision would be taken as to the format of future meetings.

vi. In response to a question from Chris Holt regarding the recruitment of a Director of HR, Executive Director B&FC for Business provided additional information as to the reasons an appointment had not been made, which the Board noted were not unique to B&FC at this time.

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

76/21 P10 2020/21 Financial Report

i. The Vice Principal Finance and Planning provided a detailed summary of his report which had been circulated with the agenda to summarise the Corporation's financial position as at 31 May 2021, and highlighted the variance to forecast due to the commitment approved by the Board at minute 75/21/iv above.

ii. In response to a question raised by Helen Broughton, the Vice Principal Finance and Planning clarified the pay variances on page 3 of the report and confirmed that this would be resolved, and that the reporting would be refreshed for future meetings.

iii. In response to a query raised by Kenny Gilmour, the Vice Principal Finance and Planning updated the Board on the capital expenditure position expected as at year end.

iv. In response to comments from the Chair on the challenging year for all, the Vice Principal Finance and Planning drew the Board's attention to B&FC's performance versus the college sector generally to provide further assurance to the Board.

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

77/21 2021/22 Budget

i. The Vice Principal Finance and Planning provided a detailed account of the report circulated with the agenda to ask the Board to approve the detailed annual budget for 2021/22 set out in the report and appendix and the 2 year College Financial Forecasting Return (CFFR).

ii. The Board noted that the budget was consistent with the outline budget presented in June 2021 and that it was in line with the Education Skills Funding Agency (ESFA) requirements. The Vice Principal Finance and Planning also highlighted that the external assessment of overall financial health was forecast to be maintained as ESFA Outstanding for both 2021-22 and the indicative budget for 2022-23.

iii. There was lengthy discussion on the importance of continued risk identification and management, the College maintaining its resilience, embracing opportunities and the potential budget variances associated therewith, which the Board explored and was content with.

iv. Following discussion and consideration, the Corporation Board **APPROVED** the FY2020/21 revenue budget as presented and the College two-year CFFR submission for 2021-23.

78/21 Annual Capital Programme 2021/22

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda to seek approval of the proposed capital programme for FY2021-22 in view of the 2021/22 budget at minute 77/21 above, to confirm affordability. The Board was reminded that it had provided qualified approval for this annual capital programme at its April 2021 meeting.
- ii. In response to a question from Kenny Gilmour on the level of appropriate IT investment in view of any lessons learnt from the pandemic, the Vice Principal Finance and Planning, the Vice Principal for Engagement and the Principal and Chief Executive provided assurance to the Board that the College was investing appropriately and proactively in IT programmes and cyber security to maintain security and to enable the College's continued ability for learning and teaching via more flexible and blended approaches.
- iii. The Corporation Board **APPROVED** the capital programme of up to £1.8m for FY2021/22 as presented subject to continued affordability and **ENDORSED** its previous decision that the Principal and Chief Executive and Vice Principal Finance and Planning may vire between the proposed budget lines presented, provided the programme remained within the overall budget envelope.

79/21 Proposed update to Financial Regulations

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda to outline the results of the annual review of Financial Regulations and summarised the key changes made.
- ii. The Vice Principal Finance and Planning confirmed that all proposed changes had been considered by the Audit Committee at its June 2021 meeting and recommended to the Board for approval.
- iii. The Corporation Board **APPROVED** the proposed changes to the Financial Regulations as presented.

80/21 Confidential item

The Board directed that this item be minuted confidentially.

81/21 2020-21 External Audit

- i. In the Audit Committee Chair's absence, the Vice Principal Finance and Planning presented a report which had been circulated with the agenda to summarise the proposed external audit plan, including the fee structure in respect of the financial year ending 31 July 2021.
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- ii. With regard to the proposed fees, Helen Broughton suggested that it would be helpful for the full cost to the College with regard to VAT to be explicit in the fee proposal which would be confirmed after the meeting.

Action: Vice Principal Finance and Planning

- iii. Following consideration, the Corporation Board **APPROVED** the external audit plan for FY2020/21 as presented and the associated external audit fees.

82/21 Internal audit 2021/22

- i. In the Audit Committee Chair's absence, the Vice Principal Finance and Planning presented a report which had been circulated with the agenda to seek approval of the proposed internal work schedule for FY2020/21, including the proposed number of days.
- ii. The Vice Principal Finance and Planning confirmed that following small iterations suggested by the Audit Committee, the draft version had been recommended by the Audit Committee for the Board's approval.
- iii. The Vice Principal and Chief Executive reminded the Board that whilst not a mandatory requirement, the internal audit service provided the Board with an additional layer of assurance and protection which was of value.
- iv. In response to a question from Heather Knight as to the status of the UKVI internal audit she had recalled previously, the Principal and Chief Executive confirmed that it had been completed and the date would be confirmed after the meeting.

Action: Vice Principal Finance and Planning

- v. Following consideration, the Corporation Board **APPROVED** the internal audit plan for FY2021/22 as presented including the number of days referred to therein.

83/21 Board and Committee appointments

Jane Cole withdrew from the meeting for the item on her proposed appointment.

- i. The Company Secretary summarised the Search Committee's recommendation to appoint Jane Cole as Audit Committee Chair to succeed Judith Mills when her term ended in January 2022 which the Board approved.
 - ii. The Board noted that the previously reported appointments of Peter Hewetson and Suzy Layton to the Audit Committee were supported by the Audit Committee and had taken effect on 17 June 2021.
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- iii. The Board also noted that following the student ballot process, Kamil Gradowski had been elected by his fellow students as the Board's second student representative, to succeed Lucy Holden for one year with effect from 1 September 2021.

84/21 Business planner 2021/22

- i. The Company Secretary presented a report which had been circulated with the agenda to share the provisional Board and Committee agenda for the 2021/22 financial year and the rationale for the proposed updates thereto.
- ii. The Board noted that the business planner was a useful reference document and that it would be augmented throughout the year as required.

85/21 Modern Slavery Statement

- i. The Vice Principal Finance and Planning presented a report which had been circulated with the agenda to share the modern slavery statement with the Board for approval.
- ii. Following consideration, the Board approved the Modern Slavery Statement for the year ending 31 July 2021 as presented and authorised the Chair to sign the same on behalf of the Board.

86/21 Audit Committee matters

- i. In the Audit Committee Chair's absence, the Vice Principal Finance and Planning provided a verbal summary of the business transacted at the most recent Audit Committee meeting held on 16 June 2021, the majority of which was reported on earlier in the meeting, which the Board noted.
- ii. The Board noted the circulated Minutes of the Audit Committee meeting held on 3 March 2021 as approved by the Committee.

87/21 Board members' forum

- i. Helen Broughton and Suzy Layton thanked employees who had arranged and facilitated the campus tours and noted they were highly impressed with the campuses and employees who they had met.
 - ii. As this was the last Board meeting for both Lucy Holden and Kenny Gilmour, on behalf of the Board, the Chair expressed his heartfelt thanks to them for their commitment and dedication. The Chair acknowledged the value of Lucy Holden's insights as a representative of the student voice on the Board during her two terms. He also thanked Kenny Gilmour personally for his support and for the value he had brought to the Board and Committees on which he had served over the last six years including as Chair of the Quality and Standards Committee, which was echoed by the Principal and Chief Executive.
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- iii. Kenny Gilmour highlighted that it had been an honour and privilege to serve on the Board and to be associated with such a special College and he called out the Principal and Chief Executive's exemplary leadership, the Chair's inclusive and supportive chairing, the dedication and togetherness of the Executive and the collaboration and constructive challenge of his fellow Board members. He also acknowledged the impressive employees who had attended the Board meetings over the years.

88/21 Date, time and venue of next meeting

It was noted that the next meeting of the Corporation Board would be held on 28 September 2021 at 5pm, via videoconference.