

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)
HELD ON 7 DECEMBER 2021 AT 5.00PM
BY VIDEOCONFERENCE

Members’ attendance record:

		28 Sep 2021	2 Nov 2021	7 Dec 2021	1 Feb 2022	15 Mar 2022	26 Apr 2022	24 May 2022	5 Jul 2022	2021/22 attendance
Alan Cavill	Independent Member, Chair	✓	✓	✓						
Helen Broughton MBE	Independent Member	A	✓	✓						
Jane Cole	Independent Member	✓	✓	✓						
Richard Fee	Independent Member	✓	✓	✓						
Steve Fogg	Independent Member	✓	A	✓						
Kamil Gradowski	Student Member	✓	✓	✓						
Vicky Henderson	Student Member	✓	✓	✓						
Colleen Hickson	Staff Member	✓	✓	✓						
Chris Holt	Independent Member	✓	✓	A						
Heather Knight	Independent Member	✓	✓	✓						
Suzy Layton	Independent Member	✓	✓	✓						
Sandy Lee	Staff Member	-	✓	✓						
Martin Long	Independent Member	✓	✓	✓						
Adrian Mills	Independent Member	✓	✓	✓						
Judith Mills	Independent Member	✓	✓	✓						
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓						

In attendance:

Linda Dean Executive Director of B&FC for Business
Cheryl Dunn Vice-Principal for Higher Education and Student Enhancement
Paul Howard PDH Advisory (minutes)
Simon Hughes Vice-Principal for Quality and Curriculum
Alistair Mulvey Vice-Principal for Finance and Planning
Daryl Platt Vice-Principal for Engagement
Sue Hutchinson Beever and Struthers (for item 137/21 only)

126/21 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.

127/21 Apologies for absence

Apologies for absence had been received from Chris Holt (Independent Member).

128/21 Declarations of interest

- (i) Colleen Hickson and Sandy Lee declared a pecuniary interest in minute reference 132/21(Principal and Chief Executive's report) as a result of being B&FC employees and it was agreed that they would withdraw from the meeting during consideration of this item.
- (ii) A number of Board Members declared an interest in item 140/21 (Membership matters) owing to the report containing proposals around their reappointment. It was therefore agreed that they would withdraw from the meeting during consideration of this item.
- (iii) Martin Long noted that, whilst not a substantive agenda item, he acts on behalf of one of the parties involved in a transaction with B&FC and agreed to withdraw from the meeting if it were to be raised during the discussion.
- (iv) Jane Cole, Richard Fee and Martin Long highlighted their involvement with the Town Deal Board, noting that it was not scheduled to be discussed during the meeting but nonetheless wishing to bring this to the Board's attention.

129/21 Minutes of the previous meeting

The minutes and confidential minutes of the previous meeting held on 2 November 2021 were **APPROVED** as a true and accurate record.

130/21 Dashboard

- (i) The Vice-Principal for Quality and Curriculum and the Vice-Principal for Finance and Planning presented the regular dashboard containing headline quality and performance metrics which the Board noted.
- (ii) The Board received and noted the content of the scorecard.

131/21 Period 3 finance report

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to summarise the financial position as at 31 October 2021.

- (ii) In response to a question from Adrian Mills around income projections, the Vice-Principal for Finance and Planning described the way in which the financial position is monitored throughout the year and confirmed that the regular reviews include in-year assessments of such projections.
- (iii) The Board received the report and noted the content.

132/21 Principal and Chief Executive's report

- (i) The Principal and Chief Executive presented her report which had been circulated with the agenda and which included the following topics:
 - (a) Employee pay award for 2022
 - (b) ESFA financial judgment on B&FC
 - (c) Ministerial visit
 - (d) Correspondence from the FE Commissioner; and
 - (e) News relating to the further education sector.

Colleen Hickson and Sandy Lee withdrew from the meeting.

- (ii) The Principal and Chief Executive reminded the Board of the principles, process and timing underpinning the pay award, which usually comprises both consolidated and non-consolidated elements. She then referred Board Members to her report which set out a number of options for consideration.
- (iii) Board Members shared their views on the various options set out in the report. Following discussion, the Corporation Board **APPROVED** a consolidated pay award of 2% with effect from 1 January 2022 and the potential for up to a further 1% to be awarded on a non-consolidated basis in July 2022, subject to B&FC achieving its significant financial and quality performance indicators. This decision would be taken by the Corporation Board at its meeting in July 2022.

Colleen Hickson and Sandy Lee returned to the meeting.

- (iv) The Board noted the remainder of the report and Adrian Mills commented in particular on the usefulness of the letter from the Further Education Commissioner.

133/21 Board strategy session proposal

- (i) The Principal and Chief Executive referred the Board to her report which had been circulated with the agenda to give Board Members the opportunity to contribute to the development of its scheduled strategy session in January 2022. A number of Board Members felt that the session would benefit from being held in person rather than by videoconference and noted that the current uncertainty around the COVID-19 situation meant that this would be difficult to

organise. As a result, it was agreed that a revised date would be found later in the year when a face-to-face session could be facilitated.

- (ii) It was also agreed that the session in January 2022 would be retained and used to facilitate Board Member training.

134/21 Confidential item

The Board directed that this item be minuted confidentially.

135/21 Risk Management report

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to present the 2021/22 risk register, following scrutiny by the Audit Committee at its most recent meeting. In response to a question from Richard Fee in relation to risk number 1 on the report, the Vice-Principal for Finance and Planning provided an overview of how the residual risk score had been calculated.
- (ii) The Board **APPROVED** the risk register for 2021/22 as presented.

136/21 Audit Committee annual report

- (i) Judith Mills presented the annual report of the Audit Committee, which had been agreed at its last meeting in November 2021. She summarised the purpose of the report and confirmed that the Committee had been satisfied that B&FC's internal control, risk management and governance arrangements are robust.
- (ii) The Board noted that it is a requirement of the Post-16 Audit Code of Practice that the report is presented to the Board prior to the statement of corporate governance and internal control in the annual accounts being signed.
- (iii) The Corporation Board received the report and noted the content.

137/21 Year-end matters

- (i) Sue Hutchinson from Beever and Struthers joined the meeting to deliver the external auditor's findings to the Board.
- (ii) The Vice-Principal for Finance and Planning commended the approach to the audit adopted by the auditors and the Chair thanked Sue Hutchinson on behalf of the collective audit team.
- (iii) The Corporation Board **RESOLVED** as follows:
 1. THAT the presentation from the external auditors be received and noted.

2. THAT the annual report and accounts for the year-ended 31 July 2021 be **APPROVED** and that the Chair and the Principal and Chief Executive be authorised to sign where indicated on the Board's behalf.
3. THAT the associated management representation letters be **APPROVED** and that the Principal and Chief Executive be authorised to sign where indicated on the Board's behalf.
4. THAT the regularity self-assessment for 2020/21 be received and noted.

Sue Hutchinson left the meeting.

138/21 Performance against 2021/22 operational plan

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to summarise progress against the 2021/22 operational objectives.
- (ii) The Board received the report and noted the content.

139/21 Employee engagement

- (i) The Executive Director of B&FC for Business presented a report which was circulated with the agenda to summarise the outcomes of the November 2021 employee pulse survey and to outline the approach for 2022.
- (ii) The Board received the report and noted the content.

140/21 Membership matters

- (i) The Clerk to the Corporation presented a report which had been circulated with the agenda to outline the recommendations of the Search Committee following its meeting on 4 November 2021.

Helen Broughton, Richard Fee, Steve Fogg and Suzy Layton withdrew from the meeting.

- (ii) The Clerk to the Corporation reminded the Board that three Board Members had previously been appointed for initial induction years in accordance with Standing Order 2.6 and that these periods were due to be reviewed.
- (iii) The Search Committee had noted that the initial induction year for Helen Broughton, Steve Fogg and Suzy Layton would come to an end on 25 January 2022 and agreed that each had performed well and added significant value to the Corporation Board since their appointment. Therefore, on the recommendation of the Search Committee and following satisfactory completion of their initial induction year, the Corporation Board agreed to confirm them in post for the remainder of their first term of office, to end on 25 January 2025.

- (iv) The Corporation Board also confirmed Steve Fogg in post as Chair of the Corporation Board, with effect from 15 December 2021.
- (v) The Corporation Board appointed Richard Fee as a member of the Quality and Standards Committee with effect from 7 December 2021.

Helen Broughton, Richard Fee, Steve Fogg and Suzy Layton returned to the meeting.

- (vi) On the recommendation of the Search Committee, the Corporation Board also appointed Antony Lockley as an Independent Member of the Corporation Board and a member of the Quality and Standards Committee for an initial induction year, with effect from 21 January 2022.

141/21 Senior Staff Remuneration Statement

- (i) The Clerk to the Corporation presented a report which had been circulated with the agenda to seek approval of B&FC's Senior Staff Remuneration Statement 2021/21, as required under the AoC Senior Staff Remuneration Code.
- (ii) The Corporation Board **APPROVED** the statement as presented and authorised its publication on the college website.

142/21 Student Union accounts

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to share the Student Union accounts for the year-ended 31 July 2021.
- (ii) The Corporation Board received the report and noted the content.

143/21 Audit Committee matters

- (i) Judith Mills, as Chair of the Audit Committee, provided a verbal summary of the business transacted at the most recent Audit Committee meeting in November 2021, and noted in particular the recommendation of the Committee to make some minor amendments to its terms of reference as set out in the accompanying report. A copy of the approved minutes of the Audit Committee meeting held in June 2021 were also provided for information.
- (ii) The Corporation Board **APPROVED** the changes to the terms of reference as presented and received and noted the minutes of the June 2021.

144/21 Quality and Standards Committee matters

- (i) Helen Broughton provided a verbal summary of the business transacted by the Quality and Standards Committee at its meeting on 16 November 2021 and a copy of the approved minutes from October 2021 were provided for information.

- (ii) The Corporation Board received the update and noted the content.

145/21 Board members' forum

- (i) The Chair noted that this would be his last meeting in post, having been a member of the Corporation Board for over 14 years. He thanked all members of the Board and management team for their support over this period. Bev Robinson expressed her thanks to the Chair for his support to her and Steve Fogg offered him thanks on behalf of the collective Board.
- (ii) The Chair also highlighted the fact that this meeting would be the last for Judith Mills after 8 years of dedicated service. He commended her work on the Board, and particularly as Chair of the Audit Committee, and this was endorsed by all.

146/21 Confidential item

Staff and Student Members, and members of the Executive Team, withdrew from the meeting during consideration of this item.

The Board directed that this item be minuted confidentially.

147/21 Date, time and venue of next meeting

The Board noted that the next meeting of the Board would be held on 1 February 2022, 5.00pm, by videoconference.