

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD (“the Board”)
HELD ON 1 FEBRUARY 2022 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
Steve Fogg	Independent Member, Chair	✓	A	✓	✓					
Helen Broughton MBE	Independent Member	A	✓	✓	✓					
Alan Cavill	Independent Member	✓	✓	✓	---					
Jane Cole	Independent Member	✓	✓	✓	✓					
Richard Fee	Independent Member	✓	✓	✓	✓					
Kamil Gradowski	Student Member	✓	✓	✓	✓					
Vicky Henderson	Student Member	✓	✓	✓	A					
Colleen Hickson	Staff Member	✓	✓	✓	✓					
Chris Holt	Independent Member	✓	✓	A	✓					
Heather Knight	Independent Member	✓	✓	✓	✓					
Suzy Layton	Independent Member	✓	✓	✓	✓					
Sandy Lee	Staff Member	-	✓	✓	✓					
Antony Lockley	Independent 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
Sarah Hall Head of Curriculum, Business Development (for item 19/22 only)

1/22 Chair and quorum

Steve Fogg 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.

2/22 Apologies for absence

Apologies for absence had been received from Vicky Henderson.

3/22 Declarations of interest

- (i) There were no opening declarations of interest in any of the items on the agenda.
- (ii) 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.
- (iii) Jane Cole, Richard Fee, Steve Fogg 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 it to the Board's attention.

4/22 Minutes of the previous meeting

- (i) The minutes and confidential minutes of the previous meeting held on 7 December 2021 were **APPROVED** as a true and accurate record.
- (ii) In addition, the minutes relating to an agenda item for Independent Members only were **APPROVED** as a true and accurate record.

5/22 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) In response to a question from the Chair, the Vice-Principal for Quality and Curriculum described the steps that were being taken to improve student attendance and the work that is ongoing to further improve GCSE maths and English examination performance. With regard to this latter point, particular note was made of the work in supporting students with examination technique, given that the most recent cohorts had not sat traditional examinations as a result of the COVID-19 pandemic.
- (iii) In response to a follow-up question from Jane Cole, the Vice-Principal for Quality and Curriculum described the difference between functional skills and GCSEs and noted that functional skills were now assessed by way of a

summative examination. The importance of good examination technique at all levels was therefore iterated.

- (iv) The Board received and noted the content of the scorecard.

6/22 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) Operations during COVID-19
 - (b) Institute of Technology
 - (c) B&FC Ofsted report
 - (d) Invitation to join the Ministerial Steering Group for the Lifelong Loan Entitlement
 - (e) News relating to the further education sector.
- (ii) The Principal and Chief Executive drew particular attention to the appointment of an additional full-time Safeguarding Officer and noted the strong focus on personal resilience within the college, with a mental fitness app having recently been rolled out. In response to a question from Suzy Layton, the Vice-Principal for Higher Education and Student Enhancement advised that there were c.60 mental health first aiders across all campuses.
- (iii) In response to a supplementary question from Heather Knight, the Vice-Principal for Higher Education and Student Enhancement confirmed that B&FC works closely with other organisations around safeguarding. Richard Fee queried how this was managed at an individual level, to which the Chair noted the existence of a framework across educational organisations and the Vice-Principal for Higher Education and Student Enhancement confirmed that the focus was on ensuring students are able to access the support they require. Heather Knight stated that there is always an element of risk in safeguarding.
- (iv) The Chair noted that B&FC had retained a policy of requiring face masks on all its sites. The Principal and Chief Executive outlined how the College's risk assessment had been undertaken and confirmed that it had taken account of a number of factors such as the number of COVID-19 cases in the local area, levels of community transmission and advice from public health. She advised that the approach is reviewed each month and that, based on current information, it was anticipated that measures could be lightened around Easter.
- (v) The Board received the report and noted the content.

7/22 Period 5 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 December 2021.
- (ii) In response to a general question from Helen Broughton rather than specifically related to the content of the report, the Vice-Principal for Finance and Planning outlined how any provision for bad debt is calculated and confirmed that all steps are taken to seek to ensure full payment of all outstanding invoices.
- (iii) The Board received the report and noted the content.

8/22 B&FC's approach to learning from the pandemic

- (i) The Executive Director of B&FC for Business presented a report which had been circulated with the agenda to provide the Board with a further update on areas of learning as a result of the COVID-19 pandemic, as a supplement to the initial report provided in September 2021. She noted that the organisation continued to learn as the national approach to managing the pandemic moves into a new phase and that every opportunity is taken to review how the college operates and to learn from previous experiences.
- (ii) In response to a question from Heather Knight, the Executive Director of B&FC for Business confirmed that additional one-off funding had been provided to support students with English and Maths and the Principal and Chief Executive reminded the Board of its earlier discussions around the support provided to students more generally, due to the fact that they did not have experience of sitting GCSE examinations in the usual way and therefore needed practical support to do so as well as addressing any learning gap that may be present as a result of having finished secondary education during the pandemic.
- (iii) The Chair commented that continuous improvement is a characteristic of B&FC and noted that this had been enhanced by specific focus on the learning as a result of the pandemic. Chris Holt supported this view and highlighted the need for all organisations to ensure that lessons learnt are incorporate into future planning arrangements. In response, it was suggested that he and the Executive Director of B&FC for Business and Vice-Principal for HE and Student Enhancement should arrange to meet to discuss how the current arrangements might be further enhanced.

ACTION: C Holt, L Dean and C Dunn

- (iv) The Corporation Board received the report and noted the content.

9/22 Ofsted inspection report

- (i) The Vice-Principal for Quality and Curriculum presented a report which had been circulated with the agenda to formally share the recent Ofsted inspection report with the Board; noting that this had also been circulated by email on receipt.
- (ii) In response to a question from Heather Knight, the Vice-Principal for Quality and Curriculum confirmed that detailed feedback had been received from the inspectors following the inspection and that this had been shared with colleagues. In response to a question from Chris Holt, the Vice-Principal for Quality and Curriculum confirmed that action plans had been developed, incorporating feedback from staff across the organisation, and the Principal and Chief Executive confirmed that each action had an identified owner and appropriate milestones for delivery.
- (iii) In response to a question from Adrian Mills, the Vice-Principal for Quality and Curriculum confirmed that feedback from the inspection had also been sought through wider staff engagement sessions.
- (iv) The Corporation Board received the report and noted the content.

10/22 FE Self-Assessment Report 2020/21

- (i) The Vice-Principal for Quality and Curriculum presented the Further Education Self-Assessment Report for 2020/21 and confirmed that it had been reviewed by the Quality and Standards Committee prior to being presented to the Board. He also confirmed that the document had also taken account of recent inspection feedback.
- (ii) The Corporation Board **APPROVED** the Further Education Self-Assessment Report 2020/21 as presented.

11/22 Board evaluation survey report

- (i) The Clerk to the Corporation presented a report which had been circulated with the agenda to summarise the findings of the recent evaluation survey that had been undertaken. The Chair suggested that, as he is new in post, it would be beneficial for him and the Clerk to arrange informal catch-up meetings with each Board Member over the next couple of months and this was supported.

ACTION: Clerk to the Corporation to arrange

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

12/22 Membership matters

- (i) The Clerk to the Corporation reminded the Board that Heather Knight's term of office would be coming to an end on 28 February 2022 and presented a report

to outline the recommendation of the Search Committee that Professor Wendy Robinson be appointed as an Independent Member of the Corporation Board and as a member of the Quality and Standards Committee with effect from 1 March 2022, for an initial induction year in accordance with Standing Orders.

- (ii) The Corporation Board **APPROVED** the appointment of Professor Robinson as an Independent Member of the Corporation Board and as a member of the Quality and Standards Committee for an initial induction year with effect from 1 March 2022.

13/22 Modern Slavery Act annual statement

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of a Modern Slavery Act statement, in accordance with the relevant legislation.
- (ii) The Corporation Board **APPROVED** the statement as presented and authorised the Chair to sign on its behalf.

14/22 Risk Management Policy

- (i) The Vice-Principal for Finance and Planning presented a report which had been circulated with the agenda to seek approval of a revised Risk Management Policy.
- (ii) The Board **APPROVED** the updated Risk Management Policy as presented.

15/22 Board strategy session

- (i) The Principal and Chief Executive presented a report to seek agreement of the topics for consideration at the Board's strategy session in March 2022, to which Adrian Mills suggested that it would be beneficial to incorporate some feedback from staff and students at an appropriate point in time.
- (ii) The Board provided feedback on the content to the Principal and Chief Executive on the proposed agenda and in response to a suggestion from Richard Fee, it was agreed that earlier work on the feasibility of developing student accommodation would be reviewed.

ACTION: Vice-Principal for Finance and Planning

16/22 Schedule of meetings 2022/23 and proposed dates for 2023/24

- (i) The Clerk to the Corporation presented the schedule of meetings for 2022/23 and the proposed dates for 2023/24 which the Board received for information.

17/22 Quality and Standards Committee report

- (i) Helen Broughton provided a verbal update to advise that the Quality and Standards Committee had recently met to consider the draft FE Self-Assessment Report which had been considered earlier in the meeting.
- (ii) The approved minutes of the meeting held on 16 November 2021 were also provided for information.

18/22 Board members' forum

- (i) Helen Broughton reminded the Board that she had agreed to act as the lead for health and safety matters and the Clerk to the Corporation agreed to arrange quarterly meetings between her and the Director of Estates.

ACTION: Clerk to the Corporation

19/22 Training: Business Development

- (i) The Head of Curriculum for Business Development joined the meeting and delivered a short training session on the work of the curriculum area, and Board Members asked a number of questions. In response to a question from Richard Fee, note was made of the fact that income through accommodation had previously been considered and would kept under review.
- (ii) The Board thanked the Head of Curriculum for her detailed brief and for the way in which she had prepared in advance of the session.

20/22 Date, time and venue of next meeting

The next meeting of the Board will be held on 15 March 2022, 5.00pm, by videoconference.