

BLACKPOOL AND THE FYLDE COLLEGE
MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 3 NOVEMBER 2020, 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	✓	✓							
Jane Cole	Independent Member	✓	✓							
Kenny Gilmour	Independent Member	✓	✓							
Colleen Hickson	Staff Member	✓	✓							
Vicky Henderson	Student Member	✓	✓							
Lucy Holden	Student Member	✓	✓							
Chris Holt	Independent Member	✓	✓							
Heather Knight	Independent Member	✓	✓							
Martin Long	Independent Member	✓	✓							
Judith Mills	Independent Member	✓	✓							
Lorraine Moffat	Independent Member	✓	✓							
Anne Parmley	Independent Member	✓	✓							
Joanne Shepherd	Staff Member	✓	A							
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:

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
 Daryl Platt, Vice-Principal for Engagement
 Robby Ryan, Chief Operating Officer
 Danya Young, Company Secretary

105/20 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.

106/20 Apologies for absence

There were no apologies for absence.

107/20 Declarations of interest

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

108/20 Minutes of the previous meeting and action log

- i. The minutes and the confidential minutes of the previous meeting held on 22 September 2020 were **APPROVED** as a true and accurate record and the Board noted the action log.
- ii. The Independent Members **APPROVED** the minutes of the private session held on 22 September 2020.
- iii. The Board noted that a YouTube video of the Corporation Board Awards for Excellence in Learning and Teaching on 22 October 2020 had been circulated to enable colleagues to view this.

109/20 Matters arising

The Company Secretary recorded that the written resolution relating to the temporary exemption of a section of the Financial Regulations, exclusively for the specified purposes of the capital funding offer by the Department for Education, had been approved on 14 October 2020.

110/20 Dashboard

The Board considered the headline performance and quality metrics in the circulated dashboard, noting the steady progress which was broadly in line with expectations.

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

111/20 Principal and Chief Executive's report

- i. The Principal and Chief Executive presented her report which had been
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circulated with the agenda and summarised the following key areas:

- a) The Ofsted visit on 30 September and 1 October 2020
 - b) B&FC's progress with the conditional recovery plan
 - c) The plans for B&FC's teaching during the week of 14 December 2020
 - d) The anticipated FE Reform White Paper
 - e) The Government spending review
- ii. With regard to the Prime Minister's recent national lockdown announcement, the Chief Operating Officer and the Vice Principal of Higher Education and Student Enhancement provided updates on their respective areas to demonstrate B&FC's readiness, compliance and support of its students. The Vice Principal of Quality and Curriculum also updated the Board on Maritime given the challenges and complexities generally with Maritime resulting from the pandemic.
- iii. H Knight asked about the impact of the pandemic on student wellbeing and the support B&FC was providing. In response, the Vice Principal of Higher Education and Student Enhancement spoke about B&FC's awareness of the impact of the pandemic on the wellbeing of its students and she detailed the initiatives, support and safeguarding guidance that were being continuously reviewed and refreshed to ensure they remained fit for purpose. She also highlighted the need to support employees in their roles in effectively supporting students.
- iv. The Principal and Chief Executive invited the student Board Members to share their experiences and views on this important topic. Notwithstanding the high praise V Henderson shared with the Board about her own tutors, she and L Holden spoke candidly about the challenges for students and tutors resulting from the reduced in person social interactions for HE students. This included the challenges posed as the normal visual queues were not always apparent.
- v. On behalf of the Board, the Chair thanked V Henderson and L Holden for their contributions and the Principal and Chief Executive highlighted the importance of students sharing their feedback which B&FC responded to and valued particularly to influence and shape learning.
- vi. The Corporation Board **RECEIVED** the report and noted the content.

112/20 P2 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 30 September 2020.
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- ii The Board noted that notwithstanding the challenges with assessing performance against budget at such an early time in the year, the report outlined the current financial position which it reviewed and scrutinised.
- iii. The Corporation Board **RECEIVED** the report and noted the content.

113/20 Recruitment for the Chair Designate

The Company Secretary updated the Board on the progress with the recruitment plan for the appointment of the future B&FC Chair as detailed in the report.

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

114/20 Business Engagement progress report

- i. The Vice-Principal for Engagement presented a report which had been circulated with the agenda to provide the Board with an overview of the direction of travel for business engagement for B&FC.
- ii. The Principal and Chief Executive highlighted the importance of career sustainability, being a measure of a student's return on investment, and therefore the importance of B&FC's agility in keeping abreast of emerging opportunities to adapt the curriculum accordingly.
- iii. The Board **RECEIVED** the report and noted the content.

115/20 The Institute of Technology Legal Structure

- i. The Chair introduced the item on B&FC's Institute of Technology (IoT) reminding the Board of B&FC's investment to date in technical and professional education.
- ii. The Vice Principal for Engagement summarised the report which had been circulated with the agenda to update the Board on the proposed legal structure of the IoT specifically, to determine the most appropriate course of action. The Vice Principal for Engagement provided detailed responses to questions from K Gilmour and the Chair on the detail of the bid itself as well as the legal structure approval process.
- iii. Following discussion and consideration of the detail of the recommendation, including from a risk management perspective, the Board **APPROVED** the proposed legal structure.

116/20 B&FC Health and Safety Policy

- i. The Chief Operating Officer asked the Board to consider the proposed minor updates to the B&FC Health and Safety Policy, following the biennial review, noting that they were not controversial.
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- ii. In response to a question from the Vice-Chair, the Principal and Chief Executive confirmed that the Health, Safety and Environmental Manager was responsible for the statutory RIDDOR reporting.
- iii. Following consideration, the Corporation Board **APPROVED** the proposed changes to the B&FC Health and Safety Policy circulated with the agenda.

117/20 Employee Engagement Survey Approach 2020

- i. B&FC's Executive Director for Business summarised the approach and outcomes of the employee engagement surveys in 2020 and the proposed approach for 2021.
- ii. H Knight noted the positive response rate and asked whether the next pulse survey would comprise the same questions. In response, B&FC's Executive Director for Business reported on the value and importance of repeating certain questions and themes but combining these with new questions to reflect environmental changes.
- iii. The Corporation Board **RECEIVED** the report and noted the content.

118/20 Quality and Standards Committee

The Corporation Board **RECEIVED** the minutes of the Quality and Standards Committee meeting held on 22 May 2020 and K Gilmour provided a summary of the matters considered by the Committee at its most recent meeting on 6 October 2020. H Knight and the Vice-Chair thanked K Gilmour for the summary and for his effective chairing of the Committee.

The Corporation Board **RECEIVED** the summary and minutes and noted the content.

119/20 Board members' forum

- i. The Chair reminded the Board that the annual Board strategy session was taking place on 26 January 2021 and invited Board members to shape the agenda for the session at the next meeting. The Principal and Chief Executive requested that Board members share their suggestions with the Company Secretary or herself which would then be incorporated in an options paper for decision at the next Board meeting. The Principal and Chief Executive also highlighted that the FE White Paper would doubtless inform the Board's discussion at the strategy session. She also provided details of the proposed logistics to facilitate effective debate.
 - ii. The Chair highlighted the positive outcomes of the Ofsted visit and the Corporation Board Awards for Excellence in Learning and Teaching as reported above.
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- iii. Following discussion, the Board **AGREED** that the curriculum product knowledge updates and training sessions at each Board meeting would resume in the new year.

120/20 Date, time and venue of next meeting

It was noted that the next meeting of the Corporation Board would be held on 8 December 2020 at 5.00pm via videoconference.