

MINUTES OF A MEETING OF THE CORPORATION BOARD
HELD ON 4 JULY 2017, 5.00PM
IN ROOM 204, UNIVERSITY CENTRE CAMPUS
PARK ROAD, BLACKPOOL, FY1 4ES

Members' attendance record:

		20 Sep 2016	25 Oct 2016	6 Dec 2016	7 Feb 2017	14 Mar 2017	25 Apr 2017	6 Jun 2017	4 Jul 2017
Alan Cavill	Independent Member, Chair	A	✓	✓	✓	✓	✓	✓	✓
Helen Broughton MBE	Independent Member	✓	✓	✓	✓	✓	✓	✓	✓
Steve Crowther	Independent Member	A	✓	✓	✓	✓	---	---	---
Neil Farley	Independent Member, Vice Chair	✓	✓	✓	✓	✓	✓	A	A
Edward Foster	Student Member	✓	✓	✓	✗	✗	A	✓	✓
Kenny Gilmour	Independent Member	✓	✓	✓	✓	✓	✓	A	✓
Peter Greenall	Staff Member	✓	✓	✓	✓	✓	✓	A	✓
Peter Lloyd	Independent Member	✓	✓	---	---	---	---	---	---
Colleen McLaughlin	Staff Member	✓	✓	✓	✓	✓	✓	✓	✓
Judith Mills	Independent Member	✓	✓	✓	A	✓	✓	✓	✓
Lorraine Moffat	Independent Member	✓	✓	A	✓	A	✓	✓	✓
Anne Parmley	Independent Member, Vice Chair	✓	A	✓	✓	✓	A	✓	✓
Bev Robinson	Principal and Chief Executive	✓	✓	✓	✓	✓	✓	✓	✓
Kate Shane	Independent Member	A	A	✓	✓	✓	A	✓	A
Aaron Winstanley	Student Member	✓	✓	✓	✗	✓	✗	✓	A

Key: ✓ attended | A apologies sent and accepted | ✗ did not attend | --- not in post at the date of the meeting

In attendance:

Michaela Andrews, Company Secretary and Clerk to the Corporation
Cheryl Dunn, Vice-Principal for HE and Student Enhancement
Simon Hughes, Vice-Principal for Quality and Curriculum
Robby Ryan, Vice-Principal for Finance and Planning

2778 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.

2779 Apologies for absence

Apologies for absence were received from and accepted for Neil Farley, Kate Shane and Aaron Winstanley.

2780 Declarations of interest

No opening declarations of interest were received.

2781 Minutes of the previous meeting

The minutes of the previous meeting held on 6 June 2017 were agreed as a true and accurate record and were signed by the Chair. Confirmation was provided that all actions scheduled for completion on the action tracking sheet had been completed within time.

2782 Matters arising

No matters, outside of those captured on the meeting agenda, had been notified to the Chair.

2783 Principal and Chief Executive's Report

The Principal and Chief Executive presented her regular report which covered the following key areas:

- National Achievement Rate Tables 2015-16
- Teaching Excellence Framework (TEF)
- Institute of Technology (IoT) update
- Fire Safety
- Executive Director Commercial Strategy
- Business planning 2017-18: staffing outcomes
- General Election outcomes relevant to B&FC
- Queen's Speech 21 June 2017

The Principal and Chief Executive took the opportunity to convey her thanks to all staff, and in particular Cheryl Dunn, involved in securing TEF gold and informed Board members that the judgment was valid for 3 years.

It was agreed a list of B&FC's awards and accolades, circa the last 5 years, be circulated to the Board.

ACTION: Company Secretary

Edward Foster joined the meeting.

In relation to fire safety, the Principal and Chief Executive advised that high levels of assurance with regard to the content and fire safety of B&FC's external cladding system had been received. Nonetheless, the Executive Team had commissioned an independent, third party specialist to conduct further testing on the external cladding, together with a review of fire safety in general. The results would be shared with the Board.

The Board agreed with A Parmley's offer to meet with Stuart Crane, Director of Estates, to discuss fire safety measures across B&FC in greater detail.

ACTION: Company Secretary

A Cavill, on behalf of the Board, thanked Edward Foster at his last meeting for his time and commitment over the preceding 12 months and wished him well in his future endeavours.

The Corporation Board received the report and note the content.

2784 Period 9 finance report 2016-17

The Vice-Principal for Finance and Planning presented a report to update members on the financial position as at 30 April 2017. Steady performance was reported, with no change in the anticipated year end surplus.

The Corporation Board received the report and note the content.

2785 Staff pay award 2017

In accordance with Standing Order 13.3 and 13.4, staff members were permitted to remain in the room during the discussion of this item but were unable to take part in the consideration of the matter, nor vote in respect of it, nor be counted in the meeting's quorum.

A lengthy discussion ensued, following which, eligible Board members were invited to vote to support either a 0.5% or 0.3% non-consolidated pay award.

With a vote of 6 to 1 in favour, the Corporation Board **APPROVED** an additional 0.3% non-consolidated pay award in 2016/17.

2786 Budget 2017-18 and financial plan 2018-19

The Vice-Principal for Finance and Planning presented a report to seek approval of both the two-year financial plan covering financial years 2017-18 and 2018-19, and the 2017-18 budget.

Detailed debate and challenge ensued, to which the Vice-Principal for Finance and Planning provided assurance that all assumptions were prudent, taking into consideration any uncertainties within the external operating environment.

The Corporation Board:

- approved the College 2017/18 budget; and
- approved the two year financial plan taking note of the proposed Year 2 forecast.

2787 2016-17 External audit plan

J Mills presented a report on behalf of the Audit Committee to confirm the recommendation that Board approve the proposed 2016-17 external audit plan and associated fees.

The Corporation Board approved the 2016-17 external audit plan and associated fees, as per the Audit Committee's recommendation.

2788 2017-18 Internal Audit Plan

J Mills presented a report to seek approval of the 2017-18 internal audit work schedule. Following a suggestion that the internal auditors be approached to conduct a review of fire safety procedures, the Vice-Principal for Finance and Planning confirmed that the independent third-party specialists, brought in to review B&FC's external cladding system, would also conduct a broader review of B&FC's fire safety procedures.

The Corporation Board:

- agreed the audit work schedule that our internal auditors, TIAA, will be asked to complete in 2017-18; and
- approved the number of days suggested for 2017-18 audit – recommended as 45.

2789 Review of governance documents

The Company Secretary presented a report to advise that a review of the core governance documents of the Corporation had been undertaken.

The proposed amendments to the documents were summarised in the covering report and copies of all documents were provided with changes marked.

The Corporation Board:

- approved the amendments to the core governance documents;
- authorised the Company Secretary to make any additional amendments agreed by the Board during the meeting; and

- authorised the Company Secretary to make any typographical amendments and amendments to numbering, cross-referencing and so forth as may be required.

2790 Board update

The Company Secretary presented a report which sought Board member approval for the re/appointment of the Student Governors for 2017-18. Board members requested that copies of the new Student Governor CV be circulated for information.

ACTION: Company Secretary

The Corporation Board:

- appointed Kirsty-Ann Smith as a Student Governor for a one-year term commencing on 1 September 2017;
- re-appointed Aaron Winstanley as a Student Governor for a one-year term commencing on 1 September 2017; and
- agreed to maintain shorter and more frequent Board strategy sessions.

2791 Annual Report on cross-College student forum matters

H Broughton formally expressed an interest in observing a future student engagement event.

The Corporation Board received the report and noted the content.

2792 Outcomes of degree classification

The Vice Principal for HE and Student Enhancement tabled a report to provide the Board with an interim position statement on academic success for degree awards following the relevant examination boards, and confirmed that the final position would be reported to the Quality and Standards Committee in October 2017.

2793 Committee minutes

The Corporation Board received the approved minutes of the Audit Committee meeting held on 1 March 2017.

J Mills provided a verbal overview of the business transacted at the meeting of the Audit Committee on 14 June 2017.

The Vice-Principal for Finance and Planning highlighted to Board members the impending 'root and branch' review of B&FC's risk management framework and Board signalled their confidence with the Audit Committee leading the process of reviewing how risks would be identified, recorded and categorised.

2794 Board members' forum

The Chair extended his thanks to Board members for their support of, and involvement in, a number of recent events, including:

- The Marine Engineering Centre opening
- Maritime HE graduation ceremony
- Student of the Year awards
- Governors' Award for Excellence in Learning and Teaching

2795 Confidential item

E Foster, C McLaughlin, P Greenall, C Dunn, S Hughes and R Ryan withdrew from the meeting during consideration of this item.

The Corporation Board requested that this item be minuted confidentially.

2796 Date, time and venue of next meeting

The next meeting of the Corporation Board will be held on 19 September 2017, 5.00pm, on the Bispham campus.

Chair

Date:
