

**BLACKPOOL AND THE FYLDE COLLEGE**  
**MINUTES OF A MEETING OF THE CORPORATION BOARD**  
**HELD ON 10 MARCH 2020, 5.00PM**  
**AT UNIVERSITY CENTRE, PARK ROAD, BLACKPOOL, FY1 4ES**

**Members' attendance record:**

		17 Sep 2019	22 Oct 2019	3 Dec 2019	4 Feb 2020	10 Mar 2020	28 Apr 2020	9 Jun 2020	7 Jul 2020	2019/20 attendance
Alan Cavill	Independent Member, Chair	✓	✓	✓	✓	✓				
Jane Cole	Independent Member	✓	✓	✓	A	A				
Kenny Gilmour	Independent Member	✓	✓	✓	A	✓				
Colleen Hickson	Staff Member	✓	✓	✓	✓	✓				
Lucy Holden	Student Member	---	---	---	✓	✓				
Chris Holt	Independent Member	---	---	---	✓	✓				
Kieran Hunter	Student Member	✓	A	A	A	A				
Heather Knight	Independent Member	✓	✓	✓	A	✓				
Martin Long	Independent Member	---	✓	✓	✓	✓				
Judith Mills	Independent Member	✓	✓	✓	✓	✓				
Lorraine Moffat	Independent Member	A	A	A	✓	✓				
Anne Parmley	Independent Member	✓	✓	✓	✓	✓				
Joanne Shepherd	Staff Member	✓	✓	✓	✓	✓				
Bev Robinson OBE	Principal and Chief Executive	✓	✓	✓	✓	✓				
Kate Shane	Independent Member	A	✓	A	A	---				
Steve Williams	Independent Member	A	✓	✓	✓	A				

*Key: ✓ attended | T/V – attended by tele/videoconference | A apologies sent and accepted | ✗ did not attend*

**In attendance:**

Linda Dean, Executive Director, B&FC for Business  
 Cheryl Dunn, Vice-Principal for Higher Education and Student Enhancement  
 Paul Howard, PDH Advisory Limited (minutes)  
 Simon Hughes, Vice-Principal for Quality and Curriculum  
 Daryl Platt, Vice-Principal for Engagement  
 Robby Ryan, Chief Operating Officer  
 Danya Young, Company Secretary  
 Nigel Brown, Director for Students (for item 30/20(c) only)  
 Steve Nunwick, Director of Estates (for item 30/20(d) only)  
 J Scott, Head of Curriculum for Computing (for item 31/20 only)

*The Chair opened by welcoming D Young to her first meeting of the Corporation Board.*

**16/20 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.

**17/20 Apologies for absence**

Apologies for absence were received as shown in the members' attendance record, above.

**18/20 Declarations of interest**

No Board Members declared an interest in any of the items of business to be transacted.

**19/20 Minutes of the previous meeting**

The minutes and confidential minutes of the previous meeting held on 4 February 2020 were considered and an amendment to the attendance list was made.

With regard to minute reference 11/20, the Vice-Principal for Higher Education and Student Enhancement clarified that the Higher Education Fees Policy approved by the Board related to FY2021/22.

With this amendment and clarification, the minutes were **APPROVED** as a true and accurate record. Confirmation was also provided that there were no outstanding actions on the action log.

**20/20 Dashboard**

The Board considered the dashboard containing headline financial performance and quality metrics which had been tabled at the meeting. A discussion was held on the metrics, which displayed steady progress.

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

**21/20 Principal and Chief Executive's report**

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

- Wave 2 Institutes of Technology;
- Involvement in the Blackpool Town Board;
- Apprenticeship Awards Ceremony; and
- News relating to the FE sector.

The Principal and Chief Executive drew particular attention to the section of the report relating to Institutes of Technology and noted the intention for a Lancashire-wide collaborative proposal to be submitted. Further information would be shared with the Board if the application is successful in reaching the next stage of the competition. The Principal and Chief Executive also advised that the Secretary of State for Education had visited B&FC in the previous week.

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

## **22/20 Period 6 financial report**

The Chief Operating Officer presented a report which had been circulated with the agenda to summarise the Corporation's financial position as at 31 January 2020. He also briefed the Board on the outcome of the recent P6 reforecasting exercise. Like many colleges, income had been lower than planned however effective financial oversight had resulted in costs being significantly reduced over the same period to mitigate any impact. Note was made of the fact that the reforecast was with the caveat of the unknown impacts of COVID-19.

The Board directed that the remainder of the discussion be minuted confidentially.

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

## **23/20 Succession planning for the Chair**

P Howard presented a report which had been circulated with the agenda to allow the Board to commence discussions around the succession plan for the Chair role, noting that the current incumbent's term of office comes to an end in December 2021. A number of proposed skills, attributes and experience had been included within the report for discussion alongside a draft timetable for recruitment which included a number of options for the Board's consideration.

With regard to the proposed skills, attributes and experience outlined within the report, H Knight suggested that additional desirable criteria be included around the candidate's alignment with B&FC's values as well as some awareness of issues facing young people across the Fylde and the College's charitable mission. The emphasis on the need for the criteria to reflect the organisation's longer-term strategy was also acknowledged, in order to ensure that the right person is appointed to lead the Board.

The Board noted the benefits of seeking to recruit externally as well as considering internal applicants and it was agreed that a job description and person specification would be developed and presented to the next meeting for

agreement. The question of whether to engage the services of a recruitment consultant would also be considered at the next meeting.

**ACTION: Company Secretary/Principal and Chief Executive**

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

**24/20 International fees policy**

The Chief Operating Officer presented a report to seek approval of the updated international fees policy. The proposed amendments to the policy had been highlighted for the Board's reference. In response to a question from A Parmley, it was noted that the vast majority of international students are based at Fleetwood Nautical College.

The Corporation Board **APPROVED** the updated international fees policy as presented.

**25/20 Gender pay gap report**

The Executive Director for B&FC for Business presented a report which had been circulated with the agenda to present the statutory gender pay gap report which she noted is required to be published on the organisation's website.

The Board was pleased to note that the B&FC position remained significantly and consistently better than the UK average and that the median pay gap had improved over the last year. Whilst acknowledging that the overall picture is positive, confirmation was provided that a series of improvement recommendations had been developed as part of B&FC's culture of continual improvement.

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

**26/20 Preparations for COVID-19**

The Chief Operating Officer presented a report which had been circulated with the agenda to summarise B&FC's contingency planning and preparation for the likely COVID-19 pandemic in the UK. He confirmed that the organisation has business continuity insurance which it was anticipated would provide cover for up to a three-month period. With regard to the proposed variation of Financial Regulations outlined in the report, J Mills confirmed that the suggestion had been discussed by the Audit Committee at its meeting on 4 March 2020 and had been supported. The Committee had also commended the executive team for the extent and depth of planning undertaken.

The Board noted that there could be a requirement for face-to-face meetings to be suspended in the event of widespread impact and agreed that meetings of the Corporation Board and its committees would continue using Microsoft

Teams if necessary. In preparation for this, it was agreed that the next meeting of the Board would be held virtually as well as in person to allow Board Members' IT arrangements to be tested. The Company Secretary agreed to circulate an electronic invitation and a guidance document on the use of Microsoft Teams.

**ACTION: Company Secretary**

The Vice-Principal for Engagement agreed to facilitate training for any Board Member who may require it.

**ACTION: Vice-Principal for Engagement**

The Corporation Board **RESOLVED:**

1. THAT B&FC's preparations for a COVID-19 outbreak be noted and that it may be necessary for the College to close if deemed necessary.
2. THAT the potential requirement for out-of-budget expenditure to be incurred be noted.
3. THAT a temporary amendment to Financial Regulations be **APPROVED** to allow any two members of the executive team, in extremis, to have dual authority in instances where this is currently reserved to the Principal and the Chief Operating Officer.

#### **27/20 Review of the risk appetite matrix**

The Chief Operating Officer presented an updated risk appetite matrix for routine review.

The Corporation Board **APPROVED** the risk appetite matrix as presented.

#### **28/20 Further Education Commissioner's letter**

The Chief Operating Officer presented a report which had been circulated with the agenda to share a letter from the Further Education Commissioner to Chairs and Principals of all further education and sixth-form colleges, which contained a summary of issues identified in colleges subject to formal intervention. A matrix summarising the issues and B&FC's position had also been provided for the Board's information.

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

#### **29/20 Audit Committee matters**

J Mills presented the minutes of the meeting of the Audit Committee held on 27 November 2019 and provided a verbal summary of the business transacted at its most recent meeting on 4 March 2020.

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

**30/20 Mid-year reports**

**(a) Risk management update**

The Chief Operating Officer presented a report which had been circulated with the agenda to share the updated risk register and confirmed that it had been scrutinised by the Audit Committee at its meeting on 4 March 2020.

Following discussion, the Corporation Board **APPROVED** the risk register as presented.

**(b) Human Resources**

The Executive Director for B&FC for Business presented the mid-year report on human resources. H Knight commented that a number of the statistics in the report would benefit from trend analysis over a three- or five-year period rather than just including prior period data for comparison. It was agreed that this would be incorporated into future reports.

**ACTION: Executive Director for B&FC for Business**

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

**(c) Safeguarding and equality and diversity**

The Director for Students joined the meeting and presented a report which had been circulated with the agenda to summarise the mid-year position in relation to safeguarding and equality and diversity. In response to a comment from A Parmley, it was agreed that future reports would be clearer on whether matters reported were internal or external incidents, and it was confirmed that the vast majority occur outside of B&FC.

**ACTION: Director for Students**

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

**(d) Health, safety and sustainability**

The Director of Estates joined the meeting and presented a report which had been circulated with the agenda to summarise the mid-year position in relation to health and safety.

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

**31/20 Board member training: Computing**

The Head of Curriculum for Computing joined the meeting and delivered a presentation to update Board Members on the activities within the Computing

curriculum area. Following the presentation, a question and answer session was held.

**32/20 Date, time and venue of next meeting**

The next meeting of the Corporation Board will be held on 28 April 2020, 5.00pm at Fleetwood Nautical College.

Approved by the Corporation Board on 28 April 2020