

**BOURNEMOUTH AND POOLE COLLEGE**  
**BOARD OF THE CORPORATION**

**PART A - MINUTES OF THE BOARD MEETING HELD ON 12 DECEMBER 2024**

<b>Members:</b>		
David Ford	Board Member and Chair of the Board	
Sue Wellman	Board Member and Vice Chair of the Board	
Caron Khan	Board Member	Apologies
Dan Tout	Board Member	
Ian Jones	Board Member	
John Dale	Board Member	
Sadie Wetherell	Board Member	Apologies
Saba Rubaei	Board Member	Apologies
Mike Kennedy	Board Member	
Sharon Jones	Board Member	
Rachel Trickey	Board Member	Apologies
Professor Elizabeth Mytton	Board Member	
Dr Neelam Parmer	Board Member	Via Teams
Kim Welsh	Board Member	Apologies
Philip Sayles	Board Member and College Principal & CEO	
Fran Bove	Staff Board Member	
Tara Faloon	Student Board Member (Further Education)	
Alistair Blockmore Wells	Student Board Member (Further Education)	Apologies
<b>In Attendance:</b>		
Sarah Hutchings	Chief Operating Officer	
Ali Leaverland	Vice Principal Curriculum	
Debbie Smith	Assistant Principal People and Students	
Antony Carr	Executive Director of HE & Skills	
Marianne Barnard	Director of Governance	

<b>PART A</b>		
<b>BOARD MEETING</b>		
012-2425	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Board Members: Saba Rubaei, Sadie Wetherell, Rachel Trickey, Caron Khan, Kim Welsh and Alistair Blackmore-Wells.</p> <p>The new Student Board Member - Tara Faloon, was welcomed to her first Board meeting.</p> <p>Dr Neelam Parmer (joining via Teams) was welcomed to first her first Board meeting.</p>	

013-2425	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest noted.	
014-2425	<b>PRINCIPAL'S REPORT</b>  The Principal presented the following points from his report:  <b>Strand 7: Sound Finances</b> <ul style="list-style-type: none"> <li>• The employers' National Insurance rise/threshold change would increase costs by circa £550k in a full year. The government had indicated that some support would be given, but it was not clear how much. The funds could come from the £300m additional funding for FE announced in the budget, however there was also a need to fund the growth in student numbers nationally, so it was uncertain if there would be any funds to cover other cost increases.</li> <li>• There was a separate £300m for estates and capital, however it was recognised that this wouldn't go very far between over 200 colleges nationally.</li> </ul> <b>Strand 4: Work in Strategic Partnership</b> Members of the Executive team, the SLT and Board Members had been involved in a range of external engagements and activities during the autumn term, including: <ul style="list-style-type: none"> <li>• Attendance at the AoC conference by the Principal, Chair of the Corporation, the Governance Professional, the Staff Board Member, the Chief Operating Officer and the VP Curriculum.</li> <li>• Attendance at the National Leadership College Forum in London by the Principal.</li> <li>• Attendance at the AoC Parliamentary Reception in London by the Principal, this event was also attended by three MPs from the BCP area.</li> </ul> <b>Strand 2: Shape our curriculum to meet need</b> <ul style="list-style-type: none"> <li>• There had been an increased rate of engagement with the college by industry professionals, and of student visits and projects out of college.</li> </ul> <b>Strand 1: Deliver High-Quality Education</b> <ul style="list-style-type: none"> <li>• It was noted that following the 'pause and review' of which level 3 courses would be defunded (which could have an adverse effect on student access to and progression through education), it was confirmed that many courses were being paused for defunding.</li> <li>• The College had been shortlisted for a national award in the annual Apprenticeship and Training Awards - for the Sunseeker partnership for semi-skilled boat builders, which had been recognised as one of the top four new initiatives in the country.</li> </ul> <b>RESOLVED:</b> The Board received and noted the report from the Principal.	
015-2425	<b>AUDIT &amp; RISK COMMITTEE – REPORT TO THE BOARD</b>  i) Report from the Audit & Risk Committee - Dan Tout/Sarah Hutchings	

	<p>The Chair of the Audit &amp; Risk Committee provided a summary of activity from the meeting held on 26 November 2024, which had included the following:</p> <ul style="list-style-type: none"> <li>Financial Statements 2023/24</li> </ul> <p>It was confirmed that following the review work by the External Auditors, there had been no changes to the numbers in the Financial Statements. The Board thanked the COO and the team for their hard work on this.</p> <ul style="list-style-type: none"> <li>Internal Audit Reports and Plan</li> </ul> <p>It was noted that the previous internal auditors TIAA had now completed their work with the college. The new auditors – Validera, attended their first meeting and they presented their plan for the agreed 25 days' work during academic year 2024/25, which covered:</p> <ul style="list-style-type: none"> <li>Risk Management</li> <li>Cyber Threat Report</li> <li>Audit &amp; Risk Committee Annual Report</li> <li>Board Member Training &amp; Skills Report</li> </ul> <p>ii) Part A Minutes of the Audit &amp; Risk Committee meeting held on 26 November 2024</p> <p>Part A minutes from the Audit &amp; Risk Committee meeting held on 26 November 2024 were received and noted by the Board.</p> <p><b>RESOLVED:</b> The Board received and noted the Audit &amp; Risk Committee Report.</p>	
016-2425	<p><b>AUDIT &amp; RISK COMMITTEE ANNUAL REPORT – 2023/24</b></p> <p>The Annual Report from the Audit &amp; Risk Committee 2023/24 was presented to the Board by the Chair of the Committee. This report summarised the activity of the Committee during the academic year 2023/24, including detail on the membership, confirmation of meetings held and detail on the business covered.</p> <p>The report recommended: <i>That the Corporation accepted the Audit &amp; Risk Committee's opinion that the Board of Corporation's responsibilities, as set out in the Statement of Corporate Governance and Internal Control contained in the draft Financial Statements for 2023/24, had been satisfactorily discharged.</i></p> <p>This was accepted and it was noted that this report would be filed with the ESFA alongside the College accounts.</p> <p><b>RESOLVED:</b> The Board reviewed and approved the Audit &amp; Risk Committee Annual Report 2023/24.</p>	
017-2425	<p><b>RISK MANAGEMENT</b></p> <p>i) College Risk Register</p> <p>The latest College and DfE Risk Registers were presented by the Chief Operating Officer. The following risk was noted and discussed by the Board:</p> <ul style="list-style-type: none"> <li>The DfE risk register relating to the building project at the Bournemouth Campus was noted. There had recently been a 4-</li> </ul>	

	<p>week delay on the new building and also an over run on the grade 2 listed building work. The DfE had confirmed that they had used up their full contingency, but the college was not currently aware on what impact this would have.</p> <p>It was noted that the College had looked at other funding options, such as lottery funding for the grade 2 listed building, however grants were normally applied for well in advance of work starting, which hadn't been possible for this project. It was also noted that college couldn't easily borrow money due to DfE rules since colleges came back into the public sector.</p> <p><b>RESOLVED:</b> The Risk Register items were received and discussed by the Board.</p>	
018-2425	<p><b>FINANCE &amp; RESOURCES COMMITTEE – REPORT TO THE BOARD</b></p> <p>i) Report from the Finance &amp; Resources Committee – Mike Kennedy/Sarah Hutchings</p> <p>The Chair of the Committee confirmed that one meeting had taken place during the autumn term on 26 November 2024. The meeting had covered the following:</p> <ul style="list-style-type: none"> <li>• Draft year end accounts 2023/24</li> <li>• Budget Update 2024/25</li> <li>• Latest Management Accounts</li> <li>• Confirmation on ESFA score – which continued to be Good</li> <li>• BPCSU Accounts</li> <li>• Insurance Schedule</li> <li>• Estates Update, including the DFE project, the Fulcrum site and the Poole roof repairs</li> </ul> <p>Board Members discussed whether the risk register needed updating following the National Insurance rises and possible risks around this in relation to the impact on some of the employers that the college worked with.</p> <p>It was agreed to progress the conversation between finance and curriculum. The Principal noted that the curriculum planning process that the COO and VPC had been running was making excellent progress.</p> <p><b>Action:</b> The Governance Professional would arrange a meeting between the Chair of the Curriculum and Finance committees with the VPC and the COO.</p> <p>It was noted that Board Members Sue Wellman and Ian Jones had completed a learning visit to the Engineering department. They had been very impressed with the engineering facilities and how they have been innovating and finding ways to increase business. However, it was noted that there were concerns that further capacity would need further investment.</p> <p>It was mentioned that the college had made investment to increase online learning capacity as demand was proving strong for our current suite of courses.</p> <p>ii) Minutes of the Finance &amp; Resources Committee meeting held on 26 November 2024</p>	Governance Professional

	<p>The minutes from the meeting held on 26 November 2024 were received and noted by the Board.</p> <p><b>RESOLVED:</b> The Board received and noted the report from the Finance &amp; Resources Committee.</p>	
019-2425	<p><b>ANNUAL REPORT &amp; FINANCIAL STATEMENTS 2023/24</b></p> <p>i) Annual Report and Financial Statements for The Bournemouth and Poole College 2023/24</p> <p>The COO presented the Annual Report and Financial Statements and it was confirmed that at the joint meeting of the Finance &amp; Resources Committee and the Audit &amp; Risk Committee held on 26 November 2024, the Annual Report and Financial Statements 2023/24 had been reviewed and discussed.</p> <p>It was confirmed that the accounts showed a £1m operating surplus, which was outstanding according to DfE financial assessment.</p> <p>The Board approved the Annual Report and Financial Statements for The Bournemouth and Poole College 2023/24. The Chair of the Corporation and the Principal and CEO confirmed that they had fully reviewed the document and following approval by the Board, these would be signed.</p> <p>Board Members noted that despite a number of challenges, the financial outcome was excellent, and it now allowed the college to invest in additional resource for students to meet need.</p> <p>ii) Report to the Audit Committee from the external auditors Alliotts</p> <p>The report to the Audit &amp; Risk Committee from Alliotts was received and noted.</p> <p>iii) Letters of Representation</p> <p>The Letters of Representation were received and it was agreed that these would be signed by the Chair of the Corporation.</p> <p><b>RESOLVED:</b> The Board approved and noted the items recorded.</p>	
020-2425	<p><b>FINANCIAL STATEMENTS – SUBSIDIARY COMPANIES</b></p> <p>The Board received the following Financial Statements for the Subsidiary Companies:</p> <p>i) Annual Report and Financial Statements for Southern Educational Facilities Management Ltd 2023/24.</p> <p>ii) Annual Report and Financial Statements for Southern Educational Professional Services Ltd 2023/24.</p> <p><b>RESOLVED:</b> The Board noted and approved the Subsidiary Company Annual Reports and Financial Statements.</p>	

021-2425	<p><b>MANAGEMENT ACCOUNTS</b></p> <p>The Chief Operating Officer presented the October 2024 Management Accounts for the College, the following points were noted:</p> <ul style="list-style-type: none"> <li>• At the end of October 2024 the college had a surplus of £1.5M in line with budget.</li> <li>• Income was £71K above budget.</li> <li>• Pay Costs were £37K below budget after allowing for the £350K vacancy factor and agency staff costs of £41K.</li> <li>• Capital expenditure had only been allocated for urgent requests, pending confirmation of the Poole roof costs.</li> </ul> <p>Student Numbers were noted and discussed:</p> <ul style="list-style-type: none"> <li>• 16-19 Classroom income was in line with budget and reflected the college's agreed contract of 2859 students. The final R04 submission for 2024/25 was just under 2900 students, against the plan of 2872.</li> <li>• Adult income was £81K below budget due to a shortfall on full cost commercial income of £78K.</li> <li>• HE Income was £13K below budget, as at the end of October 2024, there were 130 students against the plan of 154.</li> <li>• The college had enrolled 567 new apprenticeship students against the plan of 521 and there was further income to draw down as learner support numbers were confirmed.</li> </ul> <p><b>RESOLVED:</b> The Board received and noted the October 2024 College Management Accounts and the latest position on student numbers.</p>	
022-2425	<p><b>HUMAN RESOURCES COMMITTEE – REPORT TO THE BOARD</b></p> <p>i) A report from the Human Resources Committee – Sue Wellman/Debbie Smith</p> <p>The Chair of the Committee confirmed that the meeting had taken place on 19 November 2024. The following key points from the meeting were shared:</p> <ul style="list-style-type: none"> <li>• The roll out of the iTrent/MyHR system continued, improving efficiency and visibility for data to senior leaders.</li> <li>• The meeting had provided an opportunity for the first look at the new HR dashboards.</li> <li>• The conversation at the committee had focused on how the data would be used to support strategic activity.</li> </ul> <p>Board Members discussed the next steps for the project, including:</p> <ul style="list-style-type: none"> <li>• Recruitment and CV submission (moving this into an application form)</li> <li>• Onboarding activities</li> </ul> <p>Future activities could also include:</p> <ul style="list-style-type: none"> <li>• Payroll forecasting</li> <li>• Wellbeing metrics</li> </ul>	

	<p>ii) Minutes of the Human Resources Committee meeting held on 19 November 2024</p> <p>The minutes from the HR Committee meeting held on 19 November 2024 were noted and received by the Board.</p> <p><b>RESOLVED:</b> The HR Committee report and minutes were received by the Board.</p>	
023-2425	<p><b>STUDENT VOICE REPORT</b></p> <p>i) Report from the Student Board Members</p> <p>The new FE Student Board Member, Tara Faloon was introduced to the Board. She presented to the Board her story, including why she came to college, her initial experiences when she first visited to attend an open day and when she started her course. She talked about her tutors who provide excellent teaching and support and her plans for the future. She told Board Members about the Personal Development sessions where students had been getting support with their UCAS applications.</p> <p>ii) Student Parliament Event – 27 November 2024 – Verbal feedback from Sue Wellman and Tara Faloon</p> <p>The new initiative had recruited over 100 student group reps and created a Student Parliament of around 20 senior representatives, which had a first meeting on 27 November 2024. Sue Wellman and Tara Faloon had attended this session and they reported back on the excellent event. It was confirmed that an Action Plan from the event was in place.</p> <p><b>RESOLVED:</b> The Board received the Student Voice Updates.</p>	
024-2425	<p><b>CURRICULUM, QUALITY &amp; STANDARDS COMMITTEE – REPORT TO THE BOARD</b></p> <p>i) Report from the Curriculum, Quality &amp; Standards Committee</p> <p>The Chair of the Curriculum Committee confirmed that the meeting had taken place on 19 November 2024 and the following key points were noted:</p> <ul style="list-style-type: none"> <li>Curriculum areas</li> </ul> <p>There had been significant progress and a number of areas were now graded outstanding.</p> <ul style="list-style-type: none"> <li>Curriculum KPI's</li> </ul> <p>It was noted that the curriculum KPIs would be used in various committee reports throughout the academic year to measure college performance. They were ambitious KPIs which used the National Rate as a benchmark, where there was one.</p> <ul style="list-style-type: none"> <li>Support for SEND students</li> </ul> <p>It was confirmed that the college now had a SEND coach in post on a full-time contract. The post holder worked with teachers to help them improve inclusivity of SEND students and the impact being seen was very positive.</p> <ul style="list-style-type: none"> <li>Student Engagement and Enrichment</li> </ul> <p>The Enrichment work was noted and the Chair of the Committee confirmed a range of student events she's been able to attend and how she had seen</p>	

	<p>students confidently being able to present and articulate their ideas. There were some exciting projects including the Grow programme, enrichment activities, work with employers and the Turing scheme.</p> <p>i) Minutes of the Curriculum, Quality &amp; Standards Committee meeting held on 19 November 2024</p> <p>The minutes of the CQ&amp;SC meeting held on 19 November 2024 were received and noted.</p> <p><b>RESOVLED:</b> The Board received the Curriculum, Quality &amp; Standards Committee Report.</p>	
025-2425	<p><b>COLLEGE SELF-ASSESSMENT REPORT 2022/23</b></p> <p>i) Further Education Self-Assessment Report 2023/24 Including 'Meeting local Need' Self-Assessment</p> <p>It was noted that Board Members Professor Elizabeth Mytton and Sharon Jones had both attended the SAR event in November 2024. They reported that they had seen a robust and positive discussion, and that staff were thinking ahead. It was also noted that evidence of engagement with employers was excellent and that skills was central to so much that the college did.</p> <p><b>RESOLVED:</b> The College SAR was approved and it was confirmed that the report would be uploaded to Ofsted portal by the required deadline.</p>	
026-2425	<p><b>QUALITY IMPROVEMENT PLAN</b></p> <p>The VP Curriculum presented the latest college Quality Improvement Plan. The main actions had been captured from the SAR.</p> <p><b>RESOLVED:</b> The Quality improvement Plan was noted by the Board.</p>	
027-2425	<p><b>SAFEGUARDING &amp; PREVENT ANNUAL REPORT 2023/24 AND SAFEGUARDING AND CHILD PROTECTION POLICY 2024/25</b></p> <p>The Assistant Principal People and Students presented the Safeguarding &amp; Prevent Annual Report 2023/24 and this was approved by the Board.</p> <p>The Safeguarding and Child Protection Policy 2024/2025 was approved by the Board, following the recommendation from the Curriculum, Quality and Standards Committee.</p> <p><b>RESOLVED:</b> The Safeguarding &amp; Prevent Annual Report 2023/24 and the Safeguarding and Child Protection Policy were both received and approved.</p>	
028-2425	<p><b>GOVERNANCE ITEMS</b></p> <p>The following items were presented to the Board:</p> <p>i) To review and approve the Part A minutes of the Board Meeting held on 17 October 2024: Approved</p> <p>ii) To receive the minutes of the Search &amp; Governance Committee held on 21 October 2024</p>	



	<p>The minutes were received and the following recommendations were considered:</p> <ul style="list-style-type: none"> <li>• A recommendation from the External Board Review was to reflect on the arrangements for terms of office, to enable Board Members to routinely to serve for a longer period overall. The S&amp;GC had reviewed the benchmarking which confirmed that the sector norm was for an initial term of office of four years, with the option to extend for a second term. The committee proposed the 2 x 4-year appointment which was approved by the Board. It was noted that for Board Members currently in post, there would be no change to their appointment/term of office, however adjustments could be made on re-appointment, to allow existing Board Members to serve for the standard eight years. It was also agreed to set a 12-year maximum limit, where retaining an individual would be beneficial.</li> <li>• Following the External Board Review, it was recommended that the Staff Board Member term of office be extended to three years and that one additional Staff Board Member should be recruited in the new year 2025. This would mean that in future, there would always be two Staff Board Members in post.</li> </ul> <p>These recommendations were approved by the Board.</p> <p>iii) To review the External Board Review Action Plan The External Board Review Action Plan was presented to the Board and it was confirmed that actions continued to be worked through.</p> <p>iv) To approve the Code of Good Governance Compliance Review It was noted that the new Code had been launched and adopted by the college in the autumn term 2023. This review recorded evidence and this would continue to be collated, recorded and monitored via the Search and Governance Committee.</p> <p>v) Governance SAR data Board Members noted the key governance data for 2023/24, including Board and Committee attendance levels for the college which were above the national benchmark data (89% at BPC against the sector average 82%).</p> <p>vi) To record the following Board Approvals (via the GVO):</p> <ul style="list-style-type: none"> <li>• Poole Roof Tender</li> <li>• Software Agreement Renewal</li> </ul> <p><b>RESOLVED:</b> The governance items were noted and approved as recorded above.</p>	
029-2425	<p><b>STRATEGIC DISCUSSION</b></p> <p><b>Proposed Strategic Targets Jan 2025 - June 2026 and operational KPI's</b></p> <p>The Strategy to 2030 had been set, including short-term goals for 2024-2025. The Board were asked to consider and approve the new targets which</p>	

	<p>provided refreshed strategic clarity and ambition in order to capitalise on the colleges recent progress. The new targets were for an 18-month time window which would take the college up to the end of the 2025-26 academic year and completion of the campus rebuild at Bournemouth.</p> <p>The strategic goals proposed were themes drawn from the strategic sessions held during the autumn term 2024 at the Board Strategic event, SLT and Curriculum Strategy sessions, while some were updated versions of continuing activities. If agreed by the Board, they would be developed into precise, time-based targets, with responsibilities assigned, using the Executive Strategy Progress Grid.</p> <p>It was noted that the longer term aims within the Strategy to 2030 remained in place, although these would be re-visited later in 2025.</p> <p>The Board discussion focused on Strand 1: Deliver High-Quality Education and the importance of improving the digital learning experience for all college students.</p> <p>Board Members discussed how digital was an area that could facilitate growing student numbers, cover a greater geographical area, generate more income and develop skills for more individuals.</p> <p>Adult funding was discussed and it was noted that there were geographical restrictions around adult funding. It was agreed that currently for the college there should be a strong focus on the local market and skills needs.</p> <p>The college currently had a good digital offer in the classroom, however it was recognised that this could be improved. Some current issues included:</p> <ul style="list-style-type: none"> <li>• Reliability of a minority of digital devices (capital funding limitations)</li> <li>• A minority of staff lack sufficient skills and confidence in digital</li> <li>• Most curriculum areas need to retain some practical/ in-person delivery</li> <li>• Students have different needs</li> </ul> <p>The digital delivery of English and maths was discussed. It was noted that nationally there were a range of online learning solutions available. It was noted that for GCSE English and maths, the funding required face to face lessons, but options to incorporate more digital offering and gamification was important. It was identified that there was a requirement to move the delivery of teaching at the college into an increasingly digital format, which was more relevant for many young people.</p> <p>Board Member Dr Neelam Parmer commented on the value and importance of student feedback around this subject and it was agreed that this would be explored further.</p> <p>Board Members asked which colleges were doing a lot of digital/online delivery and it was reported that there were many colleges and other providers delivering online courses. Commercially, the college would not deliver anything that wasn't profitable and it was agreed that the college would focus on improving what the college was doing using a digital offering, rather than chasing a wider audience.</p>	
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030-2425	<b>ANY OTHER BUSINESS</b>  No items of any other business were noted.	
031-2425	<b>EVALUATION</b>  It was confirmed that the online meeting evaluation form would be circulated following the meeting, for completion by Board Members.	
032-2425	<b>DATE OF NEXT MEETING</b>  The next meeting would be held on Thursday 27 March 2025, 16.00-19.00 at the Bournemouth Campus, followed by dinner with the SLT group in the Escoffier Restaurant.	
033-2425	<b>CONFIDENTIAL ITEMS</b>  Confidential items were noted in Part B of the minutes.	