

MINUTES



BOLTON COLLEGE BOARD

Minutes for the meeting held on Tuesday 11 February 2020 (PART A)

Time: 5.00pm

Venue: Boardroom

Members present:

Dr Andrew Roberts (Chair)
Mr Andrew Fawcett (Vice Chair)
Ms Rebecca Davison
Mrs Kate Flood
Mr Luke Jones
Mr Josue Losasa
Dr Sue Lomax
Ms Stephanie Nixon
Mr Roger Peet
Mr Tony Unsworth
Dr Gill Waugh
Mr Bill Webster (Principal)

In Attendance:

Mr Mark Burgoyne
Ms Tracy Clarke (Director of MIS)
Ms Joanne Green (Director of Quality)
Ms Fatema Hussein (Clerk)
Ms Jane Marsh (Director of HR)
Mr Tim Openshaw (Assistant Vice Chancellor, Planning & Student Experience) (UoB)
Ms Kate Wallace (Director of Apprenticeships)
Ms Karen Westsmith (Director of Adult & Higher Education)
Mr Garry Westwater (Director of Finance)
Mrs Patricia Foster (Secretary)
Miss Deborah Bradburn (Group Governance Manager)

1. SECTION A - BUSINESS MATTERS

1.1 WELCOME TO MEMBERS

The Chair welcomed everyone to the meeting, which commenced at 5.05pm. He confirmed that the meeting was quorate.

Mr Josue Losasa was welcomed to the meeting as the newly elected Student Governor.

It was **RESOLVED** that the minutes be received as detailed.

1.7 (ii) Standards & Performance Committee of 22 January 2020

Members received the minutes of the meeting held 22 January 2020.

The following points were highlighted:-

The Quality Improvement Plan had prepared the College well for future developments (in particular, preparation for T Levels, a continued drive to improve English and Maths, and the development of pastoral support for adult learners).

A short Ofsted Inspection of Apprenticeship Provision had taken place on 29-30 January 2020. Mr Andrew Fawcett had (along with Professor HH William Morris) met with the Ofsted Lead Inspector and he reported that the questioning had been very learner-focused with questions regarding the intent and impact on learners and the ways in which success was measured, rather than on the data. The Ofsted Inspection had concluded that the University continued to be a good provider of apprenticeships .

It was **RESOLVED** that the minutes be received as detailed.

2. SECTION B

This had been issued in November 2019 to replace several existing templates (Financial Plan, Financial Record; Cash flow for debt servicing; and Cash flow template) in an attempt to improve monthly profiling and income & expenditure reporting and in response to a number of high-profile sector failures.

The College intended to complete the IFCM by 28 February 2020 as required and to submit forecasts numbers for FY2020/21 and FY 2021/22

A formal budget report for 2020/21 would be prepared for the Resources Committee/Board to consider in June 2020 as per previous years.

It was noted that:

The IFMC was extremely complex, and since the November 2019 launch, the ESFA had issued five updates of the IFCM in order to correct numerous errors

Due to the complexity and ongoing flaws with the IFCM, the ESFA intended to issue a version on 6 February 2020 with the formulae and links unprotected, for ease of completion

Concerns from a number of colleges and other organisations had been raised regarding the flaws (including concerns regarding the timing and burden on staff), and a response from the ESFA was awaited

Governor Questions

The timescale for submission was extremely tight how would this be achieved and how would Governors be given sufficient time to scrutinise the detail before submission?

- The College had no option but to attempt to meet the deadline. Governors were required to assure themselves that the financial health criteria were being met, but were not expected within such a short timescale to check all the figures contained within the submission

As the Board had previously approved the budget and financial forecast for the next two years, could these figures be submitted?

- This was an option a forecast for the remainder of 2019/20 could be submitted together with the existing budget forecasts for the remaining two years; alternatively, the Board may wish to hold a Special Board Meeting to review and approve the revised submission data.

Did the current forecasts include additional planned recruitment?

- No, as at the time it was not known that this was required. There were also other such as new rates, pension costs, community education contracts etc.

What would happen if the data submitted was significantly inaccurate?

- The Territory Management Team of the ESFA would have a dialogue with the College.

Should a strong message from the Board be sent to confirm that the Board was unhappy with the process?

- The Clerk informed Members that they could, if they wished, raise any concerns with the ESFA regarding the flawed model but that this should be done sooner rather than later.

Governors expressed concern that the College was being asked to submit data for the next two years without having had proper discussions regarding demographics, capital expenditure etc.

The University Assistant Vice Chancellor (Resources) commented that in his view the model was flawed and felt it would be useful to see the full guidance from the ESFA, and be guided by that.

Following a discussion, it was **RESOLVED** that:-

- (i) the ongoing issues with the IFCM process be noted;
- (ii) approval be given to delegating authority to the Chair of the Resources Committee and another committee member to meet with the Principal (Accounting Officer) and the Executive Director of Finance to review the data to be submitted
- (iii) Board to approve the IFCM on or before 28 February 2020 after receiving assurance from members of the Resources Committee
- (iv) The IFCM would be returned with the College detailing in each Financial Year (FY) for 2019/20, 2020/21 and 2021/22 the following:
 - Break-even or an operating surplus with satisfactory cash flow in each financial year;
 - No banking covenants breached in any financial year; and
 - ESFA Financial Health Grade of _____ d in each financial year

2.3 COLLEGE PERFORMANCE TARGETS 2019/20

The Director of MIS presented an overview of the achievement rates for the College across different categories of funding for 2018/19, together with previous years for comparison. The following points were highlighted:-

The achievement rate for 2018/19 was 87.6%, an increase of 3.7% on the previous year and the highest achievement rate for class-based adults and young people combined in the last ten years.

The following targets for 2019/20 were proposed in the report:

- (i) With regard to Class-based Adults and Young People, a target of 89% achievement for 16-18 provision and a target of 88% for adults.
- (ii) With regard to Apprenticeships, a target of 70% for apprenticeship overall achievement and a target of 64% for timely achievement.
- (iii) With regard to Community Learning, a target for accredited provision of 88% (in line with the College AEB proposed target), and a target of 94% achievement for the non-accredited element.
- (iv) With regard to HE, an achievement target of 83%.

It was **RESOLVED** that:-

- (i) the achievement performance for 2018/19 be noted; and
- (ii) the recommended draft targets for 2019/20 as detailed above be approved.

2.4 SAFEGUARDING REPORT

The Director of Human Resources presented the Annual College Safeguarding Report for 2018/19 together with the plans for 2019/20.

The following points were highlighted:

The College was fully committed to the safeguarding of all students but had

difficulties/disabilities who required/received additional services or support from external agencies).

Three key policies and procedures were in place (and reviewed on an annual basis), designed specifically to protect these particular groups:

- Child Protection and Safeguarding Children (0-18) Policy & Procedures
- Safeguarding Adults at Risk Policy & Procedures
- Abuse of Trust Policy.

The lead Governor for safeguarding was Dr Sue Lomax.

The College continued to provide safeguarding training to staff, including training on legislative updates, signs and symptoms of abuse (including radicalisation), on-line risks and responding to concerns.

During 2018/19, the number of safeguarding referrals had decreased from 310 (in the previous year) to 300.

The College continued to offer the University and the Anderton Centre access to College training and CPD opportunities and to meet informally as required.

The College had launched a new Wellbeing for Learning and Life Strategy to support the work of the safeguarding team and other College welfare and academic teams.

A new ACE (Adverse Childhood Experiences) Awareness Training programme would be launched during 2019/20 to allow staff to gain a deeper understanding of how trauma can affect learning and health.

The PREVENT training was available on-line and the link would be shared with Governors.

The Chair suggested that it would be useful to provide British Values training to Governors at the next Governor Strategic Planning & Training Day on 24 March 2020.

Governor Questions

The range of training provided to staff was significant and how did this meet the target set by the College?

- The College had a rolling programme of training, including face-to-face training backed up by on-line training programmes. College would continue to ensure its staff were supported by means of relevant training.

Did the College have the correct infrastructure in place to deal with the 300 safeguarding referrals?

- This involved a lot of work and was resource intensive. Going forward, it may be necessary to revisit resource requirements in order to free up staff to deal with the more complex cases

IT Infrastructure and WIFI

It was noted that the Student Governors had raised the issue of the College IT infrastructure and WIFI, which they felt could be improved and which would then in turn

The Chair reassured the Student Governors that the College was aware of the issues and was working to find ways to make improvements.

4.1 RESERVED BUSINESS MINUTES

Agreed that: the minutes are approved as a correct record.

4.2 MATTERS ARISING FROM THE MINUTES

Discussed under reserved business.

5. SECTION E FUTURE MEETINGS

5.1

The dates and times of future meetings were noted as follows:-

Tuesday 10 March 2020 at 5.00pm (Resources Committee)

Thursday 12 March 2020 at 5.00pm (Audit Committee)

Tuesday 17 March 2020 at 2.00pm (Standards & Performance Committee)

Thursday 24 March 2020 at 5.00pm (Board of Governors)


5.2

23 September 2020 6.00pm - 8.30pm.

5.3 Group Christmas Meal

Wednesday 16 December at 7.00pm.

The Chair thanked members for their attendance and the meeting closed at 6.50pm



Date: 30 June 2020