



MINUTES

BOLTON COLLEGE BOARD

Minutes for the meeting held on Tuesday 28 June 2022 –

and Mr Andrew Fawcett (Vice Chair of Board and Chair of Audit Committee and Remuneration Committee) should continue beyond their final period of office in order to facilitate appropriate succession planning that would enable the College to revert back to a standard period of tenure.

It was **RESOLVED** that the Board approve the re-appointment of the following Board Members for a second and final period of tenure from 1 September 2022 as stated:

University of Bolton Nominated Members:

- (i) Dr Gill Waugh and Mr Tony Unsworth on a reduced tenure of two years from 1 September 2022 to 31 August 2024.
- (ii) Dr Andrew Roberts (by exception) for an extended tenure of five years from 1 September 2022 to 31 August 2027.

Bolton College Independent Members:

- (iii) Ms Stephanie Nixon on a reduced tenure of two years from 1 September 2022 to 31 August 2024.
- (iv) Mrs Sue Lomax, Mrs Kate Flood and Mrs Gulnaz Brennan for a further tenure of four years from 1 September 2022 to 31 August 2026.
- (v) Mr Andrew Fawcett (by exception) for an extended tenure of five years from 1 September 2022 to 31 August 2027.

(Dr Andrew Roberts, Dr Gill Waugh, Mr Tony Unsworth, Mrs Kate Flood, Mr Andrew

Chair - Dr Andrew Roberts

Dr Andrew Roberts had been appointed as Vice Chair from 18 March 2015 to 10 May 2016 and as Chair from 11 May 2016 to 31 August 2017, 1 September 2017 to 31 August 2020 and 1 September 2020 to 31 August 2022.

Vice Chair - Mr Andrew Fawcett

Mr Andrew Fawcett had been appointed as Vice Chair from 22 June 2016 to 31 August 2017, 1 September 2017 to 31 August 2020 and 1 September 2020 to 31 August 2022.

In accordance with the process to appoint the Chair and Vice Chair as detailed in Section 4 of the Standing Orders, nomination forms for both positions had been issued to all Members of the Board. At the close of the nomination period on 10

The minutes of the meeting held 5 April 2022 had been previously circulated to Members for consideration.

It was **RESOLVED** that the minutes be approved as a correct record and authorised for publication (Part A).

1.7 MATTERS ARISING FROM PREVIOUS MINUTES

An update was provided on the Rainbow Flag Award. The College had renewed its effort from September 2021 to review the six quality standards and had achieved two standards 'Skilled Teacher' and 'Inclusive Curriculum'. More information was included in the Principal's Report.

It was **RESOLVED** that the matters arising be noted.

1.8 MINUTES (SUB-COMMITTEES):

(i) Resources Committee of 7 June 2022

Members had received the minutes of the meeting held 7 June 2022

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

(ii) Audit Committee of 9 June 2022

Members had received the minutes of the meeting held 9 June 2022

The Audit Committee had agreed to defer the T Level review to 2023/24 and undertake the business continuity review in 2022/23.

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

2. SECTION B - COLLEGE MATTERS

2.1 PRINCIPAL'S REPORT

The Principal presented the seventeenth report under the 'Designated Institution' Bolton College, which provided an overview of key issues. He highlighted the following points:

Coronavirus (COVID-19) Update:

The number of cases had increased over recent days. Tests remained available at the College, although there were few. Staff and students had been advised to source their own tests if they developed symptoms.

Section 28 Review:

The ONS would undertake a review regarding the potential re-classification of FE colleges as 'public sector' organisations. If re-classified this would lead to colleges being unable to take on debt or build up cash reserves. It was unclear at this time how this would affect the College as a Designated Institution.

Staffing:

There were recruitment concerns in specific areas ie. construction, digital and healthcare. There was a possible route for clinician support within healthcare on a case-by-case basis.

GCSEs:

The GCSE examinations posed a logistical challenge, with over 1000 learners in each exam and over 300 learners that had additional support requirements.

Attendance:

Attendance had been stubborn with learner non-attendance that would be reviewed in more depth. There had been a demonstrable positive impact with the appointment of a new Head of English, Maths and Digital. COVID-19 had had an impact on learner behaviour, however the College aimed to return to the position it was at pre-COVID.

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2.3 FINANCIAL UPDATE - LOAN COVENANTS, BUDGET 2022/23 AND FORECAST 2023/24

The Executive Director of Finance presented the Financial Update and Loan Covenants, the following key points were highlighted:

- x ESFA intended to adjust the suite of proposed new financial health ratios and introduce changes to the process where the autoscore may not fairly reflect the underlying financial health of an institution or the level of financial risk to which it was exposed.
- x The Operating Surplus for 2022/23 was set at £0.5m and ensured covenant compliance and maintained an 'Outstanding' financial health grade.
- x Cash was in a strong position but there would be demand on it in the future due to the T Level New Build (Waves 3 & 4) and the repayment of the smaller loan facility.

Governor Questions:

Of the £900k uplift in pay, how much of this uplift is assigned to pay award, living wage and additional T Level delivery?

The Living Wage had increased from £9.50 to £10.00 which was an increase of circa. £40-50k with T Level delivery circa. £400-500k that was dependent on recruitment.

Is there any intelligence on pension liabilities?

The College was expecting to receive parameters and assumptions shortly. Predictions could not currently be made as figures were still to come from the GMPS.

It was **RESOLVED** that the Budget for 2022/23 was approved.

2.4 COLLEGE STRATEGIC AND OPERATING PLAN

The Principal presented the College's Strategic & Operating Plan f2n 4MCID 1.29 0 Td-1.57 TdNGI-e

Governor Question:

Should the ONS potential reclassification be a reportable event and included on the College and Group risk register?

The College will put this through the potential reportable events process.

It was **RESOLVED** that the College KPI Dashboard be noted.

2.6 MATHS AND ENGLISH UPDATE

The Director of Curriculum, Employer and Learning Support presented the Maths and English update noting the following key points:

- x The intensive support period had come to an end with a positive impact made in planning for the next academic year.
- x The English and maths team held an away day and the positive leadership had shown a demonstrable impact.

The Board acknowledged the effort made which had resulted in tangible improvements following decisive action taken in the area.

It was **RESOLVED** that the English and maths update be noted.

2.7(i) STUDENT PROTECTION PLAN

The Director of Curriculum & Quality presented the Student Protection Plan for 2022/23 which contained minor updates from the previous version made in relation to the limitations identified. The plan is only pertinent for the HE provision for College students.

It was an OfS condition of registration that HE registered providers published an annual Student Protection Plan on their website. The purpose of the Plan was to ensure that students could continue and complete their studies, or could be compensated if this was not possible.

It was **RESOLVED** that the Student Protection Plan be approved.

2.7(ii) ACCESS & PARTICIPATION STATEMENT

The Director of Curriculum, Employer & Learner Support presented the Access and Participation Statement (APS) 2022/23.

The OfS required HE providers to have an approved Access & Participation Plan (APP) if they were registered in the 'Approved' (fee cap) category of the register and wished to charge above the basic tuition fee cap for 'qualifying persons' on 'qualifying courses'.

As the College was not registered in the 'Approved' category, it was not required to produce

2.8* STARRED ITEMS

(i) FINANCIAL REGULATIONS

Members had

ACTION:

- x Presentation to be circulated to Board Members.
- x Additional Board training session in September focused on Ofsted expectations.

4.1 MEETING EVALUATION

Members noted that the meeting structure was right and that the Executive Team highlighted key areas and issues. A reduction in the size of Board packs and mode of circulation would be reviewed.

Members noted that Student Governor, Miss Rameen Ambar, would shortly be leaving the College. Miss Ambar was thanked for her contribution to the Board during her period of office.

(All Members and Officers save for Independent Members left the meeting at 6.30pm)

4.2 Reserved Business Minutes

4.3 Barclays Loan Covenant Variation : Operating Leverage

4.4 Section 28 Follow Up Review

5. SECTION E – FUTURE MEETINGS

5.1 Governors' Meetings

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

Board Meeting - Tuesday 8 November 2022 at 5.00pm

Committees -

Search & Governance - Wednesday 21 September 2022 at 3.00pm

Remuneration – Wednesday 21 September 2022 at 4.00pm

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