



MINUTES

BOLTON COLLEGE BOARD

Minutes for the meeting held on Tuesday 2 May 2023 – (PART A)

Time: 5.00pm

Venue: Boardroom / Video Conference

Members present:

Dr Andrew Roberts (Chair)

Mr Andrew Fawcett (Vice Chair)

Dr Adrian Brooks

Prof. George Holmes

Mrs Kate Flood

Mr Tom Martin

Dr Tony Unsworth

Mr Michael Walker

Ms Sharon White

Mr Chris Ball

Dr Gill Smallwood

Dr Bill Webster (Principal)

In Attendance:

Engagement)

irmed that the

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed. Standing declarations were noted particularly in relation to the University of Bolton reciprocal governance arrangements and also paid positions.

A declaration of interest was noted for the Clerk to the Board (Item 2.7(iii) – Conflict of Interest Policy).

1.4 REQUEST FOR AN ITEM TO BE UNSTARRED

Members were reminded that starred items on the agenda would be taken as read rather than being presented. However, Members could ask questions of the report author, or ask for any item to be unstarred for full discussion.

There were no requests for items to be unstarred for discussion.

1.5* MINUTES OF PREVIOUS MEETINGS:

Minutes of the Meeting held 7 February 2023 - general publication

The minutes of the meeting held 7 February 2023 had been previously circulated to members for consideration. The Clerk to the Board noted an amendment to the minutes to include Mr Chris Ball as in attendance at the meeting.

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

1.6 MATTERS ARISING FROM PREVIOUS MINUTES

Members had received a summary of actions arising/outstanding from previous meetings, noting that all actions had been completed.

It was RESOLVED that the matters arising be noted.

1.7 MINUTES (SUB-COMMITTEES):

1.7 (i) Standards & Performance Committee of 15 March 2023

Members had received the minutes of the meeting held 15 March 2023.

Members of the Standards and Performance Committee informed the Board that extensive discussions had taken place around key strengths and weaknesses, the progress made in relation to English and maths and the intensive support action plans.

Committee Members were content that staff were adequately prepared for Ofsted with those preparations continuously revisited via an action plan. There had been extensive sector focus on safeguarding themes. It was discussed that the College may want to consider an external review of safeguarding.

ACTION:

- Senior Management Team to consider an external review of safeguarding.
- Section 175 of the Education Act 2022 to be sent to Dr Gill Smallwood.

It was RESOLVED that the minutes be received as detailed.

1.7 (ii) Resources Committee of 23 March 23

Members had received the minutes of the meeting held 23 March 2023.

The Resources Committee had completed a 'deep dive' into the matters for consideration that would also be considered under the Board agenda. It was acknowledged that the reports were clear and detailed with appropriate challenge provided.

From the 'out of funding' learners reported at the last Board meeting, around 40 are still active from the initial 95. The best case for achievement was 76%, the 'out of funding' learners would reduce that achievement rate to 72%.

Is there a financial detriment to the College due to the deferment of the T Levels?

The funding for a Level 3 programme is £1,500 less than for a T Level. However, the most important thing is the reputational damage this has caused to T Levels and the College. The parents and carers of the learners enrolled onto the T Level courses had been invited into the College and provided with a full explanation of the current position and to discuss alternative options. All learners have been secured onto alternative Level 3 programmes.

Are those staff on long-term sickness in business-critical areas?

The level of long-term sick is decreasing with relatively small numbers on very long-term sickness which is being managed.

It was RESOLVED that the Principal's Report be noted.

2.2 FINANCIAL UPDATE INCLUDING LOAN COVENANTS

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

- The College continued to report a deficit position of -£500k. This would mean that the College would not pass the banking covenants and may alter the College ESFA financial health grade to 'Good'.
- The Principal and Executive Director of Finance met with the Vice-Chancellor, Assistant Vice Chancellor (Resources) and Barclays bank. The meeting was held on 21st May 2018.

2.3 ANNUAL ACCOUNTABILITY STATEMENT

The Assistant Principal of Curriculum and Stakeholder Engagement presented the Accountability Statement and outlined the following key points:

- The accountability statement had emerged following recent government reforms to transform further education. It was a two-part document that set out the overall expectations of providers in return for DfE funding.
- The statement allowed colleges to establish focused planning related to mission and strategic aims, what and how colleges intended to deliver provision to support local, regional and national needs.
- The DfE guidance stated that the accountability statement would not be used or assessed in any way.

Governor Questions:

Who will see the accountability statement?

The statement will be publicly available and published on the College website.

What is the deadline for submission of the statement?

The deadline for submission is 31

2.5 MATHS AND ENGLISH UPDATE

The Assistant Principal of Curriculum, Stakeholder and Student Services presented the Maths and English Update. The following key points were highlighted:

2.7* STARRED ITEMS

(i) HR STRATEGY / PEOPLE STRATEGY 2024/26

Members had received and reviewed the HR Strategy (People Strategy).

It was RESOLVED that the HR Strategy (People Strategy) 2024/26 be noted.

(ii) COMMONALITY OF INTERESTS POLICY

4.1 MEETING EVALUATION

Board Members confirmed that the meeting was informative, supportive and provided adequate challenge when needed. Board Members were confident that critical issues were sufficiently reported on.

(All Members and Officers save for Independent Members left the meeting at 6.32pm)

5. SECTION E – FUTURE MEETINGS

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

Board Meeting - Tuesday 27 June 2023 at 5.00pm

Committees -

Resources – Tuesday 6 June 2023 at 5.00pm

Audit – Wednesday 14 June 2023 at 5.00pm

Standards & Performance – Tuesday 20 June 2023 at 2.00pm

Search & Governance – Tuesday 20 June 2023 at 5.00pm

The Chair thanked Members for their attendance and the meeting closed at 6.37pm

Chair's Signature:

Date: 27 June 2023