

# MINUTES

## BOLTON COLLEGE BOARD

Minutes for the meeting held on Tuesday 30 June 2020 (PART A)

**Time:** 5.00pm

**Venue:** Video Conference

**Members present:**

Dr Andrew Roberts (Chair)  
Mr Andrew Fawcett (Vice Chair)  
Ms Rebecca Davidson  
Mrs Kate Flood  
Mr Dave Haslam  
Professor George Holmes DL  
Dr Kondal Kandadi  
Mr Josue Losasa  
Dr Sue Lomax  
Ms Stephanie Nixon  
Mr Tony Unsworth  
Dr Gill Waugh  
Mr Bill Webster (Principal)

**In Attendance:**

Mr Mark Burgoyne (Deputy Principal)  
Miss Deborah Bradburn (Group Governance Manager/Clerk)  
Ms Jane Marsh (Director of HR)  
Mr Tim Openshaw (Assistant Vice Chancellor, Planning & Student Experience) (UoB)  
Mr Tony Unsworth (Assistant Vice Chancellor (Resources) (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)

**1. SECTION A**



## 2. SECTION B - COLLEGE MATTERS

### 2.1 REPORT

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

#### Coronavirus (COVID-19)

The College had continued to deliver teaching remotely online with student engagement at 55%.

The Government had recently advised that schools and colleges could commence a gradual reopening to targeted groups of students from 22 June 2020. Members were aware that the College had been consistent in its message that it would begin reopening only when it was safe to do so. The College had, therefore, re-opened on 15 June 2020 following detailed preparations, including the development of comprehensive risk assessments, site reviews and preparation, PPE restocking, and appropriate consultation with local union branches.

The reopening had been limited to learners who needed to complete final practical assessments or who required specific access to College facilities. There would be a maximum of approximately 150 learners and 50 staff members on the main site across the three buildings and staff not directly involved with these learners would continue to work from home and deliver online teaching to the remaining learners.

Work was also progressing for the new academic year, based on 2m or 1m social distancing guidelines, but with around 50% of delivery initially. The reopening wlyColleg-W\* 0 G [(m)

The reopening had gone smoothly and would continue to be carefully monitored. The Principal thanked all staff involved in the reopening for their efforts, particularly with a 8-1 reW\*n34 67-73Principal presented the

would also fit well with the continued success of the Educational Technology Team and the Ufl funded project working in close collaboration with IBM Research.

#### Community Hubs and Contract

Discussions with the Council were ongoing to review the community learning contract which would reach its twenty year agreement to end in 2022. The options included renewal, or the preferred route of taking over the

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

## **2.2 BUSINESS CONTINUITY PLAN**

The Vice Principle presented the Critical Incident Plan which set out the approach to recovery and business continuity from a wide range of scenarios. The Plan had been reviewed by the Audit Committee at its most recent meeting.

The Plan was an embedded plan which linked to other key documents including the Health & Safety Policy and the Risk Register. It highlighted potential incidents and the immediate actions to be followed in the event that they occurred. The actions were designed to minimise disruption, injury and loss whilst recognising that during and following a real incident, actions may need to be adapted accordingly.

The Plan would shortly be updated to incorporate any COVID-19 related matters.

### **Governor Questions:**

Should there be a reference in the Plan to communication with Board members in the event of a critical incident?

- This would be included in the updates to the Plan. The current version included communication with the Chair of the Board but not the broader membership.

How did the Plan dovetail with the reportable incident process for the Office for Students (OfS)?

- The SMT agendas had recently been updated to include reportable events and group incident reporting as a standard item.

### **ACTION:**

**Members to provide further feedback/comment on the Business Continuity Plan to the Clerk.**

It was **RESOLVED** that the Business Continuity Plan be noted.

What measures would be put in place for returning learners in order to help them catch up with missed learning?

- The approach to this would include a number of different actions depending on the students' ability to gain access to online facilities. A number of students had been provided with equipment to assist with access, including laptops, dongles etc . The College would ensure that any gaps in learning were addressed on a one-to-one basis with students and that assessments were taken forward as planned.

**ACTION:**

**Board to be updated on a regular basis with regard to learner progress via the Standards & Performance Committee Principal and Deputy Principal to discuss further.**

Two members of staff had tested positive for COVID-19 and hospitalised and a small number of other staff had experienced symptoms without formal diagnosis (and had been following the relevant health and safety advice). The College had not experienced a spike in sickness absence during

Members received for information the College KPI Dashboard, which detailed the key sustainability indicators and a range of other indicators, which had been selected based on the areas to be monitored by the ESFA.

The Dashboard had been updated following discussion at the Resources Committee and would be presented to the University Board on 7 July 2020.

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

## **2.7 STUDENT PROTECTION PLAN AND ACCESS & PARTICIPATION PLAN**

The Director of Adult & Higher Education presented the Student Protection Plan (SPP) and the Access & Participation Plan (APP).

### Student Protection Plan

The SPP set out what students could expect to happen in the event of a course, campus, or institution closure in order to ensure that students could continue and complete their studies, or receive compensation where continuation was not possible.

It was a requirement that all higher education providers registered with the OfS must have a SPP in place, approved by the OfS.



- (ii) **The photo in the APP would be updated to show a more recent version of the Manual (Director of Adult & Higher Education).**

Subject to the minor amendments as detailed, it was **RESOLVED** that the Student Protection Plan and the Access &





- *Up to 2 Co-opted members who are not Board members. These will be persons of established standing, reputation and integrity in the community which the college serves.*

The Search and Governance Committee had, at its meeting held 23 June 2020, agreed that a recommendation should be made to the Board for the President & Vice Chancellor of the University to become an ex-officio member of the Search and

## **Careers Strategy**

The draft Careers Strategy being developed by the Executive Team was a very important document particularly in the current operating context where students faced particular challenges in progressing into employment. It was proposed that in order to accelerate the process, the Careers Strategy be circulated to Board Members for adoption by written procedure.

It was **RESOLVED** that the draft Careers Strategy be circulated for adoption by written procedure.

**(All Members and Officers save for Independent Members and Executive Finance Director left the meeting at 6.23pm)**

### **4.4 RESERVED BUSINESS MINUTES**

## **5. SECTION E FUTURE MEETINGS**

### **5.1**