

# MINUTES

## **BOLTON COLLEGE BOARD**

**Minutes for the meeting held on Tuesday 10 November 2020 – (PART A)**

**Time: 5.00pm**

**Venue: Via Zoom Conference Call**

### **Members present:**

Dr Andrew Roberts (Chair)  
Mr Andrew Fawcett (Vice Chair)  
Dr Chris Ball  
Mrs Gulnaz Brennan  
Ms Rebecca Davidson  
Mrs Kate Flood  
Mr Dave Haslam  
Professor George Holmes DL  
Dr Kondal Reddy Kandadi  
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 Garry Westwater (Executive Director of Finance)  
Mrs Patricia Foster (Secretary)

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## **1.2 APOLOGIES FOR ABSENCE**

An apology for absence had been received from Mr Josue Losasa.

## **1.3 DECLARATIONS OF INTEREST**

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.

Interests were noted from Mrs Kate Flood (Item 4.1 of the agenda – Membership) and from staff members, Mr Bill Webster, Mr Mark Burgoyne and Ms Deborah Bradburn (Item 4.3 of the agenda – Senior Post Holder Performance Appraisals).

## **1.4 REQUEST FOR AN ITEM TO BE UNSTARRED**

Members were reminded that starred items on the Agenda would be taken as read



Members agreed that this was an excellent idea, noting that it would be taken forward by a small working group at the University led by Baroness Newlove.

It was noted that the University was also looking at ways in which staff could be involved with the decision to allocate a Christmas gift to a local charity.

**Governor Questions:**

- What was the view with regard to retention in the current year?
  - It was too early to state with any accuracy. Recruitment of 16-18 year olds was holding up but there was a concern regarding the retention of adult learners, noting that this was a diverse cohort of students many of whom experienced health or family is(s)4 .nts c

previous years provided for comparison. It was noted that overall, achievement figures were the best they had been for a number of years.

The following points were highlighted:-

- The overall achievement rate for 2019/20 had risen to 88.9% compared to 87.6% in the previous year (class-based adults and young people).
- The achievement rate for 16-18 year-olds was 89.46% and for adults 87.95%, both of which were an improvement on the previous year.
- Apprenticeships had an achievement rate of 73.7% compared to 68.2% in the previous year, and it was noted that this was above the national rate of achievement. It was proposed that the target for apprenticeship overall achievement remained at 70% for 2020/21 to combat the number of apprentices lost as a result of the impact of COVID-19.
- Community learning had achieved 97.5% compared to 95.8% in the previous year, despite this cohort being impacted more than any other learner group.
- It was proposed that the target rate for 2020/21 for 16-18 year-olds be set at 89% achievement and at 88% for adult learners.
- Members noted that the targets were both realistic and stretching as a result of the pandemic.

**Governor Questions:**

- As no national/relative figures were available for comparison, should a comparison be made once they became available and the College's targets be reviewed accordingly?
  - It was agreed that it would be helpful to reflect on the national targets when available and that this would be taken forward by the Standards & Performance Committee.

**ACTION:**

**Standards & Performance Committee to review targets against national data when available. Deputy Principal to present a benchmark report to the Board.**

It was **RESOLVED** that the

- The Audit Report showed no material uncertainties and two small unadjusted items.
- The External Auditors had asked the Board to consider an impairment on land and buildings held on the balance sheet as a consequence of COVID-19. This had been discussed in detail by the Resources Committee during which Members had determined that it was unnecessary to impair the value of the assets.
- The financial statements required further minor amendment to Governor titles and t







- Safeguarding Adults at Risk Policy & Procedure
- Abuse of Trust Policy
- Personal and Professional Relationships at Work Policy

The policies had been updated with minor changes to terminology and regulations.

It was **RESOLVED** that the Safeguarding Policies 2020/21 Updates be endorsed.

**(ii) ANNUAL RISK MANAGEMENT REPORT 2019/20**

Members had received and reviewed the Annual Risk Management Report 2019/20.

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It was **RESOLVED** that on the recommendation of the Audit Committee, the Board approve the revised Audit Committee Terms of Reference, subject to the approval of the University Board on 17 November 2020.

#### **(vi) ANNUAL REPORT ON SENIOR POST HOLDERS' REMUNERATION**

Members had received and reviewed the Annual Report on Senior Post Holders' Remuneration for 2019/20 as considered by the Remuneration Committee at its meeting held 23 September 2020.

It was **RESOLVED** that the Annual Report on Senior Post Holders' Remuneration be approved.

### **3. SECTION C - UNIVERSITY GROUP MATTERS**

#### **3.1\* STARRED ITEMS:**

##### **(i) GROUP RISK REGISTER**

Members had received the Group Risk Register for information, which provided an update on the revised approach to Risk Management adopted (as previously agreed) across the Group.

It was **RESOLVED** that the Group Risk Register be noted.

### **4. SECTION D - ANY OTHER BUSINESS**

**(Mrs Kate Flood withdrew from the meeting at 6.25pm during consideration of the following item)**

#### **4.1 COMMITTEE/BOARD MEMBERSHIP PROPOSALS**

##### **(i) Remuneration Committee**

The Clerk presented a proposal to appoint Mrs Kate Flood as a member of the Remuneration Committee.

This appointment had been considered by the Search & Governance Committee at its meeting held 23 September 2020 and recommended to the Board for approval.

Following a vote, where Members voted unanimously in favour of the appointment, it was **RESOLVED** that the appointment of Mrs Kate Flood as a member of the Remuneration Committee be approved.

**(Mrs Kate Flood re-joined the meeting at 6.30pm)**

##### **(ii) Board of Governors**

The Clerk presented a report on an expression of interest as a University Nominated Member of the Board.

Following the resignation of Professor HH William Morris in March 2020, the vacancy created by his resignation had been discussed by the Search & Governance Committee at its meeting held 23 September 2020. The Committee felt that there would be merit in having a non-executive University member and had considered the appointment of Dr Adrian Brookes of Backstage Academy to fill this role.

Dr Brookes was an innovator and entrepreneur in the entertainment industry with extensive experience in the education sector at Backstage Academy, which was a key strategic partner of the University. Dr Brookes was known to some members of the Board who stated that they were impressed by his business acumen and outstanding entrepreneurship, as well as his dedication to the educational development of young people.

It was **RESOLVED** on the recommendation of the Search & Governance Committee that approval be given to the appointment of Dr Adrian Brookes as the University Nominated Member of the Board.

**(All Members and Officers save for Independent Members left the meeting at 6.40pm)**

#### **4.2 RESERVED BUSINESS MINUTES:**

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

#### **5.1 Governors' Meetings**

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

**Board Meeting** - Tuesday 9 February 2021 at 5.00pm

#### **Committees -**

Resources - Tuesday 19 January 2021 at 5.00pm

Standards & Performance – Wednesday 20 January 2021 at 2.00pm

Audit - Thursday 25 March 2021 at 5.00pm

Search & Governance – Wednesday 2 June 2021 at 3.00pm

Remuneration – Wednesday 22 September 2021 at 4.00pm

The Chair thanked members for their attendance and the meeting closed at 6.57pm

**Chair's Signature:**

**Date:** 9 February 2021