

GOVERNING BODY

**Minutes of the meeting of the Governing Body
held at 17:00 on 8th June 2016 at Tiverton Campus**

Present: Paul Petrides (Chair), Jeff Andrew, Amy Bayet, Martin Chance, Charlie Curzon, Ro Day, Diane Dimond, Kevin Finan, Laura Elliott, David Gibson, Andrew Pierce, Paula Stein, Lee Thommen and Eirene Williams.

In attendance: Jane Barton, Neil Hookway, Pené Prior

Clerk: Bettina Walker

1. Apologies for Absence

Apologies for absence were received from Andrew Chapple, Shaun Cooper, Martyn Gimber and Andrew Mosedale.

2. Confidential Items

It was agreed that the Safeguarding Report under item 10 would remain confidential to the Governing Body.

3. Declaration of Interests

Andrew Pierce declared that, referring to item 10, he was the Chair of the Three Valleys Learning Co-operative.

4. Minutes

15/129

The minutes of the meeting of the Governing Body held on 25th April 2016 were confirmed as a true record of the meeting and were signed by the Chair.

5. Matters arising from the minutes

- 5.1 **Reference Minute 2:** The Board referred the title of the post of Clerk to the Corporation as opposed to Head of Governance for consideration by the Search & Governance Committee. Andrew Pierce would provide his summary paper on "Clerking in the New Era" to the Committee as background reading.

- 5.2 **Reference Minute 6.1:** The Governing Body noted that the HR consultants, Gatenby Sanderson had held initial interviews with longlisted Vice Principal candidates.

The Selection Panel had met to undertake the shortlisting, and, following a few candidate withdrawals, the following were the number of candidates being interviewed for each of the positions:

- Vice Principal Quality, Curriculum & Learners - 3
- Vice Principal Business Development, Marketing & Curriculum - 4
- Vice Principal Finance & Resources – 3

- 5.2.1 The Principal report that Jo Landles, who had been appointed as Assistant Principal, and had also applied for the role of Vice Principal Quality, Curriculum & Learners, had not only withdrawn from the Vice Principal interviews, but had also informed the College that she would not be starting in the Assistant Principal role. An internal interim would be sought to fill this vacancy for the time being.

- 5.2.1 The Principal was able to confirm that Sheena Murphy-Collett had been appointed as Director of Human Resources, and would be joining the College on 4 July 2016.

- 5.3 **Reference Minute 8.3, 8.4:** The Principal reported that the College was implementing a reduction in pay costs of £650k (teaching £450k and £200k support staff). Around 24 voluntary or compulsory staff redundancies would be taking place before the start of the next Academic year, which would cost £275,000 in-year. Standard HR practices were being followed with the Assistant Principals being very much involved in the process with individual staff.

- 5.3.1 Governors asked about the practice in the past where a small number of staff had been re-employed after a short time of being made redundant. HR planning had improved in the College, and re-employing staff would only happen on the very rare occasion when there were circumstances and good reasons for doing so.

6. **Business brought forward by direction of the Chair**

The Chair reported that he had exercised Chair's Action to allow the College to open a separate bank account for a Big Lottery funded project bid for enterprise/mentoring of 18-24 year olds. ***This action was approved by the Governing Body.***

7. **Termly KPI Dashboard** **15/130**

- 7.1 The Governing Body received the KPI dashboard and commented on the Space Utilisation Rate at Mid Devon campus, which was almost half the national benchmark. This was a key part of the Mid Devon campus review currently taking place.
- 7.2 The College was congratulated on good performance when compared with national environmental benchmarks.

7.3 Governors noted class sizes, which, in Mid Devon particularly, were below national benchmarks. The Governing Body discussed the challenges of being an inclusive College within the context of overall viability. Some provision had already been closed, and class sizes and provision would continue to be closely monitored.

8. Governing Body Cycle of Business 2016/2017 15/131

The Governing Body noted and *approved the Governing Body and Committee Cycle of Business for 2016/2017.*

9. Quality Report and Apprenticeship Briefing 15/132

9.1 Governors were pleased to note the steady improvement in lesson observation rates, with over 93% of teachers now graded good or above. It was noted that the grades continued to be validated by external verifiers.

9.2 Any teacher with a grade 4 observation was given support by a Learning and Performance Coach, and the majority improved to at least a grade 3 within one year.

9.3 There was an improvement in the organisation and delivery of the English and Maths provision with 300 students involved this year. The College had decided to include grade D and E learners in the future in line with national trends, increasing to 600 learners next year. Governors noted the logistical challenges this posed.

9.4 Governors noted the additional learning support given to students, for example students with dyslexia given extra time during exams. The Student Governor from Mid Devon campus reported her positive experiences of being supported in this way.

9.5 The Governing Body noted the potential for the Three Valleys Learning Co-operative to explore setting up a Multi-Academy Trust for the future, with the involvement of Petroc.

9.6 Governors noted the Apprenticeship Briefing and considered this to be useful information. The apprenticeship agenda would be taken forward by the new Vice Principal Quality, Curriculum & Learners.

10. Learner Report 15/133

10.1 Annual Report on Equality, Diversity & Inclusion

10.1.1 The Governing Body noted the Annual Equality, Diversity & Inclusion (EDI) Report, and was assured that practices within the College were in place and being progressed.

- 10.1.2 Governors noted that the College was reviewing the way learners were supported in line with the revised SEND Code of Practice and SEN reform. Staff training was taking place starting with the Senior Management Team, but would be rolled out to all staff.

10.2 Annual Safeguarding and Prevent Report (Confidential Report)

11. Finance Report 15/134

- 11.1 Governors received and considered the Month 9 Management Accounts which forecast an end of year surplus of £250k.
- 11.2 Cash balances had improved in-year but the forecast low point in cash for March 2017 was noted. The level of debtors was reported not to be of significant concern.
- 11.3 The Campus Analysis showed a similar picture as before, with the Mid Devon campus remaining the priority for the Executive Management Team to look at rationalisation and growth of targeted activity with employers and apprenticeships, STEM provision, access to HE and Foundation degrees.
- 11.4 The Report from Property consultants, Capitec, had been received and would be considered by the Strategic Investment Working Group later in June, along with the report on Brannams, which was still awaited.
- 11.5 The College had received some funding via the Learning Enterprise Partnership for provision in line with needs for the Hinkley C development. As Hinkley C continued to be delayed, the Governing Body noted that the capital funding could be used for other equipment purchases relevant to non-nuclear skills.
- 11.6 The Governing Body noted the proposal to submit a tender for a Skills Funding Agency/European Social Fund bid to support 15-18 year olds not in employment, education or training (NEETs) to enter the labour market. A number of partners would be involved in the bid, but, if successful, the project would be led by Petroc. The Governing Body gave their support to the tender.
- 11.7 Governors received a brief report on the progress of existing projects and also noted opportunities going forward.
- 11.8 The Governing Body noted and ***approved the Sub-Contracting Supply Chain Management Fees.***

12. Health and Safety Report 15/135

- 12.1 The Governing Body noted that the Health and Safety Policy remained unchanged, but that there may be some changes in responsibility once the Vice Principals being appointed were in post. This would be reviewed during the autumn term 2016/2017.

- 12.2 The Governing Body ***noted the one RIDDOR accident reported, and considered that this had been dealt with appropriately.*** A further RIDDOR accident had occurred recently and was being progressed: this would be reported formally in due course.
- 12.3 The Governing Body noted that changes had been made to the Sentencing Guidelines for Health & Safety Offences 2015 and were applied from 1 February 2016 onwards for offences committed by organisations and individuals as well as corporate manslaughter.
- 12.4 The apparent rise in minor injuries in the report was due to a change in procedures, which meant that more incidents were being reported under that category. There was, however, no overall change in incidents.
- 12.5 Governors asked if a cross reference of controls of health and safety risks for student trips, visits and off campus activities could be included in future reports.

13. Date of Next Meeting

A Special meeting of the Governing Body would take place on Thursday 16 June at 8.30 to make the Vice Principal appointments.

The next scheduled meeting would take place on Monday 11 July at 17.00

The meeting ended at 18:30