

GOVERNING BODY

Minutes of the meeting of the Governing Body held on 19th January 2015 at Barnstaple Campus

Present: Paul Petrides (Chair), Jeff Andrew, Martin Chance, Ro Day, David Dodd (Items 1-10, 11(b)-16), Laura Elliott (Items 1-16), David Gibson, Andrew Lovett, Andrew Mosedale, Lee Norburn (Items 1-16), Andrew Pierce, Joanna Prylinska (Items 1-16) and Paula Stein.

In attendance: Diane Dimond (Items 1-16), Neil Hookway (Items 1-16), Susan Lewry and Pené Prior (Items 1-16).

1. Apologies for Absence

1.1 Apologies for absence were received from Shaun Cooper, Martyn Gimber, Ollie Tuck and Eirene Williams.

2. Confidential Items

2.1 It was agreed that the confidential minutes of the last meeting (Item 4a), the HR and Curriculum Review (Item 8) the CCIF Report (Item 9) and the minutes and discussion of the Remuneration Committee (Item 17) would remain confidential to the Governing Body, for the time being.

3. Declaration of Interests

3.1 No declarations of pecuniary or non-pecuniary interests were made by members in respect of the items which follow.

4. Minutes

4.1 The minutes of the meeting of the Governing Body held on 8th December 2014 were confirmed and signed.

4.2 The minutes of the meeting of the Governing Body held on 15th December were agreed, subject to a small amendment to Item 2.1.

5. Matters arising from the minutes

- 5.1 There were no matters arising that would not be brought forward under the items which follow.

6. Business brought forward by direction of the Chair

- 6.1 Governors were advised that their photographs would be taken at the start of the Awayday on Friday 6th February to update the records and for use in the Annual Report.

7. International Business Plan

- 7.1 Received and considered a proposal to explore the international market from the Vice Principal/Director for Finance and Funding.

- 7.2 The Vice Principal/Director for Finance and Funding responded to a number of questions from Governors, particularly regarding the financing of the business plan, and were advised that, initially, existing staff will be redeployed to develop the options, but that there might be some additional costs related to overseas travel and marketing. However, opportunities will be taken to use the resources available from the AoC and the British Council, particularly any funding available. Governors were also assured that additional classroom capacity would not be needed.

- 7.3 Governors made some suggestions for consideration:

- Explore with Universities to run EFL summer schools prior to students joining University in the autumn term (Governors noted that this would not require a T4 licence).
- That HE proposals in the Strategic Plan include an international dimension.

- 7.4 Governors discussed the three options and, in particular, were in agreement to pursuing the EFL plan and the T4 Plan further, as a first step. Governors noted that a review of the business plan would be made at the end of twelve months to evaluate progress.

- 7.5 Governors congratulated and thanked the Vice Principal/Director for Finance and Funding for the comprehensive proposal presented to them for consideration.

8. HR and Curriculum Review - Confidential

- 8.1 Received and considered a proposal from the Principal on a possible restructure of the College, following the recent HR and Curriculum Reviews.

- 8.2 Governors noted that more detailed proposals would be brought to the next meeting on the Governing Body, on 23rd February.

9. College Capital Investment Fund (CCIF) - Confidential

- 9.1 Received a report from the Director for Resources updating Governors on the latest position with regard to the CCIF project and the re-building of 'B' Block.

10. Principal's Report

- 10.1 Received and considered the Principal's Report which provided Governors with an early draft of the Strategic Plan, a SWOT analysis and a draft agenda for the planning awayday.
- 10.2 It was agreed that all Governors would be asked to undertake their own SWOT analysis and provide this, and any observations on the draft plan, to the Clerk by Thursday 29th January. The Clerk will summarise and provide the Principal with a report on the comments made.

11. Finance Report

11.1 (a) Management Accounts

Received and considered the Month 4 Management Accounts. The Vice Principal/Director for Finance and Funding particularly drew Governors attention to the cash-flow forecast, the CCIF over-run and any restructuring/redundancy costs which will need to be budgeted for.

11.2 (b) Project Performance Report

Received and considered a project performance update from the Vice Principal/Director for Finance and Funding. In particular, Governors were asked to note the report on the Workplace Learning project. As previously reported to Governors there were initially issues around eligibility for the project, which have only recently been resolved with the SFA, which has led to a delay in delivery of the project. Governors were updated on the expected delivery on this project; it was noted the college are working with a range of partners to maximise delivery. Governors also noted that there would be no financial exposure to the college.

12. Quality Report

- 12.1 Received and considered the Quality Report from the Deputy Principal/Director for Quality and Performance which focuses on feedback from learners through a number of forums.
- 12.2 Governors noted that changes had been made to the format of the induction survey and that learners now had the facility to add comments, which can be followed up by college staff, if necessary.

13. HR Summary Report

- 13.1 Received and considered the HR Summary Report.

- 13.2 The Director for Resources updated Governors on the progress with the iTrent HR and Payroll system, absence monitoring, staff development and the timing for the next staff survey.
- 13.3 Governors asked for clarification of what constitutes long-term absence and the Director for Resources agreed to provide this information (*subsequent email sent to all governors*).

14. Estates Strategy

- 14.1 Received and considered an update on the Estates Strategy from the Director for Resources.
- 14.2 Governors were asked to note that the ERG2, ERG3 and Liberty Centre capital projects were completed on time and on budget. Governors had earlier been updated on the CCIF project.
- 14.3 Governors noted the report on the work of the Sustainability Development Group and that the Sustainability Strategy had recently been updated.

15. Risk Management

- 15.1 Received and considered the termly report on Risk Management and noted the progress on the Risk Management Implementation Plan 2014-15.
- 15.2 Governors received the risk reports on Capital Projects, Facilities and Reputation for consideration. Governors noted that the Capital Projects risk report was to be updated to reflect the latest developments.
- 15.3 Governors discussed the reputational risks identified around the recruitment of appropriately qualified staff (which had been assessed lower) and costly employment litigation and the Director for Resources agreed to reconsider the risk assessments in the current climate.

16. Post-ERG2 Project Evaluation

- 16.1 Received and considered a report on the post-ERG2 project evaluation from the Director of Resources. Governors noted the project was completed both on time and in budget.

17. Remuneration Committee - Confidential

- 17.1 Received and noted the minutes of the Remuneration Committee held on Tuesday 16th December.

18. Other Business

- 18.1 Following discussion, it was agreed that, for future meetings, all reports would be taken as read with points for clarification or questions taken at the meeting.

For Information Only Item

- **Governance Improvement Plan 2014/2015 – progress report to date received.**

The meeting ended at 7.35pm

The above minutes are subject to confirmation at the next meeting of the Governing Body. In the meantime, action can, and should, be taken on the decisions made.