

## GOVERNING BODY

### Minutes of the meeting of the Governing Body held in Room D14a at 17:00 on 20<sup>th</sup> June 2018 at Mid Devon Campus

- Present:** Kevin Finan (Chair), Stuart Brocklehurst, David Chalmers, Diane Dimond, Karen McElfatrick, Steve Richardson, Iain Springate, Lee Thommen, Lindy Stacey, Jenny Wallace, Ruth Williams,
- In Attendance:** Bill Blythe, Jane Hanson and Sheena Murphy-Collett
- Governance Advisor:** Jane Barton (Interim)

#### Minutes

##### 1. Membership and Apologies for Absence

Apologies were received from Sam Bryant-Jones, Ro Day, Nikki Chubb and Chris Williams

##### 2. Declaration of Interests

No conflict of interests were declared.

##### 3. Confidential Items

It was agreed that item 9, The Emerging Budget Position 2018/19 -Update and item 10 the Pay Review - Update and the Confidential Minutes from the meeting held on 30<sup>th</sup> April 2018 would be taken under confidential items.

It was noted that the Chair also wished to bring forward a matter under Chair's Business; these items would be taken without staff and students present.

##### 4. Business brought forward by the Chair

The Chair informed the Board that Jane Barton had been appointed to the role of Governance Advisor.

##### **Expression of Interest – new Tiverton Special School; approved academy sponsor submission.**

The Principal and CEO informed the Board of an opportunity to submit an Expression of Interest (Eoi) to become a sponsor for a new Tiverton Special School.

In brief; a new special school is set to be developed in Tiverton therefore Devon County Council is advertising for a sponsor to run the new school which will accommodate up to 70 pupils aged from 11-16. It will cater for young people with autism and social, emotional and mental health difficulties. The

Principal and CEO outlined the timeline for the EoI as 22nd June 2018 with the deadline for full applications to sponsor the school be received by 6th July 2018.

It was noted that proposers must be a Department for Education approved sponsor which Petroc currently is not. Therefore, a submission to become an Approved Academy sponsor must also be submitted. Becoming an approved academy sponsor would provide an opportunity in the future to attract other schools to a multi academy trust (MAT) led by Petroc.

The Principal and CEO sought approval from the Board for two submissions;

- an EoI and application for the special school;
- an application to become an Approved Academy Sponsor.

It was recognised that the provision planned for the special school meshed well with the current specialist curriculum offered to learners aged 14-16 and provided Petroc with the opportunity to deliver to a wider age range (11-14).

**After a detailed discussion covering funding and impact assessment; and after receiving assurances that all the necessary due diligence would be conducted the Board approved delegated authority to the Principal & CEO and the Chair to proceed with both submissions. An update will to be brought back to the Board in July.**

### **Commissioning of Summer Works**

The Vice Principal Finance and Resources sought approval from the Board to commence procurement against planned capital expenditure for the Summer Works. The forecast approved in July 2017 allowed for £1.2m of college-financed capital in 2018/2019. The Strategic Review Working Group (SRWG) recently received the draft 2018/2019 (and beyond) capital programme.

The draft programme included works associated with E Block refurbishment (middle floor – North Devon Campus) and the continuing cross campuses Google Deployment project. In order to meet planned completion dates (Summer 2018) for those 2 projects, certain commitments are now required ahead of formal capital budget approval at July Board. The estimated costs of these advanced commitments are unlikely to exceed 10% of the proposed capital budget of £1.4m (which includes some carry forward from 2017/2018).

**The Board approved the commencement of commitments against planned capital expenditure for the Summer Works.**

#### **5. Matters for Report and Approval: 17FGB76**

The minutes of the previous meeting of the Full Governing Body held on Monday 30<sup>th</sup> April 2018 were agreed and signed by the Chair.

There were no Matters Arising.

**Governors requested that draft minutes are published to Board Papers as soon as possible following each meeting.**

#### **6. Quality, Curriculum and Learners Reports 17FGB77**

Governors received and noted the Quality, Curriculum and Learners Report which provided an overview of Quality and Curriculum work together with a final update of outcome data for the academic year 2016/17

The Vice Principal Quality, Curriculum and Learners thanked Karen McElfrick, Student Sabbatical Officer, for the proactive support offered to learners, the Student Union and in Learner Voice Forums. The Board were further advised that the Student Sabbatical Officer had also organised a number of sub committees such as mental health and organised events such as LGBT (Lesbian, Gay, Bisexual and Transsexual) month. The Student Sabbatical Officer has also completed a number of short surveys which captured learner ideas and perceptions.

The Vice Principal Quality, Curriculum and Learners outlined the impact of the introduction of the revised observation policy this academic year, and of the retraining of the observation team which has seen a rebasing and recalibration of grades.

It was explained that the focus for 2018/19 will be to address and improve engagement of teachers in the observation process. The development of teachers' pedagogical skills and their engagement with sharing good practice will be reviewed at the end of 2018/19. The proposed removal of grading for outstanding teachers in 2018/19 will also be reviewed for impact and engagement, and will inform policy decisions regarding a move to developmental observations for all teachers 2019/20.

**The Board welcomed the initiative to move to developmental reflective observations. The Academic Staff Governor made the point that he found the new approach much improved and clearly focused on Teaching and Learning.**

**In response to questions raised by Governors the College's approach to work placed and Distance Learning observations was expanded on.**

**It was noted that one governor volunteered to share their experience of observing distance learning.**

The Board were asked to note the final headline measures used to determine effectiveness of an institution. The Vice Principal Quality, Curriculum and Learners reported that the Government released reports confirms our initial data analysis. Governors sought clarification on elements of the data, queried some terminology and noted receipt of a data page omitted from the original report, which will be inserted into the main body of the report.

**The Board thanked the Vice Principal Quality, Curriculum and Learners for the comprehensive report.**

## **7. Finance and Resources Report**

**17FGB78**

The Vice Principal Finance and Resources presented the Month 9 Management Accounts for 2017/18 and confirmed that work to ensure the College achieved budget expectations was ongoing. The Board were advised of the risk associated with the failure to achieve the Adult Education Budget (AEB); the ESFA have recently written to providers, including Petroc, who failed to achieve their AEB target in 2016/17 confirming that failure to deliver the allocation fully in 2017/18 would result in a rebasing of the AEB allocation for 2018/19. The Vice Principal Finance and Resources confirmed that he was reasonably confident that the College would achieve the AEB target. In a detailed discussion, the Governors were taken through the Income and Expenditure accounts, the Balance Sheet and the Capital and Cash reports.

**Governors noted the Month 9 Management Accounts for 2017/18.**

**Project Performance Report Update:**

The Vice Principal Finance and Resources presented for note the Project Performance Report which provided an update since the last report to the Board in January 2018 on the projects which Petroc is currently managing. It was explained that there is currently one pending application; Basic Maths Centres for Excellence Programme. The purpose of the Centres for Excellence programme is to enhance maths teaching (up to GCSE or equivalent) so that students over the age of 16 with low prior attainment can improve their skills and secure valuable qualifications. The ambition of the programme is to increase the number of young people leaving compulsory education with the necessary maths skills for work, learning and life and to see a marked increase in the numbers of students passing their maths GCSE resit and equivalent level 2 maths qualifications.

The Department will aim to select at least one Centre for Excellence per English region, with no more than three Centres in any one region. In total, the Department expects to fund around 20 Centres over an initial 3 year period, with the option to extend grant funding annually, up to a total of 5 years.

Governors raised the issue of BREXIT and the impact this would have on project opportunities and income; and were reassured that the loss of project income would not impact on the college surplus.

**Governors noted the Project Performance Report Update.**

#### **Sub-Contracting Fees and Charges Policy 2018/19**

The Vice Principal Finance and Resources presented for approval the Sub-Contracting Fees and Charges Policy 2018/19.

**Governors, subject to a minor amendment to numbering, approved the Sub-Contracting Fees and Charges Policy 2018/19.**

#### **8. Human Resources Reports.**

**17FBG79**

Governors received and noted the Health and Safety report which provided an overview of the work undertaken regarding legal compliance and best practice within the college; the Director for Human Resources and Organisational Development outlined recent changes to the structure of the Health and Safety Team and gave assurance that these changes had not undermined Health and Safety coverage. Governors were informed on key projects including refreshed Staff Induction Training, a planned Duty Manager scheme and a proposed training matrix.

**Governors noted the Health and Safety Report.**

#### **Health and Safety Policy**

The Director for Human Resources and Organisational Development presented for approval the updated Health and Safety Policy.

**Governors noted the updates and approved the Health and Safety Policy.**

The date of the Governing Body meeting for the remainder of the academic year 2017/18 was noted:

Monday 16<sup>th</sup> July 2018 at 17:00 hrs – North Devon Campus

Staff and Student Governors left the meeting at 18:30 hrs.

*The Confidential Minutes for items 9, 10 and 11, without staff and students present, are kept under separate cover.*