

GOVERNING BODY

Minutes of the meeting of the Governing Body held in LSF24 at 17:00 on 28th March 2019

Present: Kevin Finan (Chair), Sam Bryant-Jones (for items 1-12), David Chalmers, Ro Day, Steve Dunn (for items 1-12), Diane Dimond, Mark Rogers, Matthew Richards, Maxine Padgham, Steve Richardson, Iain Springate, Lindy Stacey, Lee Thommen (for items 1-12), Jenny Wallace and Chris Williams

In Attendance: Bill Blythe, Jane Hanson, Sheena Murphy-Collett and Sean Mackney for (Item 6-15).

Governance Advisor: Jane Barton

Membership Matters (Item 4):

Governors considered the recommendation by the Search and Governance Committee to appoint to the Board, two new Governors; Matthew Richards and Lena Marvão. It was acknowledged that their skills and experience would complement those of other Board members; both would serve an initial Term of Office of one year.

The Board were happy to approve the appointment of the two new External Governors, Matthew Richards and Lena Marvão.

Matthew Richards then assumed membership of the Board.

Minutes

1. Membership and Apologies for Absence

Apologies were received and noted from Andy Champion and Lena Marvão.

2. Declaration of Interests

No declaration of interests were declared.

3. Confidential Items

It was agreed that item 4, (CVs for Matthew Richards and Lena Marvão) would be deemed as confidential.

5. Recommendation to appoint a new Principal and CEO.

It was agreed to confirm the recommendations of the Selection Panel that:

Sean Mackney be appointed to the post of Principal and CEO of the College.

Sean Mackney at this point joined the meeting; the Board offered their warmest congratulations to Sean on his appointment and looked forward to working with him.

The Board expressed their thanks to everyone involved in the recruitment process.

6. Items brought forward by the Chair:

Chair's Action:

The Principal and CEO provided Governors with the background and context of the request from the recognised unions (UCU, Unison and NEU) for a Statement of Intent and explained the rationale for clearing this via Chair's action. It was highlighted that approval for this draft document would have been sought formally at the planned FGB meeting on the 18th March, however as this meeting was rescheduled and moved to the 28th March and with the strike action planned for the 20th-22nd March an earlier approval from Governors via Chair's Action was sought. Further detail is covered under Item 15.

7. Principal and Chief Executive's Termly Report: 18FGB42

The Principal and CEO's termly report provided Governors with a comprehensive update on national, regional, sector and College developments; the report also included details on the Stakeholder Engagement she had undertaken to-date. Governors also received a copy of the updated College Structure chart.

The Board noted the updates provided in the Principal and CEO's report.

8. Minutes of Previous Meeting and Matters Arising: 18FGB43

The minutes of the previous meeting of the Full Governing Body held on Monday 28th January 2019 were approved and signed by the Chair. It was noted that the planned Governor Training Day had been deferred but would be considered again early in the next new academic year.

9. Quality, Curriculum and Learners 18FGB44

The Vice Principal Quality, Curriculum and Learners provided the Board with an update on Quality matters including:

Quality Improvement Plan (QIP)

Governors were reminded that each term Quality Review meetings are held with curriculum teams to monitor quality improvement actions and progress against targets. The outcome of the Quality Review meetings informs and updates the QIP.

DfE Performance Tables

Governors were advised that the College Performance Tables, published on 24th January 2019, shows us in line with national averages on progress and in a good light when compared to other colleges within the South West. The Vice Principal, Quality, Curriculum and Learners outlined the consequence of qualifications moving from the Qualification Curriculum Framework (QCF) to the Regulated Qualifications Framework (RQF) and the impact on outcomes.

In Year Performance – to date

Governors noted that attendance, retention and achievement data is regularly monitored, informing actions and highlighting any intervention required to meet target and progress within the QIP. In the Spring term retention is a key indicator for likely overall achievement for the year. Achievement data is informed in part by GCSE retakes. Overall good progress is being made.

Early Leavers Report

The Vice Principal Quality, Curriculum and Learners took Governors through this report and advised that this report is informed by the number of learners who initially enrol at the college; but leave in the early stages of the academic year and are not retained after the first 42 days. Analysis of the report provides the college with an understanding of why learners may decide not to continue with their studies. The ethos of 'Right Learners, Right Course' continues to be the mantra.

HE Quality

The Board were informed that with the creation of the Office for Students (OfS) under section 3 of the Higher Education and Research Act 2017, all HE providers are required to fulfil the *four primary regulatory objectives* and to register by May 2018, if they wished to access the student loan system. In order to meet this criteria the College had to create and register an Access and Participation plan, a Student Protection Plan, a Statement on Governance and undertake a review of Consumer Protection. Petroc's application was successful, gaining registration in November 2018. There are currently 328 HE registered providers.

In addition, Petroc is a TEF silver award holder, this award was gained in June 2018 and has a lifecycle of 3 years. However, our HE strategy is to aim to achieve TEF Gold.

As part of the changing HE quality landscape, TEF itself is evolving as it moves from TEF3 to TEF4. Institutions, whilst provided with institutional metrics as in TEF 3, will also be rated by clusters of programmes based upon subject title; whilst in its introductory stage it is anticipated providers will be given both a provider rating and programme ratings, the programme rating requiring sufficient enrolments to be statistically valid.

As part of this process a new set of provider metrics were released on 31st January 2019.

University of Bolton Update

The Vice Principal Quality, Curriculum and Learners provided the Board with an update on discussions with the University of Bolton. It was noted that collaborative discussions were progressing well with the University and the local NHS Trust.

10. Finance and Resources:

18FGB45

The Vice Principal Finance and Resources asked the Board to receive and to note:

- Month 7 Management Accounts; **and to approve**
- Course Fee Policy for 2019/2020.

The Vice Principal Finance and Resources drew the Board's attention to the Month 7 accounts which represent the position at the end of February 2019.

The year to date (YTD) operating surplus before pension charges and exceptional lease adjustment is £1,123k. The projected year-end operating surplus before pension charges and exceptional lease adjustment remains at £250k.

Certain income streams continue to be challenging including the Adult Education Budget (AEB), Apprenticeships, and Fees; and pressure remains on certain expenditure budgets particularly utilities.

Cash balances are currently showing an increase since the last year end, due to current ESFA, projects and HE payment profiles, but are forecasted to reduce to a similar level as last year by the end of this year. Cash will be closely monitored to ensure working capital requirements are met taking account of projected capital expenditure requirements.

In respect of the Capital Programme some £68k of planned spend has fallen into 2018/2019 capital expenditure; resources from 2017/2018 have been carried forward into 2018/2019 to cover this liability.

A Finance and Funding Target Tracking (FFTT) Dashboard is reported termly with the Management Accounts and shows progress to date against Commercial Strategy targets for 2018/19.

The Board noted the Month 7 Accounts.

Course Fee Policy 2019/2020:

Governors were asked to approve the Course Fee Policy for 2019/2020; this sets the framework for the college to then determine individual course fees and charges. The content this year is largely unchanged save to clarify the need to invoice learners promptly if they are not pressing ahead with a loan application. This is based on current experience where learners that subsequently withdraw have complained that they hadn't been reminded formally of their liability early in the year.

Governors approved the Course Fee Policy 2019/2020.

11. Governance: 18FGB46

Board noted the following:

- draft minutes of the Search and Governance Committee meeting of 13th March 2019;
- update to the Further Education Corporations Governance Guide;
- schedule for the Individual Governor Reviews for 2018/2019; and
- progress made in meeting the objectives of the Governance Improvement Plan.

The Board approved the updated Terms of Reference for the Search & Governance Committee and the Remuneration Committee.

12. Our People: 18FGB47

Governors received the termly report on HR matters.

The date of the next meeting was confirmed as Monday 20th May 2019 at 5.00 pm in LSF24 at the North Devon Campus.

Staff and Student Governors left the meeting at 6.25 pm.