

GOVERNING BODY

Minutes of the meeting of the Governing Body held in LSF24 at 17:00 on 8th October 2018

- Present:** Kevin Finan (Chair), Sam Bryant-Jones, Ro Day, David Chalmers (Items 1-10), Diane Dimond, Steve Richardson, Iain Springate, Lindy Stacey, Chris Williams, Ruth Williams (via video conference from MDC)
- In Attendance:** Bill Blythe, Jane Hanson
- Governance Advisor:** Jane Barton

The meeting commenced with a Governor Development briefing by Jane Hanson, Vice Principal Quality Curriculum and Learners. The briefing covered Study Programmes, the new Digital Academy and Scheduled Online Learning and Assessment (SOLA), Character Badges and the redefined Tutorial Provision.

Governors welcomed the briefing and asked a number of questions including:

- Would feedback be sought from learners? Governors were assured that feedback on the Digital Academy and SOLA would be gathered and reported to the Board; and
- Is access to SOLA materials accessible from home? Governors were advised that currently the SOLA offer isn't available to access from home; and
- Has the College set a target for the percentage of SOLA activity? Governors were advised that the College has yet to settle on a target for the percentage of SOLA delivery, the Further Education Learning Technology Action Group (FELTAG) challenge is that 10% of curriculum is delivered using the SOLA approach to learning, at the moment the College is not quite at that level; and
- Does the College have the same SOLA delivery plans for all learners? Governors were advised that the College recognised the different learning needs of learners at different levels and adapts its approach particularly for learners with Special Educational Needs and those on Foundation Learning Programmes.

Minutes

1. Membership and Apologies for Absence

Apologies were received from Jenny Wallace and Sheena Murphy Collett

2. Declaration of Interests

No conflict of interests were declared.

3. Confidential Items

It was agreed that item 6 and part of item 10 (CVs) would remain confidential to the Governing Body.

4. Business brought forward by the Chair

The Board were asked to note the resignation of Stuart Brocklehurst and the Student Governor Nikki Chubb. Thanks were extended to both outgoing Governors, the Board in particular recognised the significant contribution to the Governing Body by Stuart Brocklehurst.

The Governance Advisor reported that the election for a new Student Governor was underway with nominations being sought from the learners studying at the North Devon and/or Brannams Campus. Learners at Mid Devon Campus would be represented by the Student Sabbatical Officer. It was also confirmed that an appointment had been made to the Student Sabbatical Officer role, the new incumbent starts at the end of October 2018.

5. Matters for Report and Approval: 18FGB01

The minutes of the previous meeting of the Full Governing Body held on Monday 20th July 2018 were approved and signed by the Chair.

Matters Arising:

Charlton Lodge Submission:

The Principal and CEO provided an update to the Board on the status of the recent application to sponsor a new 70 pupil special school in Tiverton.

The Board were informed that the Charlton Lodge application had been unsuccessful. However, the College has received some positive initial verbal feedback on its submission; the Principal and CEO will shortly be meeting with representatives from Devon County Council for formal feedback.

Governors were advised that the College will continue to progress the application to become an Approved Academy sponsor with the Regional Schools Commissioner's (RSC) head teacher board, the outcome of this should be known at the end of October.

7. Quality, Curriculum and Learners Reports 18FGB03

Provisional Results 16-18, 19+ and HE vs Targets

The Board received and noted the provisional achievement data for 2017-2018 presented by the Vice Principal Quality Curriculum and Learners. Governors considered the provisional data and noted the emerging areas of strength and areas for improvement.

Governors were assured that the college is focused on ensuring that learners are enrolled onto the 'right programme' at the start of their year, commensurate with their career goals and prior attainment and alternative courses found for those who are not settled in their initial programme of study, that targeted interventions will continue to take place with learners with additional support put in place where necessary/appropriate; and that networking with other colleges, including data sharing and the sharing of good practice will continue to take place in order to drive up Achievement rates and further improve the quality of teaching and learning.

It was recognised that the final Achievement rates would not be available until the latter part of November at which point the data would be provided on the Governors Key Performance Indicator (KPI) dashboard and included in the Colleges Self-Assessment Report for 2017-2018.

The Board noted the provisional data and looked forward to receiving the final data set in due course.

8. Finance and Resources

18FGB04

The Vice Principal Finance and Resources presented Governors with the 2017-2018 Month 12 update, a report on the Indicative Enrolments for 2018-2019 and a summary of the Insurance Cover for 2018-2019.

Month 12 Update

The Vice Principal Finance and Resources presented the Month 12 update. It was confirmed that the accounts have now been closed and the Financial Statements Audit took place week commencing 1st October (at this stage no material matters were raised).

The surplus, subject to final confirmation by the Financial Statements Auditors, is £314,000 (prior to the effects of LGPS) with a cash balance outturn of £3.720m.

Governors were pleased to note the outturn and congratulated and thanked the Finance Team and the whole College for their efforts in achieving this outcome.

Indicative Enrolments for 2018-2019

The Vice Principal Finance and Resources provided a brief update on the College's 2018-2019 16-18 and Higher Education (HE) learner enrolments.

It was reported that whilst the 16-18 numbers are broadly in line with the business plan they are below target by approximately 52 learners. It was noted that HE recruitment is also below target. The Board were assured that should targets not be achieved that mitigating action to reduce the College's cost base would be taken.

Governors asked what actions are planned to ensure recruitment improves and were advised that the focus was on providing a curriculum that was highly relevant to our learners and employers; to ensure that Schools understood the STEM agenda and that learners were encouraged to progress, and to recognise the importance of progression.

Governors were assured that Petroc's market share has been maintained; it was acknowledged that the College operates in a complex marketplace and that acadamisation has had some impact on recruitment. A marginal upturn in recruitment for 16-18 year old learners is expected for the Academic year 2019-2020, however the HE population is expected to continue to decline reflecting the fall in demographics of younger learners already experienced.

Governors noted the report.

Insurance Cover Summary Report – to note for information only.

18FGB05

Governors noted the summary report on College Insurance cover for the academic year commencing 1st August 2018.

9. Human Resources Report

18FGB06

Governors received an overview of HR developments during the summer term 2017-2018 which included staffing figures, sickness absence figures, recruitment and selection activity and employee relations; the report also covered staff development spend and an employment law update.

Governors commended the Director for Human Resources and Operational Development on the improvement in appraisal completions. Governors asked for an update on appraisal non-compliance hot spots be reported at the next Board meeting. The improvement in sickness levels was also applauded.

Governors asked for some enhancements to the data reporting:

- a breakdown by area and section for Sickness absence; and
- details on successful outcomes for Flexible Working and Sabbatical requests; and
- details of CPD £ investment per FTE (with a 3 year trend shown).

The Board noted the report and commended the Director for Human Resources and Operational Development and the Human Resources Team for a well-managed internal service.

10. Governance

18FBG07

Search and Governance Committee Report and Recommendations for approval.

Governors were asked to note the draft minutes of the Search and Governance Committee meeting held on Wednesday 19th September 2018 and to note the progress of the Governor Handbook.

Governors noted the draft Search and Governance minutes and noted that good progress has been made with the production of the Governor Handbook.

The Board were provided, for information, with an update on the progress of the Applegate lease.

Governors were asked to consider and approve the:

The appointment to the Board of Maxine Padgham and Mark Rogers and to the Audit and Search and Governance Committee respectively.

Governors approved the appointment to the Board of Maxine Padgham and Mark Rogers for an initial 1 year Term of Office and agreed that, based on skillset and professional background, Maxine Padgham and Mark Rogers would be invited to join the Audit Committee and the Search and Governance Committee respectively.

Governors were asked to consider and approve the updated Terms of Reference for the Selection Panel, Disciplinary Committee and Appeals Committee

Subject to a minor amendment to the ToR of the Selection Committee the updated Terms of Reference for the Selection Panel, the Disciplinary Committee and the Appeals Committee were approved.

Following a thorough review of the College's Standing Orders Governors were asked to consider and approve the updated Standing Orders and the following appendices:

- Role Description of the Chair (and Vice Chair)
- Role Description – Chairs of Standing Committees
- Conflict of Interest Policy
- Complaints against FGB

Governors approved the updated Standing Orders and the associated appendices.

The Governors Training and Development Plan for 2018-2019

Governors were asked to consider and approve the Governors Training and Development Plan for 2018-2019

Governors approved the Training and Development Plan for this current academic year 2018-2019. It was recognised that the plan focuses on developing and strengthening Governor understanding of the College, the Sector and legislative regulations as they apply to the College, its staff and Governors.

Thanks were extended to Governor Ruth Williams for her support in testing the 'How to Guide' for accessing the essential on line training; this guide supporting access to essential and mandatory on line for Governors will shortly be released.

The Governors Training and Development Plan for 2018-2019 was presented and approved.

The Committee recognised and thanked all those that contributed to the updating of all the documents required for the Governor Handbook.

11. Governance Self-Assessment 2017-2018 and Improvement Plan 18FGB08

Governors received an analysis of the recent Governance Self-Assessment. The Board were asked to consider the analysis of the questionnaire and approve the items included in the Governance Improvement Action Plan 2018-2019, the Self-Assessment Grade for Governance and to note that this grade will contribute towards the College's overall Leadership and Management grade and, of course, will inform the Annual Governor Development Plan.

Governors ratified the Self-Assessment of Governance as 'Good' and approved the Governance Improvement Plan for 2018-2019.

12. Public Value/Benefit Statement Review 18FGB09

Governors were asked to consider and approve the Public Value/Benefit Statement 2018-2020. Following discussion a minor amendment was suggested and accepted.

Governors approved the Public Value/Benefit Statement for 2018-2020.

Before closing the meeting Governors noted the success of the HE Graduation Ceremony and thanked all of those involved in running such a well organised and successful event.

The meeting closed at 7.15 pm.

Date of the next meeting: Wednesday 14th November 2018 at 4.00 pm – North Devon Campus.