

GOVERNING BODY

Minutes of the meeting of the Governing Body held in LSF24 at 16:00 on 14th November 2018

Present:	Kevin Finan (Chair), Sam Bryant-Jones, Ro Day, Steve Dunn, David Chalmers, Diane Dimond, Maxine Padgham, Iain Springate, Lindy Stacey, Lee Thommen, Jenny Wallace, Chris Williams, Ruth Williams
In Attendance:	Bill Blythe, Jane Hanson, Sheena Murphy-Collett
Governance Advisor:	Jane Barton

The meeting commenced with comprehensive Governor Development presentations by the Departmental Assistant Principals and the Common Inspection Framework (CIF) leads. The presentations summarised the key changes, developments and challenges within the curriculum departments and the CIF areas in 2017/2018.

Governors welcomed the presentations; asked a number of probing questions and recognised that all the presentations celebrated achievements, recognised areas for change and development; demonstrated sound knowledge of the curriculum, the needs of learners and the challenges faced. The commitment and passion for the learners and the drive to improve quality year-on-year was much-admired.

Governors requested that formal thanks be given to staff and that a note of thanks from the Chair be published in the College bulletin 'In the Know'.

Minutes

1. Membership and Apologies for Absence

Apologies were received from Sam Dart, Mark Rogers and Steve Richardson.

2. Declaration of Interests

No declaration of interests were declared.

3. Confidential Items

It was agreed that some of the details contained within item 6 (South West IoT submission, the Curriculum and Financial Benchmarking Update and the University of Bolton Update) would remain confidential to the Governing Body.

4. Business brought forward by the Chair

The Board welcomed the new External Governor, Maxine Padgham and the new Student Sabbatical Officer, Steve Dunn to their first meeting and approved the appointment of the new Student Governor (Sam Dart).

5. Matters for Report and Approval: 18FGB10

The minutes of the previous meeting of the Full Governing Body held on Monday 8th October 2018 were approved and signed by the Chair.

Matters Arising:

The Vice Principal Finance and Resources provided a verbal update on the draft Month 12 Accounts 2017/2018 which will be brought, in detail, to the next Board meeting.

The surplus, is £314,000 (prior to the effects of LGPS) with a cash balance outturn of £3.720m.

Agenda item 8 from the minutes of the meeting held on the 8th October 2018 - Governors also received an update on Enrolments for 2018/2019. Overall enrolments appear, at this stage, to support achievement of the financial targets.

The Principal and CEO provided the Board with an update on the application to become an Approved Academy sponsor. Petroc have now received acknowledgment of their application. Early indications look to be positive; however a number of clarification questions have been raised and a meeting with the Regional Schools Commissioners Office has been arranged in December to progress these. It was noted that currently there are no bidding opportunities for the College however achieving Approved Academy sponsor status would support future opportunities.

Governors noted and welcomed the production of the Governor Handbook.

6. Strategic (Confidential)

South West IoT submission: 18FGB11

The Vice Principal Finance and Resources provided the Board with an update on the South West IoT submission and brought the Board's attention to the changes to the core constructs. The Board noted that the college continues to be a part of that bid, which is due to be sent to the DfE on 21st November 2018. As previously reported the College is working with four other South West colleges, Exeter and Plymouth Universities, five key employers and the Heart of the South West and Cornwall & Isles of Scilly LEAs to put in a stage 2 application to deliver an Institute of Technology for the region. Governors were asked to approve the sign off of the bid submission noting that the learner numbers and financial estimate contribution will be approved by the Principal and CEO prior to final submission.

Governors noted the update and formally approved the signing off of the submission.

Curriculum and Financial Benchmarking Update: 18FGB12

The Principal and CEO advised that Tribal Group analysis reports and findings have been received and are now being carefully considered by the Senior Management Team. Tribal consultants are to present their findings to a briefing session prior to the next Audit Committee (27th November 2018). This briefing session will be open to all Governors and not restricted to members of Audit Committee. Further details of the findings and the College response will be presented to the Board in due course.

To highlight the financial demands on the sector and to brief Governors the Director of HR and Operational Development made the Board aware of ongoing national union pay negotiations. She advised that the members of UCU had been balloted to take industrial action. UCU members of Petroc were one of six Colleges nationally whose members voted to strike. The industrial action will take place on 28/29th November. Contingency plans are in place to minimise any impact on learners.

University of Bolton:

The Vice Principal Quality, Curriculum and Learners provided the Board with a verbal briefing which outlined the on-going discussions with the University of Bolton.

7. Governance:

Office for Students (OfS) Annual Assurance Statement 18FGB13

The Governance Advisor presented a summary of reports to Governors on Higher Education/Ofsted matters; and updated the Board that the letter confirming OfS accreditation had been very recently received and would be presented to the Board in due course.

The Board approved the signing of the OfS Annual Assurance Statement.

The following papers were presented for information.

8. Quality, Curriculum and Learners 18FGB14

The Board received the Final Achievement Outcomes for 2017/2018 and recognised the commitment to improve retention.

The Board noted the Final Achievement Outcomes for 2017/2018 and the QIP Update.

9. Finance and Resources Report 18FGB15

Education and Skills Funding Agency Financial Assessment

The Board noted the letter from the ESFA confirming their assessment that the College continues to maintain Good financial health.

10. Governance:

Attendance Report for 207/2018 and Attendance Target for 2018/2019. 18FGB16

The Board noted the Governor Attendance report 2018/2019 and the Attendance Target for 2018/19.

The meeting closed at 7.24 pm.

Date of the next meeting: Wednesday 12th December 2018 at 5.00 pm – North Devon Campus.