

GOVERNING BODY

Minutes of the meeting of the Governing Body held in LSF24 at 17:00 on 20th May 2019

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

In Attendance: Bill Blythe, Jane Hanson and Sheena Murphy-Collett

Minutetaker: Debbie Wright

Bitesize Development Session – Apprenticeship Activity

Sam Wilson, Head of Apprenticeships, presented a Bitesize Development Session to the Board on Apprenticeship Activity.

1. Membership and Apologies for Absence

The Chair welcomed Lena Marvão, External Governor, to her first meeting.

Apologies were received and noted from Governors Andy Champion and Matt Richards; and Jane Barton, Governance Advisor.

2. Declaration of Interests

There were no declaration of interests.

3. Confidential Items

It was agreed that items 13, 14, 14 and Chair's Action would be deemed as confidential.

4. Membership Matters

The Chair left the room for this item and the Vice Chair advised the Board that the Chair of Governors had originally intended to hold the position for a period of 12 months and was confirmed on that basis; and that this original term of office has now finished. The Chair has indicated that he is happy to continue his period of office as Chair to the full 4 year term of office ending on 31st January 2022 and the Vice Chair asked the Board to consider this.

The Board approved the extension to the period office for the current Chair of Governor to the full 4 year term office, ending on 31st January 2022.

The Chair returned to the meeting.

5. Items Brought Forward by the Chair

It was agreed that the Chair's Action Item for the CoTIE Tender will be taken under Confidential Items.

6. Strategic Update

Strategic Plan Action Plan Update and KPI Dashboard Report

18FGB53

The Principal and CEO advised the Board that, as mentioned previously, the Executive Management Team have now reviewed and substantially updated the Strategic Plan Action Plan and Strategic KPIs, to reflect the distance travelled since Autumn 2017 when both of these were initially drawn up and approved by the Board.

The Board noted that the Strategic Plan Action Plan is RAG rated and shows the majority of actions as currently Green or Amber rated with one Red action relating to financial and capital constraints; and were given assurance that all Amber rated actions are closely monitored by the Executive Management Team. The Board queried and were assured that the financial and capital constraints do not put any current or future bids at risk.

The Principal and CEO advised that she had recently co-ordinated a HoTSW LEP combined FE Capital request. This has been submitted to the LEP Board with three strands of capital requests, including short term IT/Digital, building condition and medium term more transformational works. This will be considered by the LEP Board at their July Board meeting.

The Vice Principal Finance and Resources further advised the Board that the DfE have appointed Capita as Condition Advisor and that they will undertake a Petroc site visit between now and Christmas for a full condition and suitability survey of the campus.

In response to questions regarding the financial pressures the Board were informed that Ofsted do not usually comment on a college's financial position during Inspection; and that the Executive Management Team are doing all they can to ensure that high quality is sustained in a challenging environment.

The Board noted the updates provided in report.

Risk Management Termly Report

18FGB54

The Chair of Audit presented the Board with the Risk Management Termly Report previously considered by the Audit Committee which includes three new risks proposed:

- TRI – Student and/or Staff safety and/or well-being is compromised
- FR1 – Financial Resources and/or College Assets are not adequately protected from loss
- FR1 – College runs out of Cash and is reliant on external support

The Board noted the updated Risk Register and Report.

7. Minutes of Previous Meeting and Matters Arising

18FGB55

The minutes of the previous meeting of the Full Governing Body held on Thursday 28th March 2019, which were corrected to record that David Chalmers was in attendance, were approved and signed by the Chair.

8. Quality, Curriculum and Learners

18FGB56

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

DfE Performance Tables

Governors were advised that the latest update of data from the Government, published in March 2019, for progress in 2017/18 included the addition of the Technical Levels, Technical Certificates and Level 2 Vocational completion and attainment.

The Vice Principal Quality, Curriculum and Learners outlined the position of the college in the first or second quartile for 16-18 learners and on continuing work towards learners achieving higher grades,

focussing on exam techniques and encouraging learners to resit new BTEC assessments to improve results from Pass to Merit.

National Achievement Rate Tables (NARTs)

Governors were advised that there is a three year national trend with overall achievement rates rising with an achievement rate of 82.1% for 2017/18.

MiDES AoC Sunburst Report

The Vice Principal Quality, Curriculum and Learners took Governors through this report and were given assurance that there is a focus on Adults and Apprenticeships where the pass rate is strong, but retention is challenging impacting overall achievement rates. The Board were pleased to note the appointment of an Adult Mentor was impacting positively on adult retention so far in 2018/19.

The Board noted the analysis of the data received and the identified improvements to be made through the Quality Impact Assessment and Quality Review Meetings.

Parent Survey

18FGB57

The Vice Principal Quality, Curriculum and Learners took Governors through the analysis of the 2018/19 Parent Survey, noting that the survey was undertaken whilst in the Department structure in December/January, prior to the change to Faculties. Governors were advised that across all Departments 92% of respondents were either satisfied or very satisfied with Petroc overall.

The Vice Principal Quality, Curriculum and Learners was asked to explore a recommendation approach to future surveys.

University of Bolton Update

The Vice Principal Quality, Curriculum and Learners was pleased to report to the Board that the contract with the University of Bolton has now been signed and that 16 Nursing Associates started on their Apprenticeship on Friday 3rd May.

The Principal and CEO assured the Board that the relationship with Plymouth University was positive with strong partnership work going on relating to SW IoT.

10. Finance and Resources:

18FGB58

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

- Month 8 Management Accounts
- Sub-Contractor Activity Annual Report and Sub-Contracting Supply Chain Fees and Charges Policy 2019/2020 for approval
- Annual Accounts of the Student Union

The Vice Principal Finance and Resources drew the Board's attention to the Month 8 Management Accounts which represent the position at the end of March 2019, dealing with a number of Governor questions.

The year to date (YTD) operating surplus before pension charges and exceptional lease adjustment is £42k, with the projected year-end operating surplus before pension charges and exceptional lease adjustment remaining at £250k.

Cash balances are currently showing a decrease since the last year end due to current ESFA, projects and HE payment profiles but are (similar to the position reported at Month 7) forecasted to increase to a marginally lower level than last year end. Debtor levels currently reflect phasing of ESFA and Student Loan Company (SLC) income streams.

The Board noted receipt of the Month 8 Management Accounts.

Governors were asked to note the Sub-Contractor Activity Annual Report showing the activity summary for 2018/19 for the six sub-contractor partners and associated values and the Vice Principal Finance and Resources presented the updated Supply Chain Fees and Charges Policy for 2019/2020 for Board approval.

The Board approved the Sub-Contracting Supply Chain Fees and Charges Policy 2019/2020.

The Vice Principal Finance and Resources presented the Student Union Accounts which show a small year-on-year decrease in retained funds, with the principle changes being a reduction in Membership income (down £3,100) and a reduction in Advertising/Promotion costs (of £2,000). The Board noted that the College acts as Banker for the Student Union.

The Board noted the Student Union Accounts.

11. Governance

FGB and Committee Dates for 2019/2020

18FGB59

The Board approved the proposed dates for FGB and Committee Meetings for 2019/2020.

Audit Committee Report

18FGB60

The Board noted receipt of the draft minutes of the Audit Committee Meeting held on 26th March 2019.

The Board were given assurance that the Audit Committee were satisfied with the outcome of a recent Cash Investigation with the incident being a one off with all necessary and appropriate measures in place now to ensure the risk of a reoccurrence is significantly reduced.

Termly Report of Student Sabbatical Officer

18FGB61

The Board noted receipt of the Termly Report of the Student Union (SU) and were pleased to see all the activity undertaken through the academic year to-date. The Student Sabbatical Officer advised that plans for the new academic year are currently being considered with the current SU Executive Committee Members.

The Student Sabbatical Officer highlighted that it was important that support is in place for the new SU at the start of September to promote NUS membership and student activities.

12. For Information Only

ESFA Financial Statements 2017/2018

18FGB62

The Board noted receipt of the ESFA Financial Statements 2017/18.

Draft Minutes of the Academic and Business Development Board

18FGB63

The Board noted receipt of the draft minutes of the Academic and Business Development Board Meeting held on 25th March 2019.

The date of the next meeting was confirmed as Wednesday 19th June at 5.00 pm in D14a/b at Mid Devon Campus.

Staff and Student Governors left the meeting at 6.50 pm.