

GOVERNING BODY

Minutes of the meeting of the Governing Body held in D14a/b Mid Devon Campus on Wednesday 19th June at 17:00

Present: Kevin Finan (Chair), David Chalmers, Andy Champion, Ro Day, Steve Dunn (for agenda items 1-10 and item 12), Diane Dimond, Lena Marvão, Maxine Padgham, Steve Richardson, Iain Springate, Lindy Stacey, Lee Thommen (for agenda items 1-10 and item 12), Jenny Wallace and Chris Williams

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

Governance Advisor: Jane Barton

The meeting commenced with the Vice Principal Quality, Curriculum and Learning providing Governors with an overview of the emerging landscape expected with the coming of the new Ofsted framework. **A full briefing will be provided early in the new academic year.**

1. Membership and Apologies for Absence

Apologies were received and noted from Governors Sam Bryant-Jones, Matt Richards and Mark Rogers.

2. Declaration of Interests

There were no declaration of interests.

3. Confidential Items

It was agreed that items 11, 13, and 14 would be deemed as confidential. Item 12 is not confidential and will be discussed by the Full Board.

4. Items Brought Forward by the Chair

There were no items brought forward by the Chair.

5. Minutes of Previous Meeting and Matters Arising

18FGB67

The minutes of the previous meeting of the Full Governing Body held on Monday 20th May 2019 were approved and signed by the Chair.

6. Quality, Curriculum and Learners

18FGB68

The Vice Principal Quality, Curriculum and Learners provided the Board with an update on Quality matters focusing on learner engagement.

Whilst reporting on the importance of the continual development of the Quality of education at Petroc the Board were reminded of the process for collecting learners' views. The Board were told of the changes to the structure for seeking and responding to learners' views and were advised that the newly formed Student Leadership Committee is developing its effectiveness. Governors, in recognising that the College was clearly committed to hearing the learner voice, were interested to note the key topics raised by learners across all campuses; one of which was the use of Scheduled Online Learning

Activity (SOLA). Discussion took place about SOLA, the challenges of implementing this form of learning and the cultural shift required by everyone to fully embrace this approach to learning and in the development of learning materials. Governors emphasised their commitment and willingness to help in any way they could recognising that our stakeholders use of digital skills and technologies is an intrinsic part of life, learning and employment. Chris Williams (External Governor) expressed his preparedness to support and champion the use of digital learning and digital technologies; a meeting will be scheduled shortly for the Vice Principal Learners, Curriculum and Learning to meet with him.

The Board noted the progress made in developing the profile of Student Leadership during 2018/19 and the contribution this engagement was making in strengthening the quality of Petroc's offer.

Lesson Observations

The Vice Principal Quality, Curriculum and Learners provided Governors with a comprehensive summary of lesson observations during 2018/19.

Governors were reminded that the college had successfully introduced a Licence to Observe scheme for Learning and Performance Coaches as observers within the college, the Board were advised that, new, for this academic year was the introduction of non-graded, developmental observations for those teachers who achieved a grade one outcome in their observation for 2017/18. The Academic Staff Governor confirmed that the new scheme was a much improved process and was one which offered a better experience for those being observed.

The Board noted the comprehensive report on Lesson Observations.

Lesson Observation Policy update for 2019/2020

Governors were advised that the Lesson Observation Policy is being reviewed for 2019/2020 due to the new Ofsted Education Inspection Framework (EIF) published in May 2019 for introduction in September 2019, and to reflect some aspects that the Joint Consultative Council (JCC) wished to have reworded to demonstrate our more supportive approach to the lesson observation outcomes and required follow up.

6. Finance and Resources:

18FGB69

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

- Month 10 Management Accounts
- The Project Performance Report

The Vice Principal Finance and Resources drew the Board's attention to the Month 10 Management Accounts which represent the position at the end of April 2019.

Governors noted that the year to date (YTD) operating surplus before pension charges and exceptional lease adjustment is £238k, and the projected year-end operating surplus before pension charges and exceptional lease adjustment has been reduced to £208k to reflect, in particular, an increased provision for restructuring costs relating to Phase 2 of the current restructuring. Governors were advised that no provision has been included in these estimates for any pay award.

It was reported that certain income streams continue to be challenging including the Adult Education Budget (AEB) which is now being very closely monitored as it is tracking lower than profile and the position at the same time in the previous year.

Apprenticeships and fees are similarly being examined very closely although it should be noted that the apprenticeship profile cannot be compared to historic trends as there has been so much system change in the last three years. Governors asked if the College was worried about achieving

Apprenticeship allocation; they were advised that despite this being a somewhat volatile area learner numbers were buoyant and the expected outturn is expected to be 'within the noise'. Governors also made reference to the low average class size. The Board were informed that improving class sizes was an ongoing and particular focus of the Business Planning process where the aim is to improve average class sizes in 2019/2020 to 14.

Cash balances are now showing an increase since the last year end and stand at £3.836m, 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 (Cash is still forecasted currently to be down by £181k across the year although this may change positively in month 10 when the latest capital estimates are updated).

Governors were assured that cash will be closely monitored to ensure working capital requirements are met taking account of projected capital expenditure requirements.

The Board noted receipt of the Month 10 Management Accounts.

Governors received a comprehensive overview of projects activity. It was noted that the 13 live projects are valued at approx £6 million, with an additional £341k of City Deal funding which the college administers. The Board recognised that the projects are funded by a range of income streams (noting the vulnerability of future funding opportunities post BREXIT), that they vary in size and scope and acknowledged that many of the projects enhanced and strengthen engagement with the College's core partners.

The Board noted the Project Performance report.

8. Our People

Health and Safety Annual Report:

18FGB70

Governors considered the Annual Health and Safety report and noted the findings outlined in the report. In particular, the report highlighted the following:

- trends from accidents/incidents/near miss events and the controls implemented to mitigate further risk; and
- the continual review of current Health and Safety projects to proactively promote and improve existing policies and procedures; and
- the monitoring through on-going inspections/spot checks of premises and activities (including contractors) to ensure compliance is managed daily through proactive safety intervention.

Thanks were expressed to External Governor, Lindy Stacey, for being a proactive and supportive member of the Health and Safety Committee.

Health and Safety Policy:

The Director of Human Resources and Operational Development advised the Board that the Health and Safety Policy had been reviewed, with minor amendments made due to changes in roles. Governors suggested that reference to the Duty Manager be added to the policy.

Governors noted the annual report and approved the minor changes to the Health and Safety Policy.

9. Governance

Cycle of Business 2019/2020**18FGB71**

Governors discussed the Cycle of Business for 2019/2020.

Governors received and agreed the Cycle of Business for 2019/2020; noting that this is a working document and items are adjusted as circumstances dictate throughout the year.

10. For Information Only**Draft minutes of the Academic and Business Development Board****18FGB72**

The Board noted receipt of the draft minutes of the Academic and Business Development Board Meeting held on 22nd May 2019; recognising the challenging decisions made during these meeting to shape and develop future curriculum.

12. FE Commissioners Letter**18FGB74**

The recent letter from the FE Commissioner (FEC) was noted; the letter also included a reference to the ten 'C' characteristics of a well-run college written in 2014 by former FEC Sir David Collins. The Board recognised that the values and principles of running a good college outlined in the ten characteristics were helpful to Governors and supported good governance.

A copy of this will be sent out to the Staff and Student Governors and added to the Governor Handbook.

The date of the next meeting was confirmed as Monday 22nd July 2019 at 5.00 pm in LSF24 North Devon Campus.

Staff and Student Governors left the meeting at 6.22 pm.