

## GOVERNING BODY

### Minutes of the meeting of the Governing Body held on 21<sup>st</sup> March 2016 at Barnstaple Campus

**Present:** Paul Petrides (Chair), Amy Bayet, Martin Chance, Charlie Curzon, Ro Day, Diane Dimond, Laura Elliott, David Gibson, Martyn Gimber, Andrew Pierce Paula Stein, Lee Thommen and Eirene Williams.

**In attendance:** Jane Barton, Neil Hookway, Pené Prior and Debbie Wright

The Chair welcomed Amy Bayet to the meeting.

#### 1. Apologies for Absence

1.1 Apologies for absence were received from Jeff Andrew, Kevin Finan, Andrew Chapple, Shaun Cooper, Andrew Mosedale,

#### 2. Confidential Items

2.1 It was agreed that item 9 would remain confidential to the Governing Body, for the time being.

#### 3. Declaration of Interests

3.1 No declarations of interest were made in the items that follow.

#### 4. Minutes

4.1 The minutes of the meeting of the Governing Body held on 23<sup>rd</sup> February 2016 were confirmed and signed.

#### 5. Matters arising from the minutes

5.1 **Item 5.1 – Estates** – The Director for Resources confirmed that the practical completion certificate has been received on 29<sup>th</sup> February 2016, with the building formally accepted from the contractors on 21<sup>st</sup> March 2016.

5.2 **Item 5.2 – Brannams** – The Director for Resources reported on his follow-up meeting with PAL Properties and the potential use of Unit 4 with proposals being considered.

5.3 **Item 11.3 – Staff Survey** – The Director for Resources confirmed that Action Plan resulting from the recent Staff Survey has been consulted on and feedback from staff received.

- 5.4 **Item 13.2 – A Level Provision, Mid Devon Campus** – The Deputy Principal confirmed that all current applicants have been contacted and it is planned that all current AS learners will be progressing to A2 at Mid Devon.

The Principal advised on interest from local MPs and responses sent to both to allay any concerns they have.

## **6. Business brought forward by direction of the Chair**

- 6.1 The Chair advised on the use of the seal; as part of the bid by the HoTSW LEP for Hinkley related capital works as funding was being channelled through Somerset County Council.

- 6.2 The Principal advised that following interviews held on 7<sup>th</sup> March 2016 for the Assistant Principal, Arts and Science, that Joanna (Jo) Landles has been offered and accepted the position. Governors noted that Jo joins Petroc with a wealth of FE experience at Senior Manager and quality lead level.

- 6.3 The Chair reminded Governors that, following the discussion at the Away Day, discussion at the meeting must be strategic and not operational.

## **7. Strategic Plan Action Plan**

- 7.1 Received and reviewed progress on the Strategic Plan Action Plan which, with the exception of JCP provision, International Strategy and A Levels at Mid Devon, demonstrates progress in all areas.

- 7.2 In response to matters previously reported, Governors were advised that:
- part of the Marketing Strategy focuses on making HE attractive to a wider catchment area
  - quality improvement activities and lesson observations are progressing well
  - the Study Programme Policy for 2016/17 has been reviewed and strengthened for both Maths & English and Employability
  - the Business Planning process will ensure that the college is in a good, efficient and effective position to ensure viable numbers for courses advertised
  - income diversity will be reported at the year-end in the Management Accounts
  - applications and progression are closely monitored by SMT
  - retention rates are well above national average
  - there is a focus on going out and engaging with employers and use of Vector local market intelligence on skills gaps and employer needs
  - timetabling of Maths and English was reviewed for 2015/16 with identification of distinct grid slots in the timetable; with more being done for 2016/17 to avoid orphaned and late week slots, addressing learners concerns.

- 7.3 Governors felt that the Strategic Plan Action Plan is a very useful document.

## **8. KPI Dashboard Report**

- 8.1 Received and considered the Term 2 KPI update.
- 8.2 In response to questions raised, Governors were advised that:
- cashflow is monitored daily and reported monthly in the Management Accounts and is slightly better than profile for Month 7
  - utilisation meetings are ongoing; there will be an update to Governors once the new build is in use in Autumn 2016
  - in year retention at 94% is good.
- 8.3 The Director for Resources agreed to provide Governors with a split of staff absences by long-term and short-term absences.

## **9. THS Masterplan – Confidential**

### **10. Mid-Year Progress Report on Quality Improvement Plan**

- 10.1 Received and considered the mid-year progress report on the Quality Improvement Plan.
- 10.2 In response to questions raised, Governors were advised that:
- there is a very conservative spend on quality, the focus is on knowing our learners, the learner journey and making marginal gains
  - increasing retention, achievement & success (RAS) and CPD are priorities
  - more resource has been put into Maths and English as this is now a greater priority
  - Professional Tutors were introduced as part of 2014/15 cost reductions and the new model is working well
  - quality improvement is an ongoing day to day activity and quality targets are both realistic and challenging
  - a practical incremental approach will be taken to the development of online SOLA units, starting with the many staff who are already involved and enthusiastic to take this initiative forward.
- 10.3 Governors noted that quality is managed with limited resources and taking account of the need to be agile and flexible so as to not lose focus.
- 10.4 It was agreed that Quality could be an item for discussion at a future Away Day to broaden the conversation and debate.

## **11. Finance Report**

### **11.1 (a) Management Accounts**

Received and considered the Month 6 Management Accounts which continue to be closely monitored.

- 11.2 Governors discussed the implications on European funding should the UK vote to leave the EU and agreed that a cautious approach is vital.
- 11.3 In response to a question raised, Governors were advised that Apprenticeship funding changes will provide further opportunities to support young adults; and to work with Awarding Bodies on the changes coming in 2017 to ensure the offer meets employer needs.

## **11.5 (b) Annual Accounts of the Petroc Student Union**

Received and considered the Annual Accounts of the Petroc Student Union.

## **12. Principal's Termly Report**

12.1 Received and considered the Principal's Termly Report.

12.2 The Principal advised Governors that as part of the SMT/EMT restructure a meeting was held with Gatenby Sanderson on 16<sup>th</sup> March 2016, who have recommended that the advert period runs from 11<sup>th</sup> April 2016 with interviews being held at the beginning of June 2016. Gatenby Sanderson are hopeful that the college will be able to recruit for a September start.

12.3 Governors noted the overview provided on the Apprenticeship Reforms that that more details are expected next month.

## **13. Report from Student Governor**

13.1 Received and considered a report from the Student Governor noting the excellent idea for a Peer Mentoring Programme, to assist learners with integrating into college life.

## **14. Audit Committee**

14.1 The draft minutes of the Audit Committee held on Tuesday 8<sup>th</sup> March 2016 were received and noted.

14.2 The Chair of the Committee particularly highlighted:

- the good progress on Audit recommendations
- Strategic Risk and Board Assurance framework, asking Governors to note that Risk 19 'Governance' will be reviewed in detail at a meeting in the Summer Term
- that internal controls are being monitored regarding the CCIF Kitchen

## **15. SFA Assessment of the College's Financial Health**

15.1 Received and noted for information only.

The meeting ended at 6.45pm