



GOVERNING BODY

Minutes of the meeting of the Governing Body held on 23rd February 2015 at Barnstaple Campus

Present: Jeff Andrew (Chair), Martin Chance, Shaun Cooper, Ro Day, David Dodd (Items 1-16), Laura Elliott, Martyn Gimber, Andrew Lovett, Andrew Mosedale, Lee Norburn, Andrew Pierce, Joanna Prylinska (Items 1-16), Paula Stein, Ollie Tuck (Items 1-16) and Eirene Williams (Items 1-17, excluding Item 7).

In attendance: Diane Dimond (Items 1-16), Neil Hookway (Items 1-16), Susan Lewry and Pené Prior (Items 1-16).

1. Apologies for Absence

1.1 Apologies for absence were received from David Gibson and Paul Petrides.

2. Confidential Items

2.1 It was agreed that the following papers would remain confidential to the Governing Body for the time being:

- Confidential section of the minutes of the meeting held on 19th January 2015 and the minutes of the special Governing Body held on 6th February 2015 (Item 4);
- The proposals and discussion regarding Mid Devon campus (Item 9);
- The proposals regarding the curriculum (Item 10); and
- The minutes and discussion of the Remuneration Committee/Selection Panel (Item 17) held on 26th January 2015.

3. Declaration of Interests

3.1 Declarations of Interest were received from;

- Eirene Williams, in relation to Item 7 – membership of the Selection Panel;
- Andrew Lovett, in relation to Items 8 and 9 – as Headteacher of Tiverton High School;
- Pené Prior, in relation to Item 8 and 9 – as a Governor of Tiverton High School; and

- Susan Lewry, in relation to Item 17 – minutes of the Remuneration Committee / Selection Panel.

4. Minutes

- 4.1 The minutes of the meeting of the Governing Body held on 19th January 2015 were confirmed and signed.
- 4.2 The minutes of the special meeting of the Governing Body held on 6th February 2015 were confirmed and signed.

5. Matters arising from the minutes

- 5.1 **Minutes of 6th February 2015 – Item 5 – CCIF** – the Director for Resources provided an update for Governors, as follows:

- The contractors and project managers were on site and undertaking work;
- The return to the Skills Funding Agency (SFA) and the request for a variation on completion had been submitted; the College are awaiting a response;
- Engineering is scheduled for completion in July 2015 and the Lifestyle Building in February 2016;
- Discussions are continuing with Clarke Willmott regarding the Wring contract and the costs associated with the surveys undertaken.

- 5.2 In response to a question from Governors regarding keeping stakeholders informed, the Director for Resources advised that he has briefed Heads of Schools and provided information for staff and students through 'In the Know'. Governors were advised that once the Director for Resources has heard back from the SFA a further update will be made regarding the works and the timings.

- 5.3 Governors requested that a further update is given to the Board at their next meeting on 25th March 2015.

- 5.4 **Minutes of 6th February 2016 – Item 4 – HR/Curriculum Review** – Governors sought clarification on the new name for 'Schools' and the Deputy Principal/Director for Quality and Performance advised that a working title of 'Divisions' was currently being used but that discussions were ongoing.

- 5.5 **Minutes of 6th February 2016 – Item 6 – IT Strategy** – In response to a question from Governors, the Director for Resources confirmed that the college was moving forward with using the 'Cloud' for storage.

6. Business brought forward by direction of the Chair

- 6.1 Tiverton Way – Governors were asked to ratify the decision of the Chair with regard to the withdrawal from the lease at Tiverton Way; an urgent decision was requested by the landlord prior to the Governing Body meeting. Governors were advised that the landlord had proposed a

settlement figure of £100,000, which equated to a saving of £139,846 if the College continued with the leasing agreement.

- 6.2 Governors unanimously ratified the decision of the Chair with regards to the surrender of this lease.

7. Membership

- 7.1 Governors confirmed the recommendation that Eirene Williams be a member of the Selection Panel for the recruitment of the new Principal.

8. Mid Devon Business Plan

- 8.1 Received and considered an update on the Mid Devon Business Plan from the Deputy Principal/Director for Quality and Performance.

- 8.2 Governors discussed the plan in considerable detail and, in particular, in response to questions raised were advised that the financial information, and data, which accompanies the plan, had not been updated this time, but that the plan updates on the identified action tasks. Governors requested that, once the data is available later in the year, the plan is updated to reflect the objectives set and enables analysis against the numbers to be assessed.

- 8.3 It was agreed that, outside of the meeting, a discussion would take place to ensure clarity on how the financial information is presented, to enable consistency between that and the campus financial analysis that governors are scheduled to receive at a future meeting.

9. Mid Devon Campus - Confidential

- 9.1 Received a proposal from the Principal regarding the Mid Devon Campus. Governors agreed that additional information was required to assist decision-making and this would be provided, together with a recommendation from the Principalship, for the next meeting of the Governing Body.

10. Curriculum Review - Confidential

- 10.1 Received and considered a report from the Deputy Principal/Director for Quality and Performance on changes to areas of curriculum delivery in Mid-Devon. Governors agreed that this information needed to be considered further in conjunction with the proposals for Mid Devon Campus, and incorporated into the proposals being brought to the next meeting. However, governors asked that three year historical trends be provided

11. Higher Education

- 11.1 Received and considered a report from the Deputy Principal/Director for Quality and Performance on Higher Education.

- 11.2 Governors were delighted to note the outcomes of the recent QAA inspection and asked that all staff involved in the process be thanked and congratulated on this achievement.
- 11.3 Governors also received an update on the HE Business Plan. The Deputy Principal/Director for Quality and Performance advised that restructuring is currently taking place to cluster and consolidate modules for shared teaching.
- 11.4 Governors were pleased to note that quality is good, although the recruitment numbers were below the predicted target for 2014/15 and were likely to be so for 2015/16.
- 11.5 Governors sought reassurance that, in the current climate, delivery was cost effective and they were advised by the Deputy Principal/Director for Quality and Performance that the delivery worked on a 'contribution to overheads' basis rather than learner numbers.
- 11.6 Governors noted the progress made and requested a further report back on the progress of the plan in the next academic year.

12. Finance Report - Confidential

- 12.1 Received and considered a Financial Overview 2015/16 and the Month 5 Management Accounts from the Vice Principal/Director for Finance and Funding.
- 12.2 Governors noted that the Education Funding Agency had now confirmed funding allocations for 2015/16 but that the Skills Funding Agency funding allocation was still awaited and expected to be a cut in the region of 20-25%,

13. Marketing Strategy

- 13.1 Received and considered an update on the Marketing Strategy from the Director for Resources.
- 13.2 Whilst governors acknowledged the significant amount of activities undertaken, they noted that there is still progress to be made on a number of targets, which still need to translate to tangible benefits.
- 13.3 The Director for Resources updated governors with progress reports on the work of the Employer Advisory Groups.

14. Quality Report

- 14.1 Received and considered a Quality Report from the Deputy Principal/Director for Quality and Performance.
- 14.2 Governors noted the report on Withdrawn Early Leavers, the Employers' Satisfaction Survey and the Risk Register on Quality of Provision.
- 14.3 Governors were pleased to note the improvements being made.

15. Sub-contracting Activity Annual Report

- 15.1 Received and considered the annual report on the college's sub-contracting activity which included reports on finances for the individual contractors and the performance success rates for each sub-contractor.
- 15.2 Governors noted the quality assurance processes undertaken for the sub-contracting arrangements, which are incorporated into the College Self-Assessment and Quality Improvement processes.

16. Perception Action Plan

- 16.1 Received and considered the Perception Action Plan from the Director for Resources.
- 16.2 Governors were advised that a significant amount of consultation and research had been undertaken this year. It was, therefore, recommended that further information gathering takes place in the next academic year.
- 16.3 A suggestion was made, to broaden the range, to obtain views, not just from the named contact in schools, but from other members of the school community.

17. Remuneration Committee - Confidential

- 17.1 Received and noted the minutes of the Remuneration Committee / Selection Panel meeting held on 26th January 2015.

The meeting ended at 7.10pm

The above minutes are subject to confirmation at the next meeting of the Governing Body. In the meantime, action can, and should, be taken on the decisions made.