

## GOVERNING BODY

### Minutes of the meeting of the Governing Body held at 17:00 on 25<sup>th</sup> April 2016 at Barnstaple Campus

**Present:** Paul Petrides (Chair), Jeff Andrew, Amy Bayet, Andrew Chapple (withdrew for items 2.9 and 2.10), Martin Chance, Shaun Cooper, Charlie Curzon, Ro Day, Diane Dimond, Laura Elliott, David Gibson, Martyn Gimber (withdrew for items 2.9 and 2.10), Paula Stein, Lee Thommen and Eirene Williams.

**In attendance:** Jane Barton, Neil Hookway, Pené Prior,

**Clerk:** Bettina Walker (item 2(b) onwards) and Debbie Wright (item 2(a) only)

#### 1. Apologies for Absence

1.1 Apologies for absence were received from Kevin Finan, Andrew Mosedale and Andrew Pierce.

#### 2. (a) Interim Clerking Arrangements 15/120

2.1 The Governing Body considered and agreed the recommendation of the Search and Governance Committee to appoint Bettina Walker on an interim basis as Clerk (0.6 fractional), for a maximum appointment to March 2017. The Governing Body noted the Search and Governance Committee proposal to call the post Head of Governance.

2.2 The Governing Body was given assurance that Bettina Walker was a highly experienced FE College Clerk and was currently the elected Chair of the SW FE Clerks' Network.

2.3 It was noted that this appointment would give stability for Area Review and Senior Postholder recruitment, and would provide the resource necessary to facilitate the recruitment process for the substantive role.

2.4 The Governing Body was further given assurance that the recruitment for the permanent post would commence no later than the beginning of January 2017, with the full recruitment process being followed.

## **(b) Composition of the Board and Quoracy**

15/121

Governors were advised to consider this item whilst referring to the draft minutes of the Search and Governance Committee held on 20 April 2016.

- 2.5 Following discussion, the Governing Body approved an increase in the composition of the Board from the current 16 Governors to 18 Governors as follows:

13 External Members (an increase of 2 members)  
The Principal  
Two Staff Members  
Two Student Members  
No Parent Members

The Governing Body agreed to this new composition from the next meeting in June 2016 onwards, and to review the composition of the Board again after one year.

- 2.6 The Governing Body was reminded that External Members were described in the *Instrument and Articles* as members from outside the organisation “who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions”.
- 2.7 The Governing Body noted the importance of high expectation for governor attendance at meetings, and considered this to be the culture at Petroc. Within this context, the Governing Body agreed to change the quoracy to of the Governing Body to 40%, as allowed under *Instruments and Articles*, stipulating that the 40% must be a majority of external Governors. For a Governing Body of 18, the quoracy for the Governing Body was set at 8 members, including at least 5 External Members.
- 2.8 Governors discussed the skills, knowledge and experience needed by the Governing Body in the future, especially with reference to the forthcoming Area Review. It was agreed that a Governor Skills Audit be devised to look at current skills, with a Skills Audit to be undertaken by the Interim Head of Governance before the July meeting: this would include knowledge and links to areas of the curriculum.
- 2.9 The Strategic Review Working Group had discussed the possibility of appointing new governors with good local, regional and even national networks, political knowledge and influence.

## **(c) Governor Appointments and Re-appointments**

- 2.10 The Search and Governance Committee had discussed the need for an Individual Governor Review process, and would be looking to introduce this during the next academic year. The Governing Body considered that the information from such a review, alongside skills needs and gaps, would help in the consideration of Governors’ re-appointments, making the process more robust in the future.

- 2.11 Following the recommendation of the Search and Governance Committee, the Governing Body unanimously approved the appointment of current co-opted members, Andrew Chapple and Kevin Finan as full External Members of the Board for a period of three years with immediate effect.
- 2.12 Following the recommendation of the Search and Governance Committee, the Governing Body unanimously approved the re-appointment of Martyn Gimber for a further period of one year from the end of his term of office on 31<sup>st</sup> March 2016 to 31<sup>st</sup> March 2017.
- 2.13 The Governing Body considered the appointment of Melinda Stacey as an External Member following the recommendation by the Search and Governance Committee. Melinda's background was in engineering and manufacturing, and she also had experience of apprenticeships and operational management. The Governing Body unanimously agreed the appointment of Melinda Stacey for a period of three years from 1<sup>st</sup> September 2016, inviting her to attend a meeting of the Governing Body in the Summer Term, prior to her joining the Board at the first meeting of 2016/17 (scheduled for October 2016).

### **3. Confidential Items**

- 3.1 It was agreed that the CV in item 2, the Estates Strategy in item 11 and the discussions of the Strategic Review Working Group, item 14, would remain confidential to the Governing Body, for the time being.

### **4. Declaration of Interests**

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

### **5. Minutes**

**15/122**

- 5.1 The minutes of the meeting of the Governing Body held on 21<sup>st</sup> March 2016 were confirmed as a true record of the meeting and were signed by the Chair.

### **6. Matters arising from the minutes**

- 6.1 **Reference Minute 12.2:** The Principal reported that a good number of applications had been received for each of the Director of HR and the three Vice Principal posts currently being advertised.
- 6.2 The Governing Body confirmed that the four Senior Postholder posts, for which it was responsible, once they were all recruited, were:  
The Principal & Chief Executive  
Vice Principal Finance & Resources  
Vice Principal Quality, Curriculum & Learners  
Vice Principal Business Development, Marketing & Curriculum

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

- 7.1 There was no business brought forward by the Chair.

## **8. Funding Update 2016/17**

**15/123**

- 8.1 The Governing Body received and reviewed the 2016/2017 Funding Update. The funding for Adult Education had remained at the same level as the current year, and funding for Adult Apprenticeships had improved. However, colleges would no longer be able to vire between these two budgets, which would bring some challenges.
- 8.2 There may be extra funding available from the Skills Funding Agency for the growth of Adult Apprenticeships, but the details for bidding for this funding had not yet been published. As the College was looking to grow Adult Apprentice numbers, a bid would be submitted when the bidding details were available.
- 8.3 Overall funding for 2016/2017 was less than in the current year. The Principal reported that the College would be looking at making £650K pay cost savings for the 2016/2017 budget. Cost efficiencies had also been identified in non-pay costs, and the College was asked to consider reviewing staff contracts as part of this.
- 8.4 Staff had been informed that there may be a small number of redundancies this summer, and this had been discussed with the Trade Union representatives and the Joint Consultative Committee (JCC).
- 8.5 The Academic Staff Member expressed concern about the effect year on year staff redundancies was having on staff morale. The Principal stated that cost efficiencies were required because of external factors such as funding cuts and declining 16-18 demography, and colleges had to remain flexible organisations because of this.
- 8.6 However, the Governing Body also discussed the need to grow the College's business by focusing on regaining some business and looking at developing the business with new income options in order to reduce the impact of funding cuts.
- 8.7 The Governing Body extended delegated authority to the Acting Director of Finance to be able to dismiss staff as a result of redundancy.

## **9. Month 7 Management Accounts**

**15/124**

- 9.1 Received and considered the Month 7 Management Accounts which continued to be closely monitored.

## **10. Marketing Strategy Update**

**15/125**

- 10.1 Governors received and considered an update on the Marketing Strategy from the Director for Resources. As part of a renewed focus of working with schools, members of the Senior Management Team had been linked with and were visiting schools in the area. The Careers College at the Tiverton campus to take place in July should also be working with schools.
- 10.2 The Student Governor from Mid Devon campus related how her experiences of engaging with activity provided by Petroc staff at her school had made her chose to enrol at the College.

10.3 Governors were informed of a range of activities taking place. The implementation of the Marketing Strategy was thought to be having a positive impact on the growth of apprenticeships and HE applications.

10.4 Governors were informed that a number of student success story case studies were available to view on the College website.

**11. Estates Strategy Update – Confidential 15/126**

**12. Governing Body and Committee Dates for 2016/17 15/127**

12.1 Governors noted that the November date for the Governing Body meeting would be Monday 14 November, as the later date that week clashed with the Association of Colleges Annual Conference.

12.2 The Interim Head of Governance was asked to circulate the two possible dates for the December Governing Body meeting to check Governor availability before confirming the date.

**13. Search and Governance Committee 15/128**

13.1 The Governing Body noted the draft minutes of the Search and Governance Committee held on 20 April 2016.

**14. Strategic Review Working Group - Confidential**

**15. Date of Next Meeting**

The next scheduled meeting would take place on Wednesday 8 June at the Tiverton campus.

The Chair stated that there was a need for a short special meeting to take place in mid-June to make the official appointments for the Vice Principals. The interim Head of Governance would circulate dates to check availability.

The meeting ended at 19:00