

## GOVERNING BODY

### Minutes of the meeting of the Governing Body held on 25<sup>th</sup> March 2015 at Barnstaple Campus

**Present:** Paul Petrides (Chair), Jeff Andrews, Shaun Cooper, Ro Day, David Dodd (Items 1-22), Laura Elliott, David Gibson (Items 1-19), Martyn Gimber, Lee Norburn, Andrew Pierce, Joanna Prylinska, Paula Stein and Ollie Tuck.

**In attendance:** Diane Dimond (Items 1-22), Neil Hookway (Items 1-22), Susan Lewry and Pené Prior (Items 1-22).

#### 1. Apologies for Absence

1.1 Apologies for absence were received from Martin Chance, Andrew Lovett, Andrew Mosedale and Eirene Williams.

#### 2. Confidential Items

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

- The proposals and discussion regarding Mid Devon campus (Item 7);
- The update regarding the Curriculum/HR review (Item 9);
- The Principal's Report (Item 11);
- Financial Overview 2015/16 (Item 19a);
- Strategic Investment Working Group notes (Item 21); and
- The minutes and discussion of the Remuneration Committee/Selection Panel (Item 23) held on 9<sup>th</sup> March 2015.

#### 3. Declaration of Interests

3.1 A Declaration of Interest were received from Pené Prior, in relation to Item 7 as a Governor of Tiverton High School.

#### 4. Minutes

4.1 The minutes of the meeting of the Governing Body held on 23<sup>rd</sup> February 2015 were confirmed and signed.

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

5.1 **Item 5 – CCIF** – the Director for Resources provided an update for Governors, as follows:

- Work is progressing with the specialist removal company and the demolition is proceeding;
- The Director for Resources had met with Clarke Willmott regarding the original survey reports and discussions with Wring. Clarke Willmott's advice, at this stage, is that until there is a clear indication of the costs of the over-run the college should not proceed further at this time.

5.2 Governors were also advised that, although the SFA have indicated they are agreeable to the extension of the project, final written confirmation, from their Executive, is still awaited before effecting the advance payment bond and variation to contract, which needs to be affected by Tuesday 31<sup>st</sup> March.

5.3 Following discussion, it was agreed that if the College have not heard from the SFA by mid-day on 30<sup>th</sup> March then an email is sent to them to advise that, in order not to breach the contract, the College would be making the payment as outlined to them in previous correspondence.

*Subsequent to the meeting, the SFA confirmation was received on Friday 27<sup>th</sup> March and, as the documents required the Seal of the Corporation, the Chair authorised for the Seal to be given and witnessed by himself and Andrew Pierce, in accordance with the Instrument and Articles of Government.*

5.4 Governors were advised that the Engineering building project was on target and it was anticipated that ISG (the contractor) would commence on site next week.

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

6.1 Larkbear – The Director for Resources updated Governors, following a recent meeting. It was reported that the innovation space will adjoin the College's boundary and, if the Local Authority is successful with its bid for the construction of the building, then it might be that temporary access through the college will be required. The Director for Resources sought permission to proactively progress matters with the Local Authority to explore how far the College could assist with this project. Governors agreed this course of action.

6.2 Bank Account closure – In accordance with the Financial Regulations, the Vice Principal/Director for Finance and Funding sought permission to give notice to withdraw the funds and close the Clydesdale Bank investment account. Approval was unanimously agreed.

## **7. Mid-Devon Campus - confidential**

7.1 Governors considered the proposals of the Principal regarding the Mid-Devon Campus. Governors agreed a modification to the proposals to

include SMART targets, which are to be brought to the next meeting for approval.

## **8. Strategic Plan**

8.1 Received and approved the finalised Strategic Plan.

8.2 It was agreed that more detailed KPIs and action planning now needs to be drawn up by management, for regular reporting to the Board.

## **9. Curriculum/HR Review - Confidential**

9.1 Received an update from the Deputy Principal/Director for Quality and Performance on the progress of the Curriculum Review.

## **10. Launch of the Strategic Plan**

10.1 Received and considered a draft letter from the Chair of Governors to accompany the launch of the new Strategic Plan. Governors approved the letter subject to a small amendment.

## **11. Principal's Report - confidential**

11.1 Received and considered a report from the Principal on a strategic review being undertaken by a local College.

11.2 It was agreed to explore this matter further, without making any firm commitment.

## **12. Disciplinary, Grievance and Capability Policies**

12.1 Received, considered and approved the Disciplinary, Grievance and Capability policies. Governors were advised that the policies had been approved with JCC.

## **13. Meeting dates for 2015/16**

13.1 Received, considered and approved the dates for the Governing Body meetings for 2015/16.

## **14. Annual Report**

14.1 Received, considered and approved the Annual Report to the Community for 2013/14.

14.2 Governors agreed that, going forward, as there appears to be overlap with the content of the Self-Assessment Review (SAR), that the SAR report would concentrate on curriculum/quality assessment.

## **15. Audit Committee**

- 15.1 Received and noted the minutes of the Audit Committee held on Tuesday 3<sup>rd</sup> March 2015.
- 15.2 Governors were asked to note that a discussion on strategic risks would be scheduled for the Board in the Summer term 2015.

## **16. Strategic Priorities for 2014/15 – progress report**

- 16.1 Received and considered a progress report from the Principal on the strategic priorities agreed for 2014/15.
- 16.2 In response to a question from Governors, the Principal reported that the College were looking to increase the take up of adult loans.

## **17. Key Performance Indicators (KPIs)**

- 17.1 Received and noted the KPIs progress report for the Spring Term 2015.

## **18. Quality Improvement Plan**

- 18.1 Received and considered a progress report on the Quality Improvement Plan from the Deputy Principal/Director for Quality and Performance.
- 18.2 The Deputy Principal/Director for Quality and Performance reported to Governors that introduction of the new ALPS value-added tracking system would be a valuable tool for the College, in supporting the Quality Improvement Plan.

## **19. Finance Report**

- 19.1 Received the Financial Overview, Management Accounts for Month 6 and the Student Union Audited Accounts from the Vice Principal/Director for Finance and Funding.
- 19.2 Governors discussed the pressure on cash-flow and the Vice Principal/Director for Finance and Funding reported on the internal control arrangements in place to monitor this.

## **20. Student Governors' Report**

- 20.1 Received and considered the termly report from the Student Governors.
- 20.1 Governors agreed that the role of Student Sabbatical Officer had been beneficial to the College and wished the post to continue. Governors concurred with the recommendations in the report regarding recruitment to the post and it was agreed that the Deputy Principal/Director for Quality and Performance would progress this, in conjunction with Student Union.

## **21. Strategic Investment Working Group**

21.1 Received and considered the confidential notes of the Strategic Investment Working Group. Governors noted that the group would be arranging to meet again in May.

## **22. Skills Funding Agency (SFA) assessment of the 2013/14 Financial Statements**

22.1 Received a letter from the SFA giving their assessment of the College's financial health, following their analysis of the audited financial statements for 2013/14.

## **23. Remuneration Committee and Selection Panel - Confidential**

23.1 Received and noted the minutes of the Remuneration Committee / Selection Panel meeting held on 9<sup>th</sup> March 2015.

The meeting ended at 7.30pm

**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.**