

## GOVERNING BODY

### Minutes of the meeting of the Governing Body held on 5<sup>th</sup> October 2015 at Barnstaple Campus

**Present:** Paul Petrides (Chair), Jeff Andrew, Martin Chance, Andrew Chapple, Shaun Cooper (Items 1-10), Charlie Curzon, Ro Day (Items 1-10), Diane Dimond, Laura Elliott, David Gibson, Andrew Mosedale, Lee Norburn (Item 7-15) and Andrew Pierce (Items 1-8)

**In attendance:** Rav Garcha, Neil Hookway, Susan Lewry, Cath Orange (Observer) and Pené Prior

The Chair, on behalf of the Governors, welcomed Charlie Curzon as a new Student Governor representative, Rav Garcha as the interim Director for Finance, Cath Orange as an observer, from the National Leaders in Governance programme, and Andrew Chapple's return to the Governing Body as a co-opted Governor.

#### **1. Apologies for Absence**

1.1 Apologies for absence were received from Kevin Finan, Martyn Gimber, Paula Stein and Eirene Williams.

#### **2. Confidential Items**

2.1 It was agreed that the confidential section of the minutes of the meeting held on 13<sup>th</sup> July 2015 (Item 4), the Principal's report (Item 7), the Quality report (Item 11), the HR Report (Item 14) and the minutes of the Remuneration Committee (Item 15) would remain confidential to the Governing Body, for the time being.

#### **3. Declaration of Interests**

3.1 Charlie Curzon and Andrew Chapple declared an interest in relation to Items 9 regarding membership of the Governing Body.

3.2 Diane Dimond declared an interest in Item 15, minutes of the Remuneration Committee, and left the room for this discussion.

#### **4. Minutes**

- 4.1 The minutes of the meeting of the Governing Body held on 13<sup>th</sup> July 2015 were confirmed and signed.

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

- 5.1 **Item 4.1 – Strategic Review** - The Chair referred to his recent email to Governors regarding the cessation of talks with Exeter College. Governors formally resolved to cease the joint talks with Exeter College, and thereby the cancellation of the exclusivity clause signed with them, and to recommence the process for the recruitment of a permanent Principal.
- 5.2 Governors discussed the proposed Area Reviews and it was agreed that a Strategic Away-day be organised for late in the Autumn term to discuss the agenda as outlined by the Chair.
- 5.3 **Item 7.1 – LEP Bid** – It was reported that the College was still waiting to hear the outcome of their bid to the LEP for the Hinkley C project proposal. Shaun Cooper reported to Governors on his recent discussions at a CBI meeting.

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

##### **6.1 THS - Confidential**

The Chair reported on a recent meeting which had taken place with Tiverton High School (THS). The Board agreed that the Chair should write to THS outlining the College's current position.

#### **7. Principal's Report**

- 7.1 Received and considered a report from the Principal updating the Governing Body on the Strategic and Area Reviews since the last Governing Body meeting on 13<sup>th</sup> July. Governors were also given an update on the start of the academic year, with recruitment figures as at 22<sup>nd</sup> September 2015.
- 7.2 Governors noted the timeline, and pace, of developments regarding Area Reviews since the July Board and noted that a meeting is currently being arranged with Colleges in the HotSW LEP to discuss the review process. It was confirmed that further strategic discussions on area reviews would be held at the Away-day, to be arranged for later this term.
- 7.3 Governors were also advised of proposals to hold some events in the Spring term, probably one at each campus, to inform stakeholders of the review process being undertaken, and updating them on the profile and position of the college in these reviews.
- 7.4 Governors received a verbal report on the financial out-turn for the last academic year 2014/15 from the interim Director for Finance, where it was reported it is likely the operating surplus will exceed budget.

7.5 Governors discussed how this more positive position could be communicated to stakeholders and it was agreed that the College's Annual Report, to be published in January, and the agreed events with stakeholders, would provide the opportunities to inform.

## **8. Strategic Plan**

8.1 Received and considered the Strategic Plan Action Plan and the proposed priorities for 2015/16.

8.2 Governors were also asked to consider and approve some minor amendments to Aim 2 to capture the College's focus on Mathematics, English and the FELTAG requirements.

8.3 Governors noted and concurred with the recommendation that Aim 1 be reviewed and reworded to ensure that clear measurable outcomes could be set against the objectives. The revised wording would be brought back to a future meeting of the Governing Body.

8.4 The acting Principal outlined the strategic priorities for 2015/16, and Governors were very pleased to receive such a comprehensive action plan with outcomes for monitoring progress going forward.

8.5 In conclusion, Governors:

- agreed the strategic priorities for 2015/16;
- approved the proposed amendments to Aim 2 of the strategic objectives; and
- noted that revisions to Aim 1 would be brought back to a future meeting of the Governing Body for consideration.

## **9. Report of the Clerk - Governance**

9.1 Received and considered the report of the Clerk to the Corporation and approved:

- a) Charlotte Curzon as a Student Governor representative for 2015/16 and Andrew Chapple and Kevin Finan as Co-opted Governors for a period of two years;
- b) the revisions to the Standing Orders of the Corporation;
- c) the revised Code of Conduct;
- d) the revised Scheme of Delegation, subject to a small amendment;
- e) the Governors attendance target for 2015/16 of 80%;
- f) the revised policy on the arrangements for consulting with staff and students; and
- g) the revisions to the Public Value/Benefit Statement.

## **10. Search and Governance Committee**

10.1 The draft minutes of the Search and Governance Committee held on 25<sup>th</sup> September 2015 were received and considered.

10.2 Governors approved:

- The revisions to the procedure for the appointment/re-appointment of Governors to the Board;
- The items for inclusion in the Governance Improvement Plan for 2015/16;
- The Training and Development Plan for 2015/16; and
- The Governance Self-Assessment grade for 2014/15 as 'Good'.

10.3 In addition, Governors agreed the Committee membership for 2015-16, as follows:

<p><b>Audit Committee</b>          Jeff Andrew          Andrew Chapple (co-opted)          Martyn Gimber (Chair)          Andrew Pierce          Eirene Williams</p>	<p><b>Search &amp; Governance Committee</b>          Ro Day (<i>Vice-Chair</i>)          Diane Dimond          Kevin Finan (co-opted)          David Gibson (<i>Chair</i>)          Mike Mansell (co-opted)          Paul Petrides          Paula Stein</p>
<p><b>Remuneration Committee</b>          Jeff Andrew (<i>Chair</i>)          Ro Day          Martyn Gimber          Andrew Pierce          Paul Petrides          Andrew Mosedale           David Gibson in attendance, if necessary</p>	<p><b>Selection Committee (from)</b>          Jeff Andrew          Shaun Cooper          Ro Day          Diane Dimond          David Gibson          Martyn Gimber          Paul Petrides          Andrew Pierce          Eirene Williams</p>
<p><b>Appeals Committee (from)</b>          David Gibson (<i>Chair</i>)          Andrew Mosedale          Paula Stein          Eirene Williams</p>	<p><b>Tenders &amp; Contracts Committee (from)</b>          Ro Day          Martin Chance          Diane Dimond (always)          Martyn Gimber          Peter Kingdon (co-opted)          Paul Petrides (<i>Vice-Chair</i>)          Andrew Pierce          Paula Stein (<i>Chair</i>)</p>
<p><b>Disciplinary Committee:</b>          - the Chair, Principal and one other Governor (or two other Governors if the Principal is the subject of the disciplinary action). The one, or two, other Governor (s) to be selected by the Chair.</p>	
<p><b>College Health &amp; Safety Committee</b> – Andrew Mosedale  <b>College Sustainability Working Group</b> – Eirene Williams  <b>College Equality &amp; Diversity Group</b> – Laura Elliott</p>	

<p><b>Strategic Investment Working Group</b>  Jeff Andrew (Chair)  Diane Dimond  Martyn Gimber  Paul Petrides  Andrew Pierce  Neil Hookway (EMT)</p>	<p><b>HR Working Group</b>  Shaun Cooper  Diane Dimond  David Gibson (Chair)  Andrew Mosedale  Lee Norburn  Paula Stein  Neil Hookway (EMT)  Pené Prior (EMT)</p>
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## **11. Quality Report**

### **1) Provisional success rates 2014/15**

- 11.1 Received a report from the Deputy Principal/Director for Quality and Performance and noted the provisional examination results for 2014/2015 for 16-18 year old and 19+ learners.
- 11.2 The Deputy Principal/Director for Quality and Performance reported on each of the results by age and level of qualification, with comparative national averages being provided, where available.
- 11.3 Governors noted that some outcomes are still to be finalised and the final success rates will be reported to the Governing Body meeting in December.

### **2) Qualifications Framework**

- 11.4 Governors received a briefing report on the changes to the GCSE, AS and 'A' level frameworks and the amendments to the 16-19 vocational qualifications, going forward.
- 11.5 Governors noted that for GCSE, AS and 'A' level the most significant change was the abolition of modular assessment with exams at the end of each course and, for GCSEs, the change to the grading criteria with effect from 2017. For vocational qualifications, Governors noted the changes to the pathways for Level 3 qualifications, with qualifications being split into either an 'Applied General' qualification or a 'Tech Level' qualification.
- 11.6 Governors were also asked to note the changes to the BTEC National Certificates and Diplomas and, in particular, the requirement to undertake a written examination which will be set and marked by the Awarding Body.

### **3) Petroc/Tiverton High School - Confidential**

- 11.7 Received a report on the AS enrolments at Mid Devon for 2015/16. Governors noted that a target has been agreed for 2016/17, to be reviewed in February 2016.
- 11.8 Governors discussed and agreed the proposal of the Executive Management Team (EMT) to hold discussions with THS on the provision of 'A' levels

going forward. It was agreed that a further progress report would be made to the Board in January 2016.

## **12. Ofsted**

- 12.1 Received and considered a briefing paper on the new Ofsted Common Inspection Framework introduced from September 2015.
- 12.2 The Deputy Principal/Director for Quality and Performance outlined the new two day notice short inspection, which would last for two days for good colleges, if the inspection was reaffirming the 'good' judgement. Governors were advised of the process if a change of grade was being proposed, where a full inspection would follow. Governors were reminded that they would be discussing this further at the away-day planned for later in the Autumn term.
- 12.3 Governors noted the update.

## **13. Estates Strategy**

- 13.1 Received an update report on the Estates Strategy from the Director for Resources.
- 13.2 The Director for Resources reported on the summer works undertaken, particularly the significant updates made in IT during this time.
- 13.3 Governors also received an update on the CCIF Project and were pleased to note that the engineering building had been completed on time and was now in use by learners. The Director for Resources gave a summary report on the current position with regard to the new Lifestyle building, which is proceeding as planned.
- 13.4 The Director for Resources provided an update following his recent discussions regarding Brannams and Governors were asked to note the update.
- 13.5 Governors were asked to note the on-going negotiations with regard to the leasing of the accommodation in E Block at Mid Devon campus and approve the potential leasing of this space to an external party to continue to run the nursery.
- 13.6 Governors also received updates on:
  - the renewal of the telephone masts contract at North Devon Campus;
  - the withdrawal from the Braunton Road lease;
  - the Larkbear development;
  - the exercising of the break clause for Leisureline House; and
  - that the Adverse Weather Procedure and Business Continuity Plan have both been reviewed and updated.
- 13.7 Governors noted the Estates update and approved the leasing of the accommodation in E Block under the terms outlined in the report.

## **14. HR Report**

14.1 Received an update HR report from the Director for Resources reporting on:

- The Curriculum and HR Review restructuring
- HR Developments planned for 2015/16.
- New staff and new posts for 2015/16.
- Policies and procedures which have been reviewed
- Code of Conduct for approval.

14.2 Governors noted that, following the Curriculum and HR restructuring which took place during 2014/15, the planned efficiency savings are expected to be achieved. Governors were advised that discussions will continue with JCC in 2015/16.

14.3 Governors considered and approved the revisions to the Safeguarding Policy and the Safer Recruitment Policy, which were made to comply with the updated Keeping Children Safe in Education (July 2015) guidance.

14.4 Governors also approved the new Staff Code of Conduct document which now incorporates the Staff-Student Relationship Policy.

14.5 The Director for Resources responded to a number of questions from Governors, in particular the timeframe for renewal of DBS checks for long-standing staff and the implications for the introduction on the new living wage being introduced from April 2016.

14.6 The Chair of the HR Working Group gave a summary report to Members on the discussions and outcomes from the meeting held on 23<sup>rd</sup> September 2015.

## **15. Remuneration Committee**

15.1 Received and noted the strictly confidential minutes of the Remuneration Committee meeting held on 1<sup>st</sup> October 2015.

### **Items for information only**

Governors received the following reports for information only:

- A summary report on the insurance cover secured by the college.
- A Calendar of Events for Governor attendance in 2015/16.

The meeting ended at 7.25pm

**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.**