

GOVERNING BODY

Minutes of the meeting of the Governing Body held in Room LSF24 at 17:00 on 10th July 2017 at North Devon Campus

- Present:** Kevin Finan (Chair), Stuart Brocklehurst, Martin Chance, Shaun Cooper, Laura Cunningham, Ro Day Diane Dimond, David Gibson, Rob Malcolm, Stephen Richardson, Iain Springate, Lindy Stacey, Lee Thommen and Jenny Wallace
- In Attendance:** Bill Blythe, Jane Hanson and Sheena Murphy-Collett
- Observer:** Kelvin Mackenzie
- Governance Advisor:** Bettina Walker

MINUTES

- 1. BOARD MEMBERSHIP AND APOLOGIES FOR ABSENCE 16FGB82**
- a) The Board had one current External Member vacancy, due to Jeff Andrew stepping down from the Board in May, and two further External Member vacancies from September 2017, as Martin Chance and Shaun Cooper came to the end of their terms of office in August 2017.
- b) The Board noted the discussion and recommendation from the Search & Governance Committee to appoint Stephen Richardson, a retired NHS consultant with good regional knowledge, who had been a member of the Devon Safeguarding Panel. The Board **appointed Stephen Richardson as an External Governor with immediate effect for a period of three years to July 2020.** The Board also noted the recommendation for Stephen to be appointed as the Safeguarding and Prevent Link Governor.
- c) The Board noted the discussions and recommendations of the Search & Governance Committee to appoint Kelvin Mackenzie, General Manager of a local manufacturing company with a strong business management, sales and marketing background. The Board **appointed Kelvin Mackenzie for a period of three years from 1 September 2017 to August 2020.**
- d) Amy Bayet, the Mid Devon Student Governor, had come to the end of her time as a student of the College, and had stepped down as a Governor in June 2017. A Student Governor election would be held in September 2017.

- e) The Board noted that Laura Cunningham had been re-appointed as the College's Student Sabbatical Officer for 2017/2018, and **reappointed Laura Cunningham as a Student Governor for 2017/2018.**

Stephen Richardson and Kelvin Mackenzie joined the meeting

- f) The Chair welcomed the following to the meeting:
Kelvin Mackenzie – External Governor from September 2017
Stephen Richardson – External Governor for his first meeting
- g) Apologies for absence were received from Amy Bayet, Andrew Chapple, and Ruth Williams. Kevin Finan, Vice Chair of the Board chaired the meeting.
- h) The Chair thanked Martin Chance and Shaun Cooper for their contribution to the College and the Board. The Chair also thanked Amy Bayet for her contribution as Student Governor over the past 18 months.

2. DECLARATION OF INTERESTS

None of the Members present had any conflicts of interest to declare relating to agenda items.

Diane Dimond and Bettina Walker declared interests under item 13 and would withdraw during the relevant parts of the discussion.

3. MINUTES AND MATTERS ARISING 16FGB83

- a) The minutes and confidential minutes of the meeting of the Governing Body held on 12th June 2017 were confirmed as a true record of the meeting and were signed by the Chair.
- b) **Reference Minute 3.2** – It was noted that Andrew Pierce had been appointed to continue as the co-opted safeguarding and prevent link governor because of his specific expertise, and to provide continuity in current cases until these were completed.
- c) **Reference Minute 9.3** – The Director of HR & OD clarified that there had been an error in labelling one of the charts presented regarding incidents in kind, and that incidents in kind had reduced.

4. CONFIDENTIAL ITEMS

It was agreed that the following reports would remain confidential to the Governing Body because of their business sensitive nature:

Item 6.1 – Principal & Chief Executive's Report

Item 9 – Parts of the Petroc Budget 2017/2018

Confidential items without staff and students present: Items 12 and 13

5. BUSINESS BROUGHT FORWARD BY THE CHAIR

The Vice Chair of the Board reported that the Chair of the Board had approved the College's new catering contract with Taylor Shaw by Chair's Action. The Board **noted and approved Chair's Action in the awarding of the catering contract to Taylor Shaw.**

6. PRINCIPAL & CHIEF EXECUTIVE'S REPORT

6.1 Principal & Chief Executive's Report (Confidential) 16FGB84

6.2 Review of Key Performance Indicators as at July 2017

- a) The Board reviewed the progress against key objectives for 2016/2017 and noted the successes in apprenticeship growth, full time HE and good lesson observation profile.
- b) The Board noted that in some areas student attendance continued to be a challenge especially in the summer term. Some of the reasons for this were thought to include students finding summer jobs in the tourist trade from Easter and attendance at summer music festivals. The College was monitoring this closely and was also looking at its methodology for recording attendance during the summer, especially attendance after exams had finished.
- c) Class sizes continued to be closely monitored throughout the year. The targets at Brannams were being reviewed to reflect the range of provision being offered.
- d) Although areas where targets had not been met were noted, the Board ***noted the generally good progress made against the Strategic Plan Action Plan 2016/2017.***

6.3 Update to Strategic Plan 2017-2020 16FGB85

- a) The College's Strategic Plan 2015-2020 had been reviewed in light of changes in the external environment that the College was operating in following two General Elections and Brexit. The updated Strategic Plan 2017-2020 had been drafted in consultation with staff, students and Governors.
- b) The main themes approved by the Board earlier this year had been:
 - Partnerships and external engagement
 - Excellent teaching and learning experience
 - Our people
 - Growth and innovation
 - Finance and resources
- c) When considering the mission, vision and values of the College the Board discussed that these should aim to reflect the following:
 - Petroc being the learning institution of choice in the area
 - Petroc as an institution being embedded in and a leader in the community
 - Raising educational aspirations in a locality where only half as many 18 year olds progressed to university compared with London.
 - Petroc as a positive contributor to the local and regional economy
- d) The Board discussed the aim of Petroc becoming an Ofsted outstanding College, and considered that, although the College would look to remain at least a "good" rated college by the time of the next inspection, the aim would be to be outstanding by the end of this Strategic Plan or the Ofsted visit after the end of the Plan.

- e) The Board discussed the mission, vision and aims in some details and recommended the following for inclusion in the Strategic Plan 2017-2020:

Mission - An excellent college, inspiring our communities through learning.

Vision - Raising Aspiration, Realising Potential, Delivering Success

Values - Professional, Ambitious, Inclusive, Trusted

- f) The Board ***approved the updated Strategic Plan 2017-2020.***

6.5 Strategic Review Working Group Notes **16FGB86**
Governors ***noted the draft notes from the Strategic Review Working Group meeting of the 29 June 2017.***

7. QUALITY AND LEARNER REPORTS

7.1 Annual Report on Complaints and Compliments **16FGB87**

- a) Governors ***noted the Annual Report on Complaints and Compliments.*** The number of complaints received during the year had increased by 17.6% compared to the previous year. Of the 60 complaints received, three were unresolved as at 29 June, all of these having only been received in the previous 8 days. The Board noted the reason for the spike in complaints in the Department for Arts and Science, and noted that these had been resolved.
- b) Governors noted that all complaints were followed up with the complainant until resolved and actions fed back. Any positive changes made as a result of complaints were normally included in the Quality Improvement Plan.
- c) The Board discussed the various other formal and informal methods by which compliments could be collected, including recording the "pats on the back" recorded by students.
- d) Governors ***noted the Report on Student Exclusions*** and noted that two male and two female students had been excluded during the year, three for aggressive behaviour and one drugs related. All exclusions had been referred on to Careers South West.
- e) The approach to the ***Learner Survey*** had been more tightly managed this year with the result of a far higher participation rate and an increased satisfaction rating at 81% compared with 67% in the previous year.
- f) The ***Employer Survey*** had resulted in a more positive view of the College than in previous years with 93% stating that they would recommend the College to other employers compared with 69% last year. However, there was a difference in expected response rate between larger employers and SMEs, with smaller organisations expecting a far quicker response from the College. Lindy Stacey stated that she would be happy to feedback and work with the College on behalf of North Devon Manufacturers' Association.

- g) The College's Customer Relations Management (CRM) systems were being further developed over the summer.

7.2 National Achievement Rate Tables Benchmarking Report 16FGB88

- a) The results of the National Achievement Rate Tables 2015/2016 had only been released in June 2017, and were therefore a retrospective data set showing Petroc's performance against national benchmarks. The Board noted Petroc's performance compared with the Good and Outstanding colleges locally was mostly mid-table.
- b) The Board noted that these tables did not take account of learners' starting point and therefore the value added during their time at the College was not measured. The College had in the past performed well in value added when benchmarked against other colleges.
- b) Achievement rates for apprenticeships showed good and timely achievement rates apart from Level 4 results which were skewed due to a small cohort of students, mostly studying the AAT qualification for which the national pass rate was also lower.
- c) The Board noted that the results for achievements, retention and attendance and differences between female and male students would be included in the College Self-Assessment Report in December, and any actions included in the Quality Improvement Plans.

7.3 Teaching Excellence Framework Outcomes 16FGB88A

- a) The Board noted that the College had received a Silver Award in the recent Teaching Excellence Framework. The award recognised high student satisfaction but the College had scored below average in its continuation and progression rates bringing the award down to Silver. Progression was an area the College was looking to improve.
- b) Governors ***noted the action plan to aim to achieve a gold award in the future.***

8. STUDENT GOVERNOR REPORTS 16FGB89

- a) Governors noted the activities and events reported by the Student Sabbatical Officer, Laura Cunningham and the Student Union President, Jumoke Fernandez, and in particular the activities linked to and raising awareness of mental wellbeing.
- b) Laura Cunningham reported that the Student Union at the Mid Devon Campus was being reconsidered with a view to creating a Student Council from September 2017, which may suit the student profile at the campus better.
- c) The Board thanked Laura Cunningham and Jumoke Fernandez for their report.

9. FINANCE REPORT

9.1 Budget and Two Year Financial Forecast (Confidential) 16FGB90A

- b) The Board ***unanimously approved the 2017/2018 Budget and approved the Two Year Financial Forecast.***

9.2 Update on Tenders (Confidential)

- 9.3 Management Accounts Month 10 16FGB90B**
Governors ***received and considered the Month 10 Management Accounts which forecast an end of year surplus of at least £250k on the College's core activities.***

9.4 Annual Review of Financial Regulations

- a) The Financial Regulations were based on the Chartered Institute of Public Finance (CIPFA) model and had been revised to include the latest recommended changes, as well as a number of job title changes in the College.
- b) The Board ***noted the request for certain non-Senior Management Team Members to be budget holders.***
- c) The ***Board adopted the revised Financial Regulations.***

10. AUDIT COMMITTEE REPORT 16FGB91

- a) The Board noted that a tender process for Internal Audit Service had taken place during May using the current approved framework. Eight suppliers had been invited to tender, with five firms submitting a tender.
- b) Three firms had been shortlisted to make presentations to a panel consisting of Audit Committee members, the Principal & Chief Executive, Vice Principal Finance & Resources, Assistant Principal Corporate Service and Governance Advisor. Following discussion and the clarification of a couple of points, the Audit Committee had recommended Haines Watts for appointment.
- c) The Board ***appointed Haines Watts as the College's Internal Audit Service for a period of three years starting on 1 August 2017 for the 2017/2018 year.***
- d) The Audit Committee had reviewed the Financial Statement Audit Services contracts, and had recommended that the service continue for a further year. The College was satisfied with the quality of service provided by Mazars. The ***Board re-appointed Mazars as the College's Financial Statements Auditors for one additional year to cover the 2016/2017 financial year.***
- e) The Board ***noted and approved the Audit Services Memorandum prepared by Mazars for the audit of the College's Financial Statements for the year ending 31 July 2017.***
- f) The Accounting Policies had been revised in line with current legislation, the ***Board adopted the revised Accounting Policies***

- g) The Board ***noted the draft minutes of the Audit Committee held on 27 June 2017.***

11. COMMITTEE MEMBERSHIP

16FGB92

- a) The Board noted the recommendations made by the Search & Governance Committee, and approved the following appointments from August 2017:
- b) *Search & Governance Committee*
David Chalmers was appointed as a member.
- c) *Audit Committee*
- Kevin Finan had stepped down as a member following his appointment as Vice Chair of the Board
 - Kelvin Mackenzie, Iain Springate and Ruth Williams were appointed as members
 - The Board noted that Lindy Stacey has been appointed as Vice Chair of the Committee
- d) *Remuneration Committee*
Stuart Brocklehurst and Stephen Richardson were appointed as members
- d) *Strategic Review Working Group*
- Stuart Brocklehurst was appointed as a member.
 - Following a recommendation from both the Working Group and the Search & Governance Committee that the Student Sabbatical Officer would make a good addition to the Working Group Membership, Laura Cunningham was appointed as a member.
- e) *Link Governors*
David Chalmers was appointed as Link Governor for Equality & Diversity
Stephen Richardson was appointed as Link Governor for Safeguarding & Prevent.

CONFIDENTIAL ITEMS

Staff and Student Governors withdrawn from Meeting

Minutes for the following items were kept under separate cover.

12. CONFIDENTIAL MINUTES

13. REMUNERATION COMMITTEE REPORT

The meeting ended at 20:15