

## GOVERNING BODY

### Minutes of the meeting of the Governing Body held on 12<sup>th</sup> June 2017 at North Devon Campus at 17:00

- Present:** Ro Day (Chair), Amy Bayet, Stuart Brocklehurst, Martin Chance, Shaun Cooper, Laura Cunningham, Diane Dimond, David Gibson, Rob Malcolm, Lee Thommen, Jenny Wallace and Ruth Williams
- In Attendance:** Bill Blythe, Jane Hanson, Debbie Miller and Sheena Murphy-Collett
- Governance Advisor:** Bettina Walker
- Minutes:** Debbie Wright

#### 1. Welcome and Apologies for Absence

- 1.1 Apologies for absence were received from Andrew Chapple, Kevin Finan, Iain Springate and Lindy Stacey.
- 1.2 The Board were advised that, in the absence of both Andrew Chapple (Chair of the Board) and Kevin Finan (Vice Chair of the Board) that they needed to nominate a member present to Chair the meeting; and agreed unanimously that Ro Day should Chair the meeting.
- 1.3 The Chair welcomed Bettina Walker back following her absence for health reasons and advised that Debbie Wright will continue to provide support during her phased return to work and will, therefore, be minuting the meeting.
- 1.4 The Chair thanked Debbie Wright for her support to the Governors during Bettina Walker's absence.
- 1.5 The Chair advised Governors that Jeff Andrew has resigned from the Board and it was agreed that a letter of thanks for the time he served on the Board will be sent on their behalf.

#### 2. Declaration of Interests

- 2.1 Stuart Brocklehurst and Jenny Wallace declared an interest as employers of Apprentices with agenda item 15 (paper 16FGB80).

### **3. Minutes of Previous Meeting and Matters Arising**

- 3.1 The minutes of the meeting of the Governing Body held on 24<sup>th</sup> April 2017 were approved.
- 3.2 David Gibson referred to item 5.1 and queried the co-option of Andrew Pierce as Safeguarding Link Governor.
- 3.3 The Principal provided Governors with background on cases currently ongoing which required continuity of the Safeguarding Link Governor.

### **4. Confidential Items**

- 4.1 It was agreed that Safeguarding Update, HR Pay Review Update, Emerging Budget Position 2017/18 and confidential minutes from 24<sup>th</sup> April 2017 remain confidential to the Governing Body for the time being.

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

- 5.1 The Chair advised Governors that following the resignation of Jeff Andrew this left the Audit Committee without a Chair and that Jenny Wallace has agreed to undertake this role.
- 5.2 Governors agreed to the appointment of Jenny Wallace as Chair of the Audit Committee.
- 5.3 Ruth Williams queried the process for appointment to Sub Committees noting that she has been a member of the Board since October 2016, but has not yet been invited to join a Committee.
- 5.4 The Chair advised that there is a meeting of the Search and Governance Committee on Thursday 29<sup>th</sup> June, where they will be reviewing Committee membership and this will be reported to the Board at the next meeting.

### **5. Finance and Resources Report (Budget Position confidential)**

- 6.1 Governors received and noted the Finance and Resources Report.
- 6.2 The Vice Principal Finance and Resources advised that the Campus Analysis shows performance against the three main campuses (North Devon, Brannams and Mid Devon), project delivery and central overheads in the format of the Management Accounts.
- 6.3 The Vice Principal Finance and Resources advised that year on year improvement at Brannams Campus is due to the growth in Higher Education, Mid Devon Campus shows some progress through the long term transition from traditional 16-18 provision to being a more business focussed commercial hub; and that North Devon Campus remains the primary contributor to overheads.

- 6.3 In response to Governor questions the Principal advised that the Mid Devon Campus is making a contribution to overheads, with potential for the estate medium term, the establishment of the Business Development Team and growth in Adults, Apprenticeships and Higher Education are all positive developments this year.
- 6.5 The Principal acknowledged that 16-18 learner numbers are slow to increase and will take time to turnaround, advising Governors on work underway on a breadth of BTECs and links with employers; and schools engagement via the Careers College offer.
- 6.6 The Vice Principal Finance and Resources reported on the growth in fee income at Mid Devon Campus with greater potential for working with employers; and that the current contribution to the overall turnover is £3.8m.
- 6.7 Governors acknowledged that the Assistant Principal Mid Devon Campus is very motivated; and were given assurance that the performance is monitored regularly.
- 6.8 The Principal further advised on ongoing work with the Strategic Plan and Estates work with Strategic Property Advisors, regular meetings with the Chief Executive of Mid Devon Council and working with Eden Westward on developments in the area; with real opportunities and potential with employers.
- 6.9 Governors discussed celebrating success at Mid Devon Campus to give confidence that progress is being made; and articulating what success looks like. It was noted that the reputation of Mid Devon Campus has an effect on North Devon Campus; and were given assurance that relationship building is ongoing and presence is more significant in relationships with both school and employers.
- 6.11 Governors noted that 16-18 and Higher Education continues to be strong and that the curriculum continues to contribute to overheads.
- 6.12 In response to a Governor question the Vice Principal Finance and Resources explained franchised/sub-contracting noting that further detail was brought to the last meeting on sub-contracting activity.
- 6.13 The Vice Principal provided an update on key activity strands that have been or are currently being undertaken within the Directorate for Finance and Resources (Finance, Procurement, IT, Estates and Corporate Services); highlighting Procurement with substantial savings being made over the next 4-5 years with some small upfront capital investment and an Estates Strategy being developed.

## **7. Business Development, Marketing and Curriculum Report**

- 7.1 Governors received and noted the Business Development and Marketing Report, with an update to the Sub-Contracting Fees and Charges Policy 2017/18 as recommended following a recent audit of sub-contracting.
- 7.2 Governors approved the updated Sub-Contracting Fees and Charges Policy for 2017/18.

## **8. Quality, Curriculum and Learners Report (Safeguarding Update Confidential)**

- 8.1 Governors received and noted the Quality, Curriculum and Learners Report; providing an overview of Quality and Curriculum work undertaken.
- 8.2 Thanks were noted for Laura Cunningham, Student Sabbatical Officer, for being very proactive with both learners and the Student Union regarding the Learner Voice; which showed through improved learner involvement and satisfaction recorded in the FE Choices survey.
- 8.2 The Vice Principal Quality, Curriculum and Learners updated on Lesson Observations outcomes and the trend compared to last academic year. Training for all teaching staff is taking place on delivering outstanding practice as seen by Ofsted.
- 8.3 Governors commented that Lesson Observations are a once a year 'snap shot' of a lecturers performance, so we need to be aware of this, and are subject to how a lecturer performs on the day. It was agreed that Lesson Observations should be a development process.
- 8.4 Governors asked if there was any value in having observations with other providers; and the Vice Principal Quality, Curriculum and Learners explained the observer training undertaken this year, confirming that reciprocal arrangements have been in place with a local college and that this is under review.
- 8.5 Governors were given assurance that sub-contractors are subject to checks; and that there is limited opportunity to undertake Lesson Observations for online learning.
- 8.6 Governors discussed a Customer Panel suggestion to supplement the review which can correlate to the new Lesson Observation Framework and to Learner Satisfaction survey results; ensuring that the purpose is to deliver good quality and achieve outstanding.
- 8.7 The Student Governors felt that there is positive acceptance by learners being asked.
- 8.8 The Vice Principal Quality, Curriculum and Learners further briefed the Board on Raise Online and DfE Performance Measures which are being reviewed and will be shared with the Board once known; and clarified the positive outcomes achieved for learners within English and Maths.

- 8.9 The Vice Principal Quality, Curriculum and Learners provided an update on the Three Valley Learning Partnership (TVLP); and the potential for a closer relationship with the Newport MAT.
- 8.10 The Principal advised that it has been announced that Rebecca Clark, South West Regional Commissioner, is moving on.
- 8.11 Governors noted the EDI Annual Report advising on actions carried out during the last year to ensure the college are meeting their duty under the Equality Act 2010.
- 8.12 The Student Sabbatical Officer advised on the work of the Learners' Mental Health Committee and learners' engagement at the Mental Health Conference and engagement with others following this.
- 8.13 Governors discussed whether the college have staff trained/expertise in-house to help learners with mental health issues; and were advised that external expertise is sought, whilst developing and growing expertise in-house.
- 8.14 The Vice Principal Quality, Curriculum and Learners advised that, with the Director for Human Resources and Organisational Development, all Senior Managers have been training in mental health awareness and signposting internal support and external bodies, this training is now being rolled out to other college Managers and their Teams.
- 8.15 The Staff Governors advised that mental health is a college-wide issue and that First Aiders have been called to incidents of panic attacks, which are reported and referred to Student Support.
- 8.16 Governors suggested engaging the student voice around anxiety issues and the Student Sabbatical Officer advised that the Learners' Mental Health Committee undertook a short survey around this and the results have been shared with the EDI Committee.
- 8.17 Governors were given assurance than the feedback received is being taken forward and that staff are being equipped with the skills required and advised on how/where to signpost learners to.
- 8.18 Governors discussed out of hours advice, guidance and support around anything being seen on social media which raises concerns.
- 8.20 Governors approved the updated Safeguarding Policy.

## **9. HR Report**

- 9.1 Governors received and noted the Health and Safety report providing an overview of work undertaken by the Health and Safety Team regarding legal compliance and best practice within the college.
- 9.2 The Director for HR and Organisational Development reported on continuation of promotion work with the Fire Service and the involvement of learners in recent mock emergency evacuation scenarios at both the college and the local Hospital; and on a new initiative with defibrillators across all three campuses, which Governors requested that staff should be made aware of.
- 9.3 The Director for HR and Organisational Development acknowledged a query regarding the 'incidents by kind' data presented and will report back to the next meeting.
- 9.4 Governors approved the updated Health and Safety Policy; and considered that the three RIDDOR reportable incidents from September 2016 to-date were being progressed appropriately.

## **10. Cycle of Business 2017/18**

- 10.1 Governors received and agreed the Cycle of Business for 2017/18, noting that this is a working document and items are adjusted as circumstances dictate throughout the year.

## **11. Letter from Peter Lauener, Chief Executive, Education and Skills Funding Agency (ESFA) - FIO**

- 11.1 Governors noted receipt 'for information only' of the letter from Peter Lauener, Chief Executive, ESFA.

*The confidential minute for items 12, 13 and 14 are held under separate cover.*

The meeting ended at 7.50 pm