

## **GOVERNING BODY**

### **Minutes of the meeting of the Governing Body held on 13<sup>th</sup> March 2017 at Mid Devon Campus**

- Present:** Andrew Pierce (Vice Chair), Jeff Andrew, Amy Bayet, Stuart Brocklehurst, Martin Chance, Laura Cunningham, Ro Day, Diane Dimond, David Gibson, Rob Malcolm, Lee Thommen, Jenny Wallace and Ruth Williams (to item 9 only)
- In Attendance:** Bill Blythe, Jane Hanson, Debbie Miller and Sheena Murphy-Collett (Items 1-13 only)
- Observing:** David Chalmers and Iain Springate
- Clerk:** Debbie Wright

#### **1. Welcome and Apologies for Absence**

- 1.1 The Vice Chair welcomed Stuart Brocklehurst and Jenny Wallace to their first meeting following their appointment as Governors from 1<sup>st</sup> February 2017; and as observers David Chalmers and Iain Springate following their appointment as Governors from 1<sup>st</sup> April 2017.
- 1.2 Apologies absence were received from Andrew Chapple, Shaun Cooper, Kevin Finan, Martyn Gimber and Lindy Stacey.

#### **2. Declaration of Interests**

- 2.1 Stuart Brocklehurst and Jenny Wallace expressed an interest as employers in Item 9, Course Fees Policy 2017/18 (para 3.1) regarding Apprenticeship funding levy.

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

- 3.1 The minutes of the meeting of the Governing Body held on 30<sup>th</sup> January 2017 were approved.
- 3.2 Ruth Williams requested that the minutes of meetings be circulated as soon as they are available; and this request was referred to Andrew Chapple as Chair of Governors.

#### **4. Confidential Items**

- 4.1 It was agreed that Finance Report, Principal and CEO's Report, Business Development and Marketing Report, HR Pay Review Update and Confidential Minutes remain confidential to the Governing Body for the time being.

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

- 5.1 The Vice Chair advised Governors that following the call for nominations to elect a Vice Chair from 1<sup>st</sup> April 2017 there was one received for Kevin Finan; and that he was therefore elected unopposed.
- 5.2 Governors formally ratified the appointment of Kevin Finan as Vice Chair from 1<sup>st</sup> April 2017.
- 5.3 The Vice Chair advised Governors that following the recent recruitment process for the permanent position of Governance Advisor that Bettina Walker was successfully appointed.
- 5.4 Governors formally ratified the recommendation of the Recruitment Panel to appoint Bettina Walker as Governance Advisor.
- 5.5 The Vice Chair thanked Martyn Gimber, who will stand down on 31<sup>st</sup> March, for his involvement with the Full Governing Body and as Chair of the Audit Committee.
- 5.6 The Principal thanked Andrew Pierce, who will stand down on 31<sup>st</sup> March, for his involvement with the Full Governing Body as both Chair and Vice Chair, and as Safeguarding Link Governor.

#### **6. Principal and CEO's Report (Confidential)**

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

- 7.1 Governors received and noted the KPIs for 2016/17 Term 2; which have been reviewed and cut down from previous KPIs received to focus on the key indicators.
- 7.2 Governors felt that the report was helpful and easy to understand, but asked that KPI 3.1.2 (average class size, Mid Devon) is revisited as it was felt that this should be showing a different status.
- 7.3 The Vice Principal Finance and Resources agreed to review the average class size KPIs further.
- 7.2 The Principal and CEO advised that, as part of the ongoing work to review and refresh the Strategic Plan, proposed KPIs aligned to the Strategic Plan will be brought to the Full Governing Body meeting in July.

## **8. Quality, Curriculum and Learners Report**

- 8.1 Governors received and noted the report received showing quality improvement and development actions.
- 8.2 The Vice Principal Quality, Curriculum and Learners advised on progress against targets in the 2016/17 QiP as at February 2017 with progress as expected at this point in the academic year.
- 8.3 The Vice Principal reported on the Department for Education Performance Tables 2015/16; and Governors were pleased to note that Petroc had performed strongly compared to other South West FE colleges for A Levels, Technical Qualifications and Applied General Qualifications and that Value Added/progress was positive in each category.
- 8.4 The Vice Principal provided an update on Higher Education and Governors noted that the college submitted an application for the Teaching Excellence Framework (TEF) in January 2017, the new programme proposals and the National Collaborative Outreach Partnership (NCOP) from January 2017.
- 8.5 The Vice Principal explained the rationale for applying for TEF this year.
- 8.6 The Vice Principal reported on the Early Leavers Report and work currently being undertaken to reduce the number of early leavers for both 16-18 and 19+.
- 8.7 Governors queries regarding the early leaver period being brought forward to 15 days for 2017/18 were addressed by the Vice Principal; and Governors were assured that this was a learner focussed decision to give learners the best opportunity to succeed.
- 8.8 Governors queries regarding the main reasons for learners leaving were addressed by the Vice Principal. Governors were assured that college management have undertaken a review of the 'learner journey' and put in place an Action Plan to make further improvements in key areas.

## **9. Finance Report (Confidential)**

### **10. Audit Committee Report and Recommendations for Approval**

- 10.1 Governors received and noted the draft Audit Committee minutes from the meeting held on 28<sup>th</sup> February 2017.
- 10.2 Governors noted that the existing contractual relationship with RSM for the provision of Internal Audit services will expire at the end of 2016/17 financial year; and approved with the Audit Committee recommendation to tender the service through Crescent Purchasing Consortium (CPC) for a three year period from 1<sup>st</sup> August 2017.

- 10.3 Governors further noted that the new code of practice for Audit allows for a single firm to carry out both internal audit and financial statements audit; and that should Governors feel it appropriate for the college Mazars LLP could be appointed for both internal and financial statements auditing.
- 10.4 Governors approved the reappointment of Mazars LLP as Financial Statement Auditors noting that this service will be tendered in early 2018.

## **11. Board Assurance and Risk Management**

- 11.1 Governors received and noted the Board Assurance and Risk Management Report summarising the current Strategic Risks, risk categories, levels of assurance and current planned actions.
- 11.2 The Vice Principal Finance and Resources assured Governors that Risk Management is embedded in the college from operational level through to the Board for the overarching Strategic Risks.
- 11.3 Governors queries regarding the 'inability to increase resilience of income streams through diversification of activity and exploring new markets for existing activity (European/ other)' and 'inability to maintain and improve financial health through growing income streams, whilst reducing costs through improved efficiency' risk on the dashboard were addressed; and Governors were given assurance that the Audit Committee raised similar queries but were reassured that controls are in place.

## **12 Business Development and Marketing Report (Confidential)**

## **13. HR Pay Review Update – CONFIDENTIAL**

## **14. Confidential Minutes**

The meeting ended at 7.10 pm