

## GOVERNING BODY

### Minutes of the meeting of the Governing Body held at 14:30 on 14 November 2016 at Barnstaple Campus

- Present:** Andrew Chapple (Chair), Jeff Andrew, Martin Chance, Shaun Cooper, Laura Mae Cunningham, Diane Dimond, Laura Elliot, Kevin Finan, David Gibson, Andrew Pierce, Lindy Stacey, Lee Thommen and Ruth Williams.
- In attendance:** Jane Barton, Jane Hanson, Debbie Miller and Sheena Murphy-Collett
- SMT Members:** Darren Armstrong, Mark Challacombe, Huw Davies, Jenny Gibson-Mee, Judi Harper, Craig Litster,
- Observer:** Bill Blythe
- Clerk:** Bettina Walker

## MINUTES

### 1. WELCOME AND APOLOGIES FOR ABSENCE

- a) The Chair welcomed the following to the meeting:  
Ruth Williams – External Governor  
Bill Blythe – Vice Principal Finance & Resources from 7 December 2016  
The College's Senior Management Team
- b) Apologies for absence were received from Amy Bayet, Ro Day and Martyn Gimber.

### 2. DECLARATION OF INTERESTS

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

### 3. MINUTES

**16FGB13**

- 3.1 The minutes and confidential minutes of the meeting of the Governing Body held on 3rd October 2016 were confirmed as a true record of the meeting and were signed by the Chair.
- 3.2 **Reference Minute 1.4** - The Chair reported that Adrian Cox, appointed at the last meeting as an External Governor, had been unable to take up the appointment at this time for health reasons, but it was hoped that he may be in a position to take up the appointment in summer 2017, if there was still a suitable vacancy.

### **3.3 Other Matters Arising**

- a) **Reference Minute 1.5** – A call for nominations had gone out for Support Staff Governor, and the election result should be known by the December meeting of the Board.
- b) **Reference Minute 5.2** - The arrangements for the appointment of the permanent “Clerk to the Corporation” would be discussed by the Remuneration Committee at the end of November.
- c) **Reference Minute 7.2** - The College had gone out for quotes for a specialist Property Advisor, and was hoping to make an appointment in December.
- d) **Reference Minute 9.2** – The Acting Director of Finance & Funding reported that the insurers had advised during the renewal process for 2016/2017 that the College was potentially slightly under-insured in terms of the re-instatement costs for buildings, should the College encounter a disaster event.

The Board advised that the College should secure an interim increase in the valuation and cover, especially of new buildings, and not wait to undertake a revaluation of the estate for re-instatement purposes prior to next year’s insurance renewal.

The College would also re-consider the need for cover for terrorism when the insurance was next renewed.

### **4. CONFIDENTIAL ITEMS**

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

Items 8 & 9 – Area Review Update and  
Confidential items without staff and students present: Items 13

### **5. BUSINESS BROUGHT FORWARD BY THE CHAIR**

The Chair reminded governors for good order to inform the Principal or the Interim Governance Advisor before arranging to visit members of college staff. There was no other business brought forward by the Chair.

### **6. SENIOR MANAGEMENT TEAM SELF-ASSESSMENT REPORTS 16FGB14**

- a) The Vice Principal Quality Curriculum & Learners gave an overview of the College’s current strengths and areas identified for improvement. The Board noted the main outcomes of the 2015/2016 academic year which were:
  - Petroc continued to be a Good College, with some Outstanding features
  - The A Levels 99.7% attainment (pass) rate was Outstanding
  - Overall achievement for all provision had dipped to 82.8%, from 88% in 2014/15, but Petroc remained a Good College

- GCSE Maths and English continued to improve and achievements were 6% above the average for Maths and 4% for English compared with all general further education providers, and in line with the South West
  - AS level achievement (combination of old and reformed) dipped to 72.8% 2015/16 (national average 75.6%) from 79.7% in 2014/15, representing a 7% drop. The College was benchmarking with a South West College in advance of national data being published.
  - College retention had dipped from 93.8% in 2014/15 to 91.9% in 2015/16, which had contributed to the decline in achievement
  - A2 retention for 2014/15 was 99.4%, whilst 2015/16 is 97.5%
  - Short course provision achievement had declined from 88.2% in 2014/15 to 85.2% in 2015/16, 3% drop
  - Apprenticeships: 352 apprentices, 74.7% achievement, 62% of which were above national benchmark
  - Higher Education: 171 learners graduated in 2015/16, with 100% BA Honours achieved, 97% of FdA, FdSc achieved
- b) The Board received presentations from the Senior Management Team on their department self-assessment for 2015/2016 and the focus of their Quality Improvement Plan for 2016/2017.
- c) Following their presentations, the Senior Management Team responded to a range of questions from Governors and, in particular, Governors noted and discussed:
- The significant increase in the number of Higher Apprenticeships, with the appointment of a Curriculum Leader for Apprenticeships to improve employer satisfaction levels.
  - The plan to increase in HE participation in North and Mid Devon through the appointment of a National Collaborative Outreach Partner Officer.
  - The increase in the range of graduate apprenticeships available in preparation for the introduction of the apprenticeship levy.
  - The success of the Applegate Academy for work placements and apprenticeships, identified as a good practice model to develop with other employers.
  - A co-ordinated approach to the opportunities for learners at the College in relation to the developments at of Hinkley C through collaboration with partners as well as development of suitable curriculum.
  - The standardisation of the Work Based Assessor role, with plans for assessors to meet with employers more frequently in future, which should result in better employer satisfaction.
- d) The Governors thanked all the Senior Management Team for their informative presentations and the results that had been achieved. In particular, Governors were pleased to note the SMT working as a team and collaborating with each other across the College. They wished to thank and congratulate the SMT and their teams for their hard work and commitment.

## **7. 2015/2016 QUALITY IMPROVEMENT PLAN UPDATE**

### **7.1 Quality Improvement Plan Update on 2015/2016 16FGB15**

The Board agreed to defer this item to its December meeting.

**7.2 The Board's Role in HE Quality Assessment 16FGB15**

- a) The Vice Principal Quality Curriculum & Learners informed Governors that from December 2016, as part of the Annual Provider Review, each Further Education college directly or indirectly funded by the Higher Education Funding Council for England (HEFCE) needed to complete an Annual Quality Assessment return.
- b) The Annual Quality Assessment return included a role for the Board in providing assurances about the quality of higher education provision at the College, and the submission of a signed template which gave assurances regarding the continuous improvement of the student experience, student outcomes and the reliability of our degree standards.
- c) It was not the intention that Governors were drawn into quality management activities, but rather that the Board received reports and sought assurances from within Petroc.
- d) The Board was reminded about the key measures and processes in place at the College for the assurance of the quality of the HE provision such as external examiner reports, subject assessment panels and other quality assessment procedures. The Quality Assurance Agency had rated Petroc as "good" during its last visit in 2014.
- e) Following these considerations the Board ***approved the signing of the Annual Quality Assessment Return by the 'Accounting Officer' (Principal), and noted that this document needed to be with HEFCE on 1<sup>st</sup> December 2016.***

**8. AREA REVIEW UPDATE (Confidential) 16FGB16**

**9. Area Review College Visit Information Template 16FGB17**

**10. HUMAN RESOURCES REPORT 16FGB18**

- a) The Director of Human Resources & Organisational Development reminded Governors of the themes that had emerged from the Staff Survey undertaken in November 2015. The results of the survey had shown that only 46% of staff had rated themselves as feeling valued.
- b) Since the survey, a new Executive Management Team was in place, and actions had and were being put in place which would lead to a better satisfaction rating by staff in the future. These included a revised approach to keeping staff updated, an Aspiring Leaders training programme and action plans which should help maintain a focus on people matters.
- c) The Board ***noted and supported the Human Resources Action Plan, which included the following:***

- The review of College payscales, as they had not been reviewed for some time. This would involve the introduction a Pay Policy and accompanying Pay Guidelines.
  - A review of Assessor Trainer, Vocational Trainer and Teaching contracts to clarify the roles.
  - A more holistic and standardised approach to the management of the apprenticeship workforce in the College.
  - Streamlining the staff appraisal process with the introduction of an “appraisals window” for all appraisals to be undertaken, and making the system for appraisals more user-friendly.
- d) The Human Resources Team was using a consultative approach with the Trade Unions in the College, resulting in improved co-operation.
- e) The Board noted that the Association of Colleges’ national pay negotiations had taken place, and the recommendations would be considered at the January 2017 Board alongside the pay policy and staff contract discussions.

**11. Human Resources Policies 16FGB19**

The policies had been updated in line with new legislation and revisions in staff responsibilities. The Board ***approved and adopted the following revised policies and procedures:***

- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Managing Performance Policy and Procedure (formerly Capability Policy and Procedure)

**12. FINANCE REPORT (for information only) 16FGB20**

The Governing Body ***was pleased to note that the Month 12 Management Accounts for 2015/2016 financial year was better than original forecast with a surplus of £765,000 on core activity.***

*Confidential Minutes for item 13, without staff and students present, were kept under separate cover.*