



## GOVERNING BODY

### Minutes of the meeting of the Governing Body held on 24<sup>th</sup> April 2017 at North Devon Campus

- Present:** Andrew Chapple (Chair), Stuart Brocklehurst, Martin Chance, David Chalmers, Shaun Cooper, Laura Cunningham, Ro Day (to item 13 only), Diane Dimond, Kevin Finan, Rob Malcolm, Iain Springate, Lindy Stacey and Jenny Wallace
- In Attendance:** Bill Blythe, Jane Hanson, Debbie Miller and Sheena Murphy-Collett
- Observing:** Tony Potter
- Governance Advisor:** Debbie Wright

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

- 1.1 The Chair welcomed Tony Potter as an observer to the meeting.
- 1.2 Apologies for absence were received from Jeff Andrew, Amy Bayet, David Gibson, Lee Thommen, Ruth Williams and Bettina Walker

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

- 2.1 There were no pecuniary or non-pecuniary interests declared.

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

- 3.1 The minutes of the meeting of the Governing Body held on 13<sup>th</sup> March 2017 were approved.
- 3.2 The request from one Governor to receive the draft minutes once they are written up, rather than waiting until they are issued with the papers for the next meeting, was discussed. This would be considered by the Governance Advisor on her return to work.

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

- 4.1 It was agreed that Area Review Outcome, Strategic Plan Update, HR Pay Review Update and Emerging Budget Position 2017/18 remain confidential to the Governing Body for the time being.

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

- 5.1 The Chair requested the Board ratify the Search and Governance Committee recommendation for Andrew Pierce to remain on the Board as Co-opted Safeguarding Link Governor.
- 5.2 Governors formally ratified the recommendation of the Search and Governance Committee.
- 5.3 The Principal advised Governors that the college has been successful in securing £2.4m from the Big Lottery Fund to December 2019 for 'Building Better Opportunities', to lead on a partnership to engage 18-24 learners distant/at risk in the workplace and develop employability/life skills. This will provide excellent community engagement and progression for young people, helping those furthest from the workplace.
- 5.4 The Chair updated Governors regarding the Governance Advisor who is currently signed off sick until the end of May; and advised that the Principal is currently exploring short term options.

## **6. Area Review Outcome (Confidential)**

## **7. Strategic Plan 2017-2020 (Confidential)**

## **8. Finance and Resources Report (Budget Position Confidential)**

- 8.2 The Vice Principal Finance and Resources reported on the current position regarding the Adult Education Budget (AEB) which is a national challenge as those qualifications eligible for AEB reduces year on year, but is still expected to be achieved.
- 8.3 Governors were assured that there are strong financial controls and clear expectations that funds are used effectively and efficiently; and that debt levels are within control and monitored on a weekly basis.
- 8.4 The Vice Principal Finance and Resources provided an update on the refocus on capital funds to support a learner focussed environment and Governors approved the indicative spend proposed.

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

- 9.1 Governors received and noted the Business Development and Marketing report providing the annual update on subcontracting activity.
- 9.2 The Vice Principal Business Development, Marketing and Curriculum advised that there is a planned move to more in-house provision next academic year wherever possible; whilst retaining key partners where there is a need for a quick pace reaction without compromising quality.

9.3 Governors noted that the newly appointed Business Development Managers (BDMs) will have individual and team KPIs to achieve.

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

10.1 Governors received and noted the Quality, Curriculum and Learners report advising on the Learner Journey Review; and the subsequent Action Plan developed and monitored by SMT, supported by multi-disciplinary Task and Finish Groups

10.2 The Vice Principal Quality, Curriculum and Learners advised on progress to date and Governors were pleased to note improved relations with partnership schools, with SMT links with schools established continuing to see good progress this academic year.

## **11. HR Report**

11.1 Governors received and noted the HR report presented by the Director for HR and Organisational Development, providing the termly update of HR developments during the Spring Term (January-March) including:-

- staffing figures, sickness absence figures, recruitment & selection activity and employee relations
- staff development spend versus priorities
- update on the college's performance appraisal system and approach
- update on Employment Law

11.2 Governors were pleased to note that by the end of July 2017 all staff will have been appraised; and welcomed the employment law update provided regarding General Data Protection Regulation (GDPR) coming into effect from May 2018 and gender pay gap regulations.

## **12. Governing Body and Committee Dates 2017/18**

12.1 Governors received and agreed the proposed dates for Governing Body and Committee meetings for 2017/18.

12.2 The Chair welcomed Governors views on whether there is a preference to look to change the timings of meetings or for FGB to remain with a 5pm start and Audit Committee with a 4.30pm start.

## **13. SFA Assessment of the College's Financial Health - FIO**

13.1 Governors noted receipt 'for information only' of the SFA Assessment of the College's Financial Health as 'Good'.

*The confidential minute for items 14 and 15 is held under separate cover.*

The meeting ended at 7.35 pm