



GOVERNING BODY

Minutes of the meeting of the Governing Body held on 30th January 2017 at North Devon Campus

Present: Andrew Chapple (Chair), Jeff Andrew, Martin Chance, Shaun Cooper, Laura Cunningham, Ro Day, Diane Dimond, David Gibson, Rob Malcolm, Lindy Stacey, Lee Thommen and Ruth Williams

In Attendance: Bill Blythe, Jane Hanson, Debbie Miller and Sheena Murphy-Collett

Clerk: Debbie Wright

1. Declaration of Interests

- 1.1 Jeff Andrew declared an interest in item 2.2 a).
- 1.2 There were no other declarations of interest.

2. Membership and Apologies for Absence

- 2.1 Apologies for absence were received from Amy Bayet, Kevin Finan, Martyn Gimber and Andrew Pierce.
- 2.2 Governors agreed to re-appointment and appointments, on the recommendation of search and governance Committee as follows:-
 - a) To re-appoint Jeff Andrew for a period of three years from his original end of term of office, to 31st August 2019
 - b) To appoint Stuart Brocklehurst and Jenny Wallace as External Governors for a three year term of office from 1st February 2017 to 31st January 2020, with a review after the first year
 - c) To appoint David Chalmers and Iain Springate for an initial one year term office from 1st April 2017 to 31st March 2018
 - d) To appoint Jenny Wallace as a member of the Audit Committee from April 2017
- 2.3 Governors noted the timetable and criteria for the appointment of Vice Chair of Governors at the March Governing Body meeting. It was agreed that minute 5.5 (e) be amended to 'preferential for nominations from those prepared to become Chair in due course'
- 2.4 Governors noted and agreed, subject to amendment to 5.5 e), the draft minutes of the special meeting of the Search and Governance Committee held on 17th January 2017.

3. Minutes of Previous Meeting and Matters Arising

- 3.1 The minutes of the meeting of the Governing Body held on 14th December 2016 were confirmed.
- 3.2 The Principal informed Governors under item 3.2 c) that Devon County Council continues with plans to cut transport support; the College is currently reviewing transport solutions and is in discussions with Stagecoach for provision in Northern Devon and looking further at solutions for Mid Devon.

4. Confidential Items

- 4.1 It was agreed that the Area Review Update, Commercial Strategy, Pay Review Report 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 Chair advised Governors that the Local Enterprise Partnership (LEP) are currently recruitment for Member of the LEP Board from local businesses; and that there is currently only one member from the Northern Devon area.
- 5.2 The Director for HR and Organisational Development advised Governors that a RIDDOR reportable incident occurred at North Devon Campus on 13th January 2017 in the Taw Restaurant resulting in hospital treatment being required for the two learners involved.

6. Update on Area Review - CONFIDENTIAL

7. Annual Review to the Community

- 7.1 Governors received and noted the Annual Review to the Community commending the use of visuals to make it more engaging.
- 7.2 Governors noted that the Annual Review will be distributed to key stakeholders with a covering letter from the Principal.
- 7.3 The Principal advised that the focus this year is on Partnerships and Collaborations.
- 7.4 Governors suggested that the College apply for awards for Community Engagement; and the Principal advised that the College has been shortlisted for the TES FE Teaching and Learning Awards in February.
- 7.5 Following a query raised regarding consent to use photographs the Vice Principal Business Development and Marketing confirmed that Marketing always seeks consent for use of photographs for publicity purposes.

8. Survey Outcomes

- 8.1 Governors received and noted the Full Time Learners Induction Survey results.
- 8.2 It was agreed that there is a need to engage more with adult learners regarding their completion of surveys as the College values their response.
- 8.3 Governors discussed response rates for Q1 and Q11; and the need to evaluate and communicate back to learners in a timely manner following survey results being issued. It was suggested the Student Forum be used to provide feedback to learners.

9. Student Governor Report

- 9.1 Governors received and considered the Student Governor Report which gives an overall review on the Autumn Term's Student Union activity predominantly at the North Devon Campus.
- 9.2 The Student Sabbatical Officer updated the Board on Mid Devon Campus elections for Student Union positions.

10. Employer Survey

- 10.1 Governors received a report on the Employer Survey results 2015/16. The Vice Principal Business Development and Marketing advised that this survey is conducted annually by FE Choices.
- 10.2 Governors were interested to know how the College engage with employers, how this can be improved and options for employers to feedback on any issues at an early stage.

11. Commercial Strategy - Confidential

12. Human Resources Report

- 12.1 Governors received and considered a report from the Director for HR and Organisational Development giving an overview of Human Resource developments during the Autumn Term covering:
 - staffing figures, sickness absence, recruitment and selection activity and employee relations
 - staff development spend versus priorities
 - an update on the College's performance appraisal system and approach
 - employment law update
- 12.2 Governors thanked the Director for HR and Organisational Development for a good report which gave them benchmarking data and trend analysis.
- 12.2 In response to a query about the staff development budget, the Director for HR and Organisational Development confirmed that HR are currently looking at how internal training is captured and costed within the staff development expenditure systems.

13. Finance Report

- 13.1 Governors received and considered the Month 5 Management Accounts.
- 13.2 The Vice Principal Finance and Resources reported that the forecast operating surplus will be achieved and is on budget and that budget monitoring is strong with clear accountabilities.
- 13.4 The Vice Principal Finance and Resources advised that the format for Management Accounts going forward will be changed; and that a Finance and Funding Briefing prior to the Governing Body meeting on 24th April 2017 will cover how to interpret and understand Management Accounts.
- 13.5 Governors requested that recruitment numbers from partner schools are presented at least annually; and it was agreed that this information will be brought to Governors in the next Marketing Update Report from the Vice Principal Business Development and Marketing.

14. Dates of Governing Body Meetings for 2016/17

- 14.1 Governors noted the dates for meetings for the remainder of the academic year and the planned briefing sessions in March, April and July.
- 14.2 The Chair reminded Governors of the evening meal for those retired and due to retire from the Governing Body, being held in The Taw Restaurant on 2nd March 2017.

The confidential minutes for items 15 and 16 is held under separate cover.

The meeting ended at 8.20pm