

GOVERNING BODY

Minutes of the meeting of the Governing Body held via Zoom at 17.00 on 9th December 2020

Present: Kevin Finan (Chair), Jenny Wallace, Rob Nicholls, Chris Williams, David Chalmers, Sean Mackney, Lena Marvão, Maxine Padgham, Deborah Watson, Neil Tanton, Steve Richardson, Iain Springate, Lindy Stacey, Penny Adams, Bill Blythe, Jane Hanson, Sheena Murphy-Collett, Lee Thommen, Penny Adams, Andy Champion

In Attendance: Alex Farmery (minutes)

Governance Advisor: Joanna Boardman

1. Membership and Apologies for Absence

Apologies were received from Holly Milton Jefferies and Mark Rogers

2. Declaration of Interests

No declaration of interests were declared.

3. Confidential Items

Part of Item 8 on the agenda, the Annex on Risk Management Statement, was declared as confidential.

4. Items brought forward by the Chair

Self-assessments please complete and governors review to be completed by 18/12

5. Minutes of Previous Meeting and Matters Arising 20FGB24

The minutes of the previous meeting of the Full Governing Body held on 10th November 2020 were agreed and approved by the Board.

Membership Matters

Strategic

6. Principal's Update and KPI 20FGB25

The principal reported on the KPI performance for the completion of the previous strategy to 2020 and on the context and achievements in the first term of 2020-21, organised by strategic aims.

Agreement was sought for approval on the recommendation of Audit Committee, for the future KPIs and Key Performance Targets for the Petroc 2025 Strategy.
The 2017-20 paper was discussed and noted by the board.

It was recommended that it would be beneficial for the governors to review the learner satisfaction survey and see if there is anything they can do to help the college achieve a high level of learner satisfaction. It was agreed to consider input from the Governors offline on the survey.

It was noted that the College is making good progress in activity across its strategic aims in the first term of 2020-21.

The Principals report was noted by the board as very useful and helpful.

The Key Performance Targets and Indicators for the Petroc 2025 Strategy were approved by the Board and it was agreed that the principal would identify and report back any changes/movements on our targets.

7. Quality, Curriculum and Learners Report **20FGB26**

It was reported that quality assurance measures taken as part of the Petroc quality cycle have been undertaken to drive progress against the strategic aim of creating outstanding learner achievement in all areas and that extra measures have been implemented to prepare for another disrupted year for exams and assessments re the Covid 19 pandemic.

The report was noted by the Board with discussion around challenges for learners who may struggle with higher learner assessed grades and challenges for staff teaching in various delivery modes.

Some positive feedback has been received from learners in regard to online learning and the Board thanked all involved in making this happen so successfully.

8. Finance and Resources Report

2019/20 Financial Accounts and Control System Assurances **20FGB27**

The Vice Principal Finance and Resources presented the following reports to the board:

- Regularity Self-Assessment Report
- Annual Internal Audit Service Report
- Annual Audit Completion Report
- To note the Risk Management/Board Assurance Termly Report
- Annual Report of Audit Committee
- College Financial Statements for 2019/20

It was reported the college produces Financial Statements on an annual basis to a format prescribed by regulations which are in broad accordance with the FE and HE Statement of Required Practice.

The board noted and approved all reports after discussion around going concerns, cash flow implications and balances.

2019/20 Campus Financial Analysis **20FGB28**

The Campus analysis reflected the year end position through an analysis of the underlying financial position of the three main campuses plus the projects managed by the college.

The report was noted by the board with the following comments:

This is a good analysis tool for the finance team but may not be of huge relevance to the governors. It was agreed by the board that this report is no longer necessary and there will be no need to for it to be considered by the board.

It was recommended, however that the college needs to have further discussions with the Governors on its Estate strategy and it was agreed to bring this items to the next Strategic committee meeting on the 5th May.

2020/2021 Month 3 Management Accounts

20FGB29

The board received the month 3 management accounts (noting that they are a very early forecast of activity levels) including the forecast year end.

The board passed on its thanks to all involved in the production of the papers and the work undertaken through the audit.

9. Our People

HR Annual Report for 2019/20

20FGB30

The Director for Human Resources and Organisational Development reported on

- Staffing figures, sickness absence figures, recruitment and selection activity and employee relations (all data shown illustrates the summer term).
- Staff development spend.
- Performance management.
- An employment law update.

Petroc was commended by the Governors for the staff satisfaction survey results

The report was noted by the Board.

10. Business Development & Marketing

Annual Review of recruitment against targets by Partner School and Marketing strategy

20FGB31

The report was received by the Board and showed the overall picture of learner numbers, a comparison between applications and enrolments, our market share as well as our main competitors for learners. It set out the current position and made observations as to the reasons for shifts in data. The report also highlighted the current and future activity planned from a marketing and business engagement perspective to continue to promote the product offering of Petroc and to drive interest and engagement.

The board discussed reputation and how students can be advocates for the College as well as media channels and perceptions and suggested that closer working with the Student Union would be a positive step forward. Further discussion around the changing patterns across the South west and demographic changes also took place.

Governance Matters

11. Progress update on the Governance Self-Assessment 2019/20, which informs

the Governance Improvement Plan and the Governor Training and Development Plan for 2020/21 **20FGB32**

The Governance Advisor reported on the progress made in scheduling Governor Self-Assessment reviews and more up to date information will be provided during the next board meeting in January.

Minutes of the Audit Committee **20FGB33**

The minutes of the Audit Committee were approved and accepted

HE Management and Governance report **20FGB34**

It was reported that the HE environment continues to change at pace offering both opportunities and threats for all providers. Our curriculum should not be viewed as fixed but needing to respond to a number of external pressures.

The report was noted and discussed by the Board with attention paid to Augur and how the College aligns itself with local employers and markets.

Termly Student Governors Report **20FGB35**

The Board received the report from the Student Union summarising the challenges that the new academic year has presented. Students had to adapt to the circumstances, but the union stays active and is ensuring that new students are inspired to get involved.

It was reported that there are confusion and anxieties around the A Level bubbles but everyone is happy to be back at college. It was recommended by the Student governor to look at the areas again that have been allocated to the bubble students and to increase the space.

The report was noted by the board and the positive attitude by the students was applauded. A personal thank you from the Governance Advisor was received for producing the report at such short notice.

To note the Annual GDPR Report **20FGB36**

It was reported that the Data Protection Officer role at Petroc is being undertaken by the Governance Advisor and Head of Executive Office who will be reviewing the terms of reference and membership of the GDPR working group in 2021 to ensure it remains fit for purpose and engages with the all staff across the College.

The report was noted by the Board.

To note Annual Review Document **20FGB37**

It was reported that the purpose of this document is to make stakeholders aware in snapshot of what the college has achieved in the previous year. This particular format was used for the reader to be able to read/scan the document in a short period of time.

The document was approved by the Board with a comment on the format and a suggestion for a video next year.

The meeting concluded at 19:22

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