

GOVERNING BODY

Minutes of the meeting of the Governing Body held via Zoom on Wednesday 17th June 2020 at 17:00

Present: Kevin Finan (Chair), David Chalmers, Andy Champion, Lena Marvão, Holly Milton-Jefferies, Rob Nicholls, Maxine Padgham, Mark Rogers, Steve Richardson, Iain Springate, Lindy Stacey, Neil Tanton, Lee Thommen, Jenny Wallace, Deborah Watson and Chris Williams

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

Governance Advisor: Jane Barton

1. Membership and Apologies for Absence

Apologies were received from Harrison Edwards.

2. Declaration of Interests

There were no declaration of interests.

3. Confidential Items

Agenda Item 5 and the Emerging Budget/Covid-19 Report (part of Agenda item 8) were declared as commercially confidential.

4. Items Brought Forward by the Chair

The Chair mentioned to the Board that a meeting of the Strategic Review Committee would meet immediately following the Board meeting to discuss a matter arising relating to the Brannams Campus.

5. Minutes of Previous Meeting and Matters Arising

19FGB74

The minutes of the previous meeting of the Full Governing Body held on Tuesday 28th April 2020 were agreed and approved by the Board.

6. Strategic Report: Commercially sensitive

19FGB75

The Principal & CEO provided Governors with a comprehensive update on the 2025 Strategy, College opening from 15th June 2020, College Finance and Transforming engagement through a new blended experience:

7. Quality, Curriculum and Learners

19FGB76

The Vice Principal Quality, Curriculum and Learners provided the Board with an update on actions the College has taken to maintain the Curriculum, Quality, Learning and the Student Experience during the Covid-19 closure period March – May 2020.

Governors appreciated that the report presented by the Vice Principal Quality, Curriculum and Learners supersedes the normal cycle of business reporting on surveys and lesson observation outcomes for 2019/20.

- Governors noted that the government learning and employer surveys have currently been withdrawn; but that the College has an internal surveys working group which will be looking to establish what it is, and how Petroc surveys its Stakeholders during 2020/21.
- Petroc's lesson observation cycle was curtailed this academic year. The Ofsted Inspection ratified our learning teaching and assessment, under Quality of Education, as Good. As part of the Excellence Framework the College plans to revise its approach to lesson observations within a blended curriculum.

Rather than report on incomplete and retrospective QCL matters the Vice Principal, Quality, Curriculum and Learners provided a summary update on actions taken to maintain the highest standards in curriculum, quality and learning and student experience during the national Covid19 closure period March – May 2020.

Quality:

For confidentiality purposes Petroc awaits the final grading from Awarding Bodies.

A level and Level 3 vocational results will be published on 13 August and GCSE and Level 2 vocational results on 20 August, as originally planned. This will enable progression to higher and further education to take place in the normal way. It will also allow students time to decide whether they wish to sit exams in the autumn, and to prepare for those exams if necessary.

A fortnightly e-newsletter 'The Vision' is sent out to students to keep them in touch and engaged, and includes learning activities. The Head of Tutorial Enrichment and Progression and her team keep in regular touch with learners, and with their Academic Progress lecturers.

The Governing Body noted and accepted this report.

8. Finance and Resources:

19FGB77

The Vice Principal Finance and Resources asked the Board to receive and to note:

- Month 9 Management Accounts
- The Project Performance Report

The Vice Principal Finance and Resources took the Board through a comprehensive report of the Month 9 Management Accounts representing the position at the end of April 2020; highlighting key areas of income and expenditure, the cash position and expanding on the actions taken in year to mitigate the impact of Covid-19 and finally, in conclusion, the Vice Principal Finance & Resources detailed the projected final outturn.

Governors asked if the College were monitoring the closure of local companies and were assured that the College was keeping a watching brief on this; Petroc is actively reviewing labour market information and working closely with the Job Centre to analyse employment retraction and new vacancies. One Governor commented that at a recent North Devon Manufacturers Association meeting

the concerns expressed related to the challenges companies would face when the furlough scheme ended and the sustainability of order books.

The Board noted receipt of the Month 9 Management Accounts.

Governors received a comprehensive overview of projects activity which clearly demonstrated the breadth and complexity of the projects that Petroc is successfully managing, often supporting the most challenged community groups across the South West.

It was noted that Petroc is currently managing 19 live projects valued at just under £5.8 million, with an in year value of almost £1.5 million; Governors discerned that the team is also responsible for the coordination of the Northern Devon Employment and Skills Board. The projects are funded by a range of income streams and vary in size and scope.

Governors recognised that the College has an excellent, and well recognised, track record of success in managing these projects which clearly continue to align with and support the College's strategic aims.

It was mentioned that whilst Brexit may prove to be a challenge to the range of opportunities going forward, currently the College continues to play an active part in seeking out funding opportunities that are available.

Governors noted the Projects Performance Report (including the potential impact of Brexit).

Emerging Budget/Covid-19 Report

Commercially sensitive

19FGB78

The paper presented to Governors by the Vice Principal Finance & Resources provided the Board with a comprehensive report on the potential financial impact of the virus on the College's finances and cash balances.

9. Our People

Health and Safety Annual Report:

19FGB79

Governors considered the Annual Health and Safety report (covering the period 1st September 2019 to 16th May 2020).

In presenting the report the Director of Human Resources and Organisational Development mentioned the start of the new Health and Safety Coordinator, commenting that having started work during lockdown he had very successfully hit the ground running and was doing an excellent job. She reported on the impact of Covid-19, being of course at the forefront of everything, outlining the plethora of risk assessments required, the actions resulting from these, detailing how the College consulted with the staff and unions and the efforts made to ensure effective communication channels were in place. Including the work of the Pandemic Advisory Group; assuring the Governing Body of the collective effort made by everyone to uphold the safety and welfare of staff and learners.

External Governor, Lindy Stacey who sits on the Health & Safety Committee commented positively on the level of Risk Assessments carried out and commended the team for their efforts.

The report covered the following:

- trends from accidents/incidents/near miss events and implementing controls to mitigate further risk;
- the continual review of current Health and Safety projects to proactively promote and improve existing policies and procedures; and the

- monitoring through on-going inspections/spot checks of premises and activities (including contractors) to ensure compliance is managed daily through proactive safety intervention.

Health and Safety Policy:

The Director of Human Resources and Operational Development advised the Board that the Health and Safety Policy had been reviewed, with minor amendments made to the document.

The amendments included:

- a new paragraph in the Introduction;
- change from Senior Management Team (SMT) to Executive; and
- change to the name of the new Principal.

Governors noted the annual report and approved the minor changes to the Health and Safety Policy.

10. Governance

FGB and Committee dates for 2020/2021

19FGB80

The Governance Advisor presented some provisional dates for Board and Committee dates for the new Academic year. Governors discussed the possibility that the Committee Structure could change to reflect the priorities of the new Strategic Plan and agreed the dates for the current meeting structure only up to the end of December 2020. The Committee Structure for the Governing Body would be discussed at the next Search and Governance Meeting in September.

Governors noted and approved the dates for the Board and Committee meetings up to and including December 2020.

Cycle of Business 2020/2021

19FGB81

Governors discussed the Cycle of Business for 2020/2021, noting the possible impact to reporting of the Covid-19 situation.

Governors received and agreed the Cycle of Business for 2020/2021; noting that this is a working document and items are adjusted as circumstances dictate throughout the year.

Addendum to the Board Effectiveness Questionnaire

19FGB82

The Governance Advisor asked the Board to approve the inclusion of a section within the Board Effectiveness Questionnaire that would enable the Governance Advisor to report on the effectiveness of the Committees (excluding Audit).

Governors approved the amended document.

Draft minutes of the Strategic Review Committee

19FGB83

Governors noted the draft minutes of the Strategic Review Committee; the Board were advised that the Planning Application at the MDC would very soon be live on the Planning Portal.

11. For Information Only

Draft minutes of the Academic and Business Development Board

19FGB84

The Board noted receipt of the draft minutes of the Academic and Business Development Board (ABDB) Meeting held on 12th March 2020 and 7th April 2020 together with the revised Terms of Reference for the ABDB.

The date of the next meeting was confirmed as Tuesday 21st July 2020 at 5.00 pm via Zoom.

The meeting concluded at 18:58.