

GOVERNING BODY

Minutes of the meeting of the Governing Body held via Zoom at 17.00 on Thursday 17th June 2021

Present:

Lindy Stacy	Vice Chair
Sean Mackney	Principal and CEO
Rob Nicholls	External Governor
Chris Williams	External Governor
David Chalmers	External Governor
Iain Springate	External Governor
Deborah Watson	External Governor
Mark Rogers	External Governor
Harrison Burke	Student Governor
Joanna Boardman	Governance Advisor and Head of Executive Office

In Attendance:

Bill Blythe	Vice Principal Finance and Resources
Sheena Murphy- Collett	Director of HR and Organisational Development
Craig Litster	Interim VP Curriculum and Quality
Jon Hardy	Interim VP Curriculum and Quality

1. Apologies for Absence

- 1.1 Apologies received from Kevin Finan, Andy Champion, Lena Marvao, Lee Thommen and Neil Tanton

2. Declaration of Interests

- 2.1 No declaration of interests were declared.

3. Confidential Items

- 3.1 One confidential item noted on Strategic review Committee

4. Items brought forward by the Chair

4.1 The Vice-Chair on Board and Chair of the meeting informed the Board that Maxine Padgham had resigned from her role as Governor with immediate effect and that Lena Marvao had also resigned from Board, but would continue until the end of the current academic year. Harrison Burke was welcomed to the Board as the new Student Union president and Student Governor for 2021/2022.

5. Minutes of Previous Meeting and Matters Arising 20FGB73

5.1 Minutes and actions of the previous meeting of the Full Governing Body held on the 17th May 2021 were agreed and approved by the Board.

6. Strategic

6.1 Principal and CEO Strategic Update 20FGB74

6.2 The Principal and CEO highlighted some key points from the update paper and discussed with Board the new approach to English and maths delivery in more detail. The results to date have shown improvements in results which have been audited internally to ensure that they are accurate and further analysis will continue to ensure best practice continues.

6.3 The results through VESPA present very well and board were very encouraged by the progress made in a difficult area.

7. Quality Curriculum and Learners

7.1 Lesson Observation Process Report 20FGB75

7.2 CL, Interim Vice Principal Quality, Curriculum and learning presented the lesson observation process report as a key component of the College approach to the improving the quality of teaching at Petroc.

7.3 The key change (through a pilot programme in 2020/2021) where lesson observations were previously graded with a 1-4 rating will be replaced by a non-numerical observation system. This will be further supported by lesson observations being viewed as more than a one-off annual event to an embedded all year round process.

7.4 Board challenged the Executive by examining how the College ensures quality provision and parity of results and were satisfied by the approaches and assurances.

7.5 Higher Education Review of Complaints 20FGB76

7.6 CL, Interim Vice-Principal Quality, Curriculum and Learning presented the paper to Board as part of the college and OFS assurance process to monitor and report on complaints.

7.8 It was noted that nine complaints had been formally recorded across two incidents with none progressing to stage 2 which would include reporting to Plymouth University.

7.9 Board were satisfied that minimal complaints had been received and agreed that the complaints handling process was strong. A challenge was raised to ask what processes the College used to learn from the complaints that are made. The College acknowledged the

challenge and was pleased to report that the reasons for complaints made in the previous year had been addressed.

7.10 There are more informal routes for the College to listen to the students through monthly programme meetings and termly meetings which are used to identify any emerging issues and deal with them before they become complaints.

7.11 The Quality Team also produce an annual lessons learnt report.

7.12 Summary Report of Student Engagement **20FGB77**

7.13 CL, Interim Vice-Principal Quality, Curriculum and Learning presented the paper to Board and noted that whilst the pandemic has obviously had an impact the College will be moving forward with a more focused approach by management to improve in this area.

7.14 In 2020/2021 the rate stood at 78.7% and anything below 80% is of concern and in 2018/2019 the rates were still low and that was outside of the pandemic timeframe. Engagement rates are below where the College needs them to be.

7.15 The report was discussed and the College was asked if there were significant differences across subjects and faculties. It was acknowledged that there were differences however that can also be linked to the types of programmes and types of students so deeper breakdowns would be undertaken moving forward to target the right interventions in the right places.

7.16 It was asked if digital approaches and travel support could help with students who may be disadvantaged by geography or other social factors. The College described some of the work through Civitas and meetings with a US based College who had undertaken work there with successful outcomes through bus passes and better links.

7.17 The issue of incentivisation was discussed and the College had been looking at more effective and supportive ways of offer the bursary schemes and looking at individualised learning programmes.

Action: Board requested a follow up presentation on Civitas in the new academic year

7.18 Teacher Assessed Grades (TAG) Update **Verbal**

7.19 CL, Interim Vice-Principal Quality, Curriculum and Learning presented a verbal update on the TAG process this year. Against the 2018/2019 figures there has been a 5.16% uplift which should not cause an issue with OFQUAL. The College is highly confident in the grading system and results and if questioned would have supporting evidence. Board was satisfied with the update and complimented the staff who had been involved.

8.0 Finance and Resources

8.1 Month 9 Accounts **20FGB78**

8.2 The Vice-Principal Finance and Resources presented the month 9 management accounts to board and spoke to the key areas of note.

- Now close to the end of the year and barring any late shocks the accounts should break around even
- The College is on track to meet the Adult Education budget and ESFA target of 90%
- Lockdown savings have been made especially across vocational courses where physical products were unable to be used
- PTHP costs have been lower and the adoptions of TAG has meant less people on site. Vacancies have been held for longer than normal due to the pandemic as well.
- When challenged by Board on the factor of risk to the breakeven prediction the VP felt that with the external audit view on provisions there was a plus or minus 50K margin.

8.3 Project Performance Report 20FGB79

8.4 The Vice-Principal Finance and Resources presented the highlights of the report and directed Board to the Table on page two which shows a total overall income of £11.5m on projects.

8.5 It was noted that there is a lack of environmental impact noted on the report although there have been some small projects that have included it. This will be included in a Strategic was moving forward around project selection.

8.6 The projects widely cross community actions which fosters a lot of good will and helps to retain the confidence of College and public partners. Collaboration on bids assures the College position as an honest broker and subject expert.

8.7 Budget Funding Position 2021/2022 update 20FGB80

8.5 The Vice-Principal Finance and Resources presented the highlights of the paper and that overall applications are improving, but there is still some way to go.

8.6 Board asked what issues were the largest at the moment that remained as worries.

- Conversion rates from applicants to students
- Higher Education programmes delivering on planned intake
- Are the Business Plans strong and accurate enough?
- Where classes grow meaning a groups split and incurs higher costs
- Uncertainty coming out of a pandemic
- Competition from Exeter and others
- Sixth forms keeping students or signposting students to partners

9.0 Our People

9.1 Health & Safety Annual Report and Policy Review 20FGB81

9.2 The Director of HR and Organisational Development presented the annual report and policy review to Board.

9.3 The previous year has been dominated by Covid however the recruitment of the new Health and Safety role has been vital. It has been an intense year, but now focus is shifting back towards items other than the pandemic.

9.4 The incidents reported were questioned by Board and clarification that 'fall from height' is any height was given. The incident was a low fall for a member of staff.

9.5 The aim is now to take the processes around Covid and return them to Business as usual as part of the Business Continuity.

9.6 The policy was presented for discussion and approval. Board approved the policy.

10 Governance

10.1 Search and Governance committee minutes and business 20SG05/07

10.2 The Vice-Chair of Board presented the draft minutes from the 10th March and 25th May 2021 were presented for discussion and approval and were approved in full

10.3 Search and Governance Business recommended to Board 20FGB82-82v

10.4 The Governance Advisor and Head of Executive Office presented a set of papers which had been approved for recommendation to Board by the Search and Governance Committee:

- Governance Change Proposals 2021/2022
- Committee Membership for 2021/2022
- Annual Cycle of Business for 2021/2022
- Governing Body and associated committee meeting schedule 2021/2022
- Petroc Skills matrix 2021/2022
- Search and Governance Terms of Reference

10.5 The Board approved all paper and associated actions

The Student Governor left the meeting for the confidential item and minutes are held as confidential

Date of Next Meeting – Tuesday 13th July 5.00pm – via Zoom