

GOVERNING BODY

DRAFT - Minutes of the meeting of the Full Governing Body held at 17.00 on Tuesday 26 September 2023 in E237a and via Teams

Members – Full Governing Board

Present

Lindy Stacey	Chair of Governors
Pat Denham	Vice Chair
Iain Springate	External Governor
Rob Nicholls	External Governor
Andy Champion	External Governor
Dawn Stabb	External Governor
Stephen Wells	External Governor
Richard Bevan	External Governor
Deborah Watson	External Governor
Hermione Williams-Copp	External Governor
Neil Sherman	External Governor
Val Parsons	Support Staff Governor
Sean Mackney	Principal and CEO
Keira Keen	Student Governors
Lewis Willcocks	Student Governors
Jon Price	Academic Staff Governor

In Attendance

Joanna Boardman	Governance Advisor and Head of Executive Office
Bill Blythe	VP Finance, Resources and Regional Affairs
Jason Jones	Deputy Principal Education & Learners
Sheena Murphy-Collett	VP People, Organisational Development and Engagement
Alex Farmery	Executive Officer

1. Apologies for Absence

Apologies were received from Katarina Kolyva.

2. Declaration of Interests

No declaration of interests were made.

3. Confidential Items

It was declared that there were confidential items and minutes which would be covered under the confidential items on the agenda later in the meeting.

The Chair welcomed everyone to the new academic year and introduced the new Governors, which in turn gave a brief introduction of themselves to the Board.

At this point the Governance Advisor updated the Board on the Governor membership and on the latest recruitment drive to fill 3 Governor vacancies as we had to say goodbye to David Chalmers and a parent Governor vacancy.

Some work will be undertaken on succession planning as it was reported that this is the Chairs last year.

4. Minutes from previous meeting

23FGB01

The minutes from the meeting on 18 July 2023 were approved.

5. Items brought forward by the Chair

There were no items brought forward by the Chair.

6. Use of the Seal – Hurley Burley

This item was noted as the paper had been approved via correspondence and the Seal had been applied and the Lease document signed.

The Governance Advisor briefly explained the use of the Seal to the new External and Student Governors.

7. Ofsted Training for all Governors

It was reported that there were strong indications that the college is not due an Ofsted inspection until at least January due to having identified the RAAC (Reinforced Autoclaved Aerated Concrete), issue and having to deal with this currently. However, there was a good chance that the college could receive the call from Ofsted in January 2024.

The Deputy Principal will provide some more Ofsted readiness training to all Governors during the Strategy Away Day in December.

The Deputy Principal then proceeded with the Training highlighting the following points to the Board:

- Focus on Intent, Implementation and Impact
- Skills inspection, engagement with stakeholders
- Deep Dives
- Agenda and flow of the inspection itself
- Role of the Governors
- Update on Ofsted preparation sessions held with all staff
- What will be covered in the Training Session in December

This was then followed up with some questions:

Q Will there be an indication in this year's SAR (Self-Assessment Report) on the largest, best and worst curriculum offer?

A This information will be in the SAR and will also be on the script sheet for Board as Ofsted inspections usually tend to choose the weakest curriculum areas.

Governors were reassured that by completing all their essential training, attending committee meetings, strategy days, learning walks and with the support of the existing link Governors everyone should be in a confident position when speaking to Ofsted. There will also be a script sheet which would provide the Board with a consistent approach.

8. Strategic Update

8.1 Presentation from each executive member looking ahead to 23/24

https://docs.google.com/presentation/d/1EqUFwFCkHxHSzc5pBDVNZ0bw_KezrrDm/edit#slide=id.p1

The Executive team presented to the Board on projects and plans for the new academic year 23/24 including:

- Finances
- Quality
- Organisational Culture
- Community engagement and communications
- Professional learning
- Regional leadership

The Principal reported that the financial situation was still very tight, however, the college had been granted additional funding at the end of the summer which will be used to address the pay award. The college was also planning on capital disposal throughout the year which would provide extra resources to reinvest.

It was noted a big item on this year's agenda will be Quality and focus on engagement with teams, planning, delivery and weekly professional development.

The team approach would bring a stronger focus on continuous improvement and create greater understanding and empowerment.

The Principal reiterated the colleges agenda for driving to bring local groups together such as NDF (Northern Devon Futures), OND (One Northern Devon), EFNDP (Education Futures North Devon Partnership) to encourage opportunities for the students and the local communities.

The Deputy Principal reported on:

- Learner Achievements
- Learner Success Standards
- Ofsted Preparation
- Strategic Operating Plans

Results this year were excellent in HE, 100% pass rate in T Levels, A Levels outperformed other colleges by a significant margin and there were improved results for Levels 1,2 and 3 vocational.

The team have relaunched the Learner Success Standards at the beginning of the academic year in order to achieve consistency across the board for learner engagement, behaviour, culture and outcomes.

It was noted that all academic and support staff had received training in preparation for Ofsted and the Quality team have established a new Quality Cycle.

It was reported that the Strategic Operating plans are being reviewed and refreshed ensuring they are fit for purpose to complete the strategic plan 2025.

The Vice Principal Finance, Resources and Regional Affairs updated the Board on the Financial situation of the college with 16-18-year student numbers looking fairly healthy at the beginning of the new academic year. It was noted that the monthly management accounts will be sent out to all Governors regularly in particular during the months without Board meetings to enable the Board to monitor the accounts and finances of the college. It was reported that there are a few big projects ongoing, and a brief update was given on the Animal Care Centre, the RAAC, Cotie 3 in Tiverton and the Masterplan. A report on the Salix project including the SPV (Special Purpose Vehicle) was part of this meeting and would be presented later under the confidential items.

The Board received an update on all ongoing procurement/sales transactions including the Tiverton Field and Brannams Campus as well as an update on Regional Affairs which involved the LSIP/LSIF (Local Skills Improvement Plan/Local Skills improvement Funds)

The Board raised a question on whether the procurement/sales transactions were mentioned in the risk register? It was reported that the SPV will be added to the risk register and that the college had taken technical advice from Grant Thornton (Accounting and Consulting firm) for this project as well as asking for legal advice from Wollen Michelmores and guidance from other colleges in the same position.

The Vice Principal People, Organisational Development and Engagement presented the new team structure to the Board including all direct reports and departments due to some restructure activities over the last few months. It was reported that the priorities for the year for People Services will be Wellbeing, staff morale, organisational development and workloads.

The community's perception of Petroc was discussed as some negative comments had been made on social media by ex-members of staff. It was agreed to run a perception survey this year through the marketing department and to embed the new marketing strategy.

It was reported that a drive to re-engage with all feeder schools is underway, particularly in Tiverton and area.

It was recommended to survey staff with just one question which will then feed into the People and Remuneration committee.

9. Curriculum and Quality

9.1 To note a university centre branding update*

23FGB02

The Paper was taken as read and noted as an update to all the progress on the work being done toward the University Centre.

10. Finance and General Purposes

10.1 Regularity Self-Assessment Questionnaire

23FGB03

The Regularity Self-Assessment Questionnaire was completed annually to assure the auditors that the college has functioning controls over its activities and that the Board have oversight of them. It also requires the Board to satisfy itself that its own composition and procedures are sufficiently robust. The Vice Principal Finance, Resources and Regional Affairs had reviewed the document and believed it to be correct and recommend the Chair and Principal to sign.

The Board approved for the Chair and the Principal to sign on its behalf.

Confidential minutes held separately.

The meeting concluded at 19.27.

The next meeting is scheduled in person in Barnstaple on Tuesday 12 December 2023.