

GOVERNING BODY

DRAFT - Minutes of the meeting of the Full Governing Body held at 17.00 on Tuesday 3 December 2024 in LSF24 / hybrid

Members – Full Governing Board **Present**

Iain Springate	External Governor
Dawn Stabb	External Governor
Richard Bevan	External Governor
Gaynor Castle	External Governor
Jon Price	Academic Staff Governor
Pat Denham	Co Chair of Governors
Neil Sherman	External Governor
Martin McNeill	External Governor
Julie McLeod	External Governor
Jon Walton	Student Governor
Kurt Hintz	Interim Principal and CEO
Andy Champion	External Governor
Hermione Copp-Williams	External Governor
Daisy Thynn	Student Governor
Stephen Wells	External Governor
Melinda Stacey	Co Chair of Governors
James Wright	External Governor
Val Parsons	Business Support Staff Governor

In Attendance

Bill Blythe	Vice Principal (VP)
Jason Jones	Deputy Principal (DP)
Joanna Boardman	Director of Governance and Director of Executive Operations (DoG)
Alex Farmery	Executive Officer (EO) Minutes

1. Apologies for Absence

Apologies were received from Richard Bevan, Lindy Stacey, Andy Champion and James Wright

2. Declaration of Interests

Petroc staff in attendance declared an interest in the Senior Postholder Pay report and the Pay Award Proposal.

3. Confidential Items

No confidential items were declared other than on the agenda.

4. Minutes from previous meeting

The minutes from the meeting on 2 October 2024 were approved.

24FGB12

5. Items brought forward by the Chair.

There were no items brought forward by the Chair.

6. Interim Principal Report

24FGB13

It was noted that the Principals report had been discussed during the Strategy day earlier in the day and there was nothing further to add.

7. Curriculum and Quality Committee

7.1 Chairs report from the previous meeting on 19 November 2024

The Board received the report from the Chair of the Curriculum and Quality Committee alerting the Board to the concerns over low attendance rates and over the lack of a plan on how to deliver the Access and Participation Plan. The Board asked for this to be reported back on at the next Board meeting.

It was also reported that the ongoing building works have had a disruptive impact on learners in some areas but were mostly being managed.

During the committee meeting the A Level Faculty Manager presented a deep dive into A Levels and reassured the committee that there was a clear focus on quality improvement and how to achieve it.

The Deputy Principal updated the Board and reassured the Board that the attendance rates had improved since the committee meeting and the Board will receive a plan on how to implement the APP at the January Board meeting.

The Deputy Principal suggested that regular communications should be sent to all students and staff updating on the ongoing building works around the campus.

7.2 To Approve SAR 2023/24 as recommended by the committee

24FGB14

The Board was asked to approve the SAR (Self-Assessment Report) for 2023/24 as recommended by the Committee before it can be published in January 2025.

The Board approved the SAR.

7.3 To review and approve the Quality Improvement Plan 2024/25

24FGB15

The Board was asked to approve the QIP (Quality Improvement Plan) 2024/25 as recommended by the committee who had asked for the QIP to be updated with actions and mitigations to ensure the college aimed for "Good" at its next inspection.

The Board approved the QIP.

For Information

- **Deputy Principals report*** **24FGB16**
- **To receive any minutes of the Curriculum and Quality committee held on 19 November 2024*** **24FGB17**
- **Ofsted final report*** **24FGB18**

8. Finance and Resources Committee

8.1 Chairs report from the previous meeting on 28 November 2024

The Chairs report from the previous committee meeting was given by the Director of Governance in the absence of the committee chair and included the following updates:

- Month 3 finances had been fully discussed with concerns raised on future profiling and forecasting – must be improved from previous years
- some of the additional cost movement compared to budget is a direct consequence of additional funding from DCC for the H2O programme
- Aim to improve financial forecasting, optimise resource allocation, and mitigate potential risks to ensure the organisation's long-term financial stability.
- The PESL subsidiary is functioning within expectations and with no issues
- Month 12 management accounts were received, and a note was made about the adjustment against the forecast = fuller discussion on improved forecasting was held during the Month 3 item.
- The committee recommended the Allocation of Sale Proceeds to pay down debt for approval by the Board, assuring compliance with covenants and increasing agility with finances.

The Financial accounts had been approved during the joint meeting on 27 November and were ready for signature from the Chair and the Interim Principal and CEO.

<ul style="list-style-type: none"> • To receive the Month 3 Management Accounts for 2024/25 	24FGB19
Received	

<ul style="list-style-type: none"> • To receive the Month 12 Management Accounts for 2023/24 	24FGB20
Received	

<ul style="list-style-type: none"> • Approval of Proposal for Allocation of Sale Proceeds 	24FGB21
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The Board approved the Proposal for the Allocation of Sale Proceeds.

For Information

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| <ul style="list-style-type: none"> • Digital Services KPIs* | 24FGB22 |
| <ul style="list-style-type: none"> • College Estate update* | 24FGB23 |
| <ul style="list-style-type: none"> • College Digital update* | 24FGB24 |
| <ul style="list-style-type: none"> • To receive the Subcontracting update* | 24FGB25 |
| <ul style="list-style-type: none"> • To receive the update on PESL (Petroc Energy Services Limited)* | 24FGB26 |

9. People Committee

9.1 Chairs report from the previous meeting on 28 November 2024

The Chair reported from the previous meeting and the update included the following:

- Challenges to staff recruitment still exist particularly in specialist areas – thoughts on how to resolve this
- Staff sickness and absence reporting was discussed as this was impacting on learner attendance
- General sickness has a robust and proactive set of management processes although wider communication to teams about anonymised statistics and impacts of sickness were suggested.

For Information

- **To receive any minutes of the People committee held on 13 November 2024**
- 24FGB27**

- **To receive the People Annual Report**

24FGB28

10. Remuneration Committee

10.1 Chairs report from the previous meeting on 20 November 2024

A summary from the previous committee meeting was presented including the following highlights:

- The executive will need to address the impact of overstaffing in the business support areas and review staffing ratios in the future.
- The Senior Post Holders pay, and Performance have been discussed and reviewed by the committee with appropriate objectives set for the current year.

It was reported that the Senior Postholders pay and performance report had been discussed and the recommendation was for no uplift of salary at this time.

- **To receive the Senior Post Holder Pay report**

24FGB29

11. Audit Committee

11.1 Chairs report from the previous meeting on 27 November 2024

An update from the previous meeting was given and included the following:

- Annual Internal Audit outcome as grade 3, not ideal but recognised that appropriate actions had already been taken
- The College Audit Monitoring Report has seen significant improvement in the reduction of outstanding areas especially in the digital areas which have been longstanding problems
- Internal Auditors RSM will complete contract at the end of the current academic year and the committee approved for the Vice Principal to go out for tender with a presentation at the next Audit committee to decide the next Internal Auditors.
- External Auditors extension for 25/26 had been approved by the committee.
- The committee recommended the KPI closure report to cease the current KPIs and create new KPIs with the new strategy.

11.2 Strategic Risk Register – top 3 risks for discussion

It was confirmed that the risk register represents a fair reflection of the college's risks.

It was reported that the internal audit grade for 23/24 was a 3, however the Board was given assurance that the Audit Monitoring report is reviewed very closely by the College Leadership Team on a regular basis and all actions are being addressed and progressed.

The main risks remain as:

- Maintaining financial resilience
- Achieving cyber essentials
- Business continuity
- Sustainability work around Tiverton Campus

11.3 KPI – Approve committee recommendation for Closure Report

24FGB30

It was clarified that these were the KPIs from the 2020-25 strategy and had been reported on during the previous meetings with the Audit committee having had full discussions on all KPIs. The Board approved the closure of the KPIs report.

11.4 To approve Risk Management Policy

24FGB31

Approved

For Information

- **Strategic Risk Register***
- **Internal and External Annual Audit reports***

24FGB32

24FGB33/34

12. Search and Governance Committee

12.1 Chairs report from the previous meeting on 22 October 2024

The committee chair reported that:

- Two Governors were stepping down from the Board for personal reasons, thanking both Governors for their support (Katerina Kolyva and Andrew Champion)
- Attendance rates at meetings and other events have been a challenge this year.
- The committee has authorised a new recruitment cycle for External Governors
- Plans to increase engagement with learner voice activity are underway
- The current skills mix of the Board was appropriate to the needs, although a school leader and a local employer would be sought.
- The mapping of codes has begun and seems appropriate. The action plan is to be developed next.

12.2 Student Governors Introduction and update

Both Student Governors presented an update on FE and HE.

FE update

<S:\Governors\Governance\Governing Body\2024-25\2. December 2024\Student Governor presentation Daisy.pptx>

HE Update

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The following actions were noted from the presentations and the updates given:

- DoG to provide feedback to the students from the Student Forum on 3 December 2024
- Encourage engagement from staff and students in the Sustainability group
- HWC to join the Sustainability Group

- University Centre to enter “Green Gown Awards”

12.3 To approve the change in Board Structure

24FGB35

The Board was asked to approve that the Board revert to a Chair and Vice-Chair model with Patricia Denham as Chair and Melinda Stacey as Vice-Chair until the end of the 2024-2025 Academic year.

It was reported that the DoG had sought legal advice regarding signatories and the Board holds the right to delegate signatories to other members beyond the Chair. It was therefore suggested that if the proposal to revert to Chair/Vice-Chair is adopted the Board extend signatory rights to the Vice-Chair’

The Board approved these recommendations and asked that the DoG would update all necessary documentation such as the Financial Regulations.

For Information

- **To receive any minutes of the Search and Governance committee held on 22 October 2024*** **24FGB36**
- **Compliance with the Code of Good Governance – mapping to the new code and associated Action Plan*** **24FGB37**

Staff and Student Governors are excused at 18.05