

EXETER COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

**Minutes of the meeting held on Friday 8 February 2019 in the Boardroom,
Hele Road, Exeter College**

Present

David Allen	Chair
Emma Webber	Vice Chair
John Laramy	Principal
Sarah Brampton	
Bindu Arjoon	
Sue Clarke	
Mark Goodwin	
Chris Hoar	
Sonja Longmore	
Dave Underwood	
Ben Gardner	
<i>From item 5.1</i> Jacob Harris	
Matt Roach	
Glenn Woodcock	
Cassandra Wood	

Observers

None

Apologies

Michelle Pugh
Heather Ancient
Aimee Mitchell
Stewart Noakes

In Attendance

Steve Campion	Vice Principal Finance and Business Operations
Malcolm Walsh	Deputy Vice Principal Engagement People and Performance
<i>Item 5.2 only</i> Mike Blakeley	Director of Apprenticeships
<i>Item 5.3 only</i> Steve Strang	Head of Estates and IT
Alison Layton-Hill	Clerk to the Corporation

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|----|--|---------------|
| 1. | Welcome, Apologies and Declarations of Interest | Action |
| | The Chair welcomed members to the meeting. | |

Apologies were received. The Chair advised that Michelle Pugh has decided to step down from the Board and all members expressed their gratitude to Michelle for her contribution as a governor.

Mark Goodwin, Deputy Vice Chancellor, University of Exeter, declared an interest in items relating to the University.

Glenn Woodcock, Member of Council, University of Exeter, declared an interest in items relating to the University.

Dave Underwood, independent advisor declared an interest in any items relating to the Royal Devon and Exeter Hospital.

Chris Hoar, Partner Michelmores, declared an interest in item 7, IoT and any items relating to the Royal Devon and Exeter Hospital.

Bindu Arjoon, Director, Exeter City Council declared an interest in anything items relating to planning.

2. **Minutes of Meetings**

2.1 The minutes of the meeting held on 7 December 2018, as circulated, were agreed and signed by the Chair.

2.2 The confidential minutes of the meeting held on 7 December 2018, as circulated, were agreed and signed by the Chair.

3. **Matters Arising**

There were no other matters arising which were not covered elsewhere on the agenda.

4. **Chair's Oral Report**

4.1 The Board congratulated Stephen Mariadas who has been awarded a technical teaching fellowship from a Trust set up following the 1851 Great Exhibition. Governors acknowledged the prestigious award and that Stephen is a driving force behind the College's data analytics apprenticeships.

The Chair thanked all governors who attended the college awards evening. He also extended his gratitude to Rob Baxter, an alumnus of the college, who gave an excellent speech.

The Chair attended Sir Steve Smith's Freedom of the City ceremony and acknowledged Sir Steve's praise for the positive relationship the University and College share. There are few cities that have a Russell Group university and an outstanding college and it is strategically important for both to be working together.

5. **Strategic Matters for discussion**

5.1 Principal's Strategic Report

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

Mike Blakeley, Director of Apprenticeships joined the meeting for item 5.2 only

5.2 Employer Satisfaction and Feedback

The presentation was received. Mike highlighted the success of apprenticeships at the college and the increasing number of achievers which are between 13% and 15% above the national average. The college has improved from 45th to 17th in terms of contract value (from £2.8m to £5m) and is now rated 2nd in the country for employer satisfaction.

Mike praised the commitment of his team and advised that their efforts had doubled the amount of business coming into the college, which has also been assisted by the Queen Street shop front. Success is also due to the college being selective about its partners, being entirely customer focused, resilient and flexible to find solutions.

Mike explained that success is defined by the number of those that start and complete the course, as well as stay in employment at the end of the programme. The 20% that do not are usually those that change career. There is a new era of adult learners who face the challenge of trying to study and be employed and the college is communicating with employers about how to safeguard against drop off.

Governors asked how the college adapts to competition and the levy process at a time when 80% of employers are not using the levy. The college is embarking on a "Use it or lose it" campaign and it was noted that only 1 in 18 employers engage an apprentice.

The Board was keen to ensure that the college prepares ahead for changing markets and particularly digitalisation. It was acknowledged that the college can only deliver what has been approved by the government, however governors urged the service to have stretching goals to continually improve and to look ahead to market needs over a ten year period. It is necessary to find opportunities to influence the government to ensure apprenticeships that are eligible for levy funding are those that the economy will require in the future.

The potential to raise the profile of apprenticeships as an alternative to the traditional academic route was discussed. The college is proactive in terms of its interaction with schools and had contact with 26 schools

during the last year over a wider geographical area. Apprenticeship Ambassadors represent the college in schools which has a good impact and parents are more positive about apprenticeships as an option for their children.

Referring to the imminent Augar report, it was noted that there may be opportunities presented and that the college must be ready for the potential growth that might be needed in terms of resources within the team.

Governors expressed their appreciation for all that Mike and his team do to ensure the success of the apprenticeship programme.

Steve Strang, Head of Estates and IT joined the meeting for item 5.3 only

- 5.3 Estates Masterplan and IoT
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6. **Learner Voice update**

- 6.1 College news
The report was received and taken as read. The Principal referred to a student who had turned down a place at Oxford choosing to take a place at Cambridge instead, which is significant for the college.

The Board noted the report

- 6.2 Student Governors' Report
The report was received and taken as read.

The student governors updated that HE Voice meetings are taking place within the next month. All HE Student Ambassadors have had their DBS checks and can represent the college at external promotional events.

The level of student satisfaction is generally positive, which could change due to the impending A Levels which can cause stress. Participation in extra-curricular activities has decrease, both academic and sporting. The Principal explained that the 'Extend' concept had been introduced which involves A Level students participating in non-academic activities, which may have had an affect on participation in extra-curricular activities. It was agreed that engaging students is a priority as activities such as debating can be a differentiator to employers when recruiting.

There was some concern expressed that student feedback may not be flowing through to the Board as well as it could. The lack of a representative on the SRC for HE was considered an issue.

The Board noted the report and agreed that:

JL

- a) the Principal will work with students to promote extra-curricular activities and to ensure student feedback is channelled appropriately.**

Part 2 REPORTS FOR NOTING/APPROVAL

7. Recommendations from Business Services Committee

- 7.1 Executive Summary from Committee Meeting on 28 January 2019. The report summarising the key issues considered by the Business Services Committee meeting held on 28 January 2019 was received and taken as read. The Committee Chair highlighted the key issues:

The management accounts show an improved position, although there continue to be disciplines to put in place. The low point in terms of funding (March) is approaching, however the cash forecast is more positive.

The Board noted the report

7.2 Anti-Slavery and Human Trafficking Annual Statement

There was challenge that the Statement does not including reference to identifying signs and awareness in terms of students. This element may be included in another policy, the Vice Principal, Finance and Business Operations will reflect and cross reference if required.

SC

The Board resolved to:

a) Approve the Anti-Slavery and Human Trafficking Annual Statement

Vote: Unanimous

7.3 Insolvency Policy

Implementation of the Insolvency Policy is from 31 Jan 2019. Governors were referred to the helpful Q&A document. The main aim is to protect the learners and the Board noted the additional scrutiny of the senior leadership team and governors. Consideration may be given to insurance for officers and governors.

The Board noted the report

7.4 Family Centre

This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

This item was taken before item 6 on the agenda.

Glenn Woodcock and Mark Goodwin left the meeting for this item, which was recorded in separate minutes with a restricted circulation.

8. Recommendations from Quality and Standards Committee

- 8.1 Executive Summary from Committee Meeting on 4 February 2019. The report summarising the key issues considered by the Quality and Standards Committee meeting held on 4 February 2019 was received and noted. The Committee Chair highlighted some key elements of the meeting.

The situation in terms of the sale of Flybe will be clearer at the end of the month.

There has been a 67% increase in the number of SEN interviews over a two year period and young people are experiencing ever complex issues. The Committee was reassured that the support put in place for these students at the college is impressive and the team is working in the most effective way.

Assurance was received that measures are in place to support those faculties that are in intensive care and outpatients. English and Maths GCSE outcomes appear to be improving.

The Board noted the report.

9. Recommendations from Search and Governance Committee

- 9.1 Executive Summary from Committee meeting on 4 February 2019. The report summarising the key issues considered by the Search and Governance Committee meeting held on 4 February 2019 was received and noted. The Chair and Clerk highlighted the key issues.

The Principal is making enquiries with a potential new governor to fill a vacancy on the Board. The Clerk will update the advertisement on the website and explore the potential to use social media.

Clerk

The Board noted the two-phase appraisal process with the Chair, Vice Chair and Committee Chairs being appraised in the Spring term and other governors in the Summer term.

The Board noted the report

9.2

Audit and Risk Assurance meeting day

It was proposed to move the meeting day from a Wednesday to a Monday. The next meeting will remain as is, however the Clerk will alter subsequent meetings.

Clerk

The Board approved

- a) to move the meeting day of the Audit and Risk Assurance Committee from a Wednesday to a Monday.**

9.3

Meeting Dates:

- The schedule of dates for 2019/2020 was proposed
- Removing the October twilight meeting from the calendar was proposed
- The Chair of the Quality and Standards Committee and the Chair of the Business Services Committee will consider whether these Committees can reduce their meetings to four per year without affecting the quality of governance.

BA/MR

The Board approved

- a) The schedule of dates for 2019/2020**

- b) Removing the October twilight meeting from the calendar**

9.4

Board Residential

The programme for the residential had been circulated with the papers. SLT are encouraged to give short presentations to enable governors the opportunity for discussion. The programme may need to be flexible, particularly if the Augar report has been published.

PART 3: REPORTS AND MINUTES FOR INFORMATION

10.

Reports

The following reports were **received and noted**.

10.1

Opportunities and Development Risk Register

10.2

Management Accounts (November 2018)

10.3

Strategic Financial Objectives

- 10.4 Sealing Report
- 10.5 Risk Register

11. **Minutes**

The following minutes were **received and noted**.

- 11.1 Search and Governance Minutes 21 January 2019 *Draft*
- 11.2 Business Services Minutes 28 January 2019 *Draft*
- 11.3 Quality and Standards Minutes 4 February 2019 *Draft*

12. **Confidential Minutes**

The following confidential minutes were **received and noted**:

- 12.1 Business Services Confidential Minutes 28 January 2019 *Draft*

13. **Dates of scheduled meetings for 2018/2019**

Friday 3rd May 2019
Friday 5th July 2019