

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

Minutes of the meeting held on Wednesday 8th July 2015 in the Boardroom, Hele Road, Exeter College

Present

Members

<i>Chair bar item 11.1 (part)</i>	Philip Bostock	Chair
<i>Chair for item 11.1 (part)</i>	Ian McGregor	Vice Chair
	Richard Atkins	Principal
	David Allen	
	Bindu Arjoon	
	David Batho	
	John Bunting	
	Michael Caines	
	Rachel Hutchinson	
	James Jefferson	
	Craig Marshall	
	Martin Owen	
<i>To Item 5.2</i>	Matt Roach	
	Cameron Seymour	
	Tim Tamblyn	
	Dave Underwood	
	Emma Webber	

Apologies

Chris Hoar
Elaine Hobson
John Coombs (co-optee)

Observing

To Item 5.2 Jo Matthews (co-optee)
Vicki Kenshole
Abigail Lawless
To Item 5.2 Dee Rowett

In attendance

John Laramy
Steve Champion
To item 5.2 Rob Bosworth
To item 5.2 Emma Fielding
To item 5.2 Ian Fitzpatrick
To item 5.2 Julie Skinner
To item 5.2 Malcolm Walsh
To item 5.2 Phil Frier (AoC Consultant)

Secretary

Barbara Sweeney

1. **Welcome, Apologies and Declarations of Interest** **Action**

The Chair welcomed members to the last meeting of the academic year. He thanked Governors for their attendance at a number of additional meetings and working parties since the last Board Meeting. He particularly welcomed James Jefferson and Cameron Seymour, who were attending their last meetings as 16-18 and 19+ Student Governors respectively, and thanked them for their effective contribution during their terms of office. Abigail Lawless, 16-18 Student Governor Elect was welcomed to the meeting as an observer.

The Chair also welcomed Phil Frier, AoC Consultant, who was presenting the findings of the strategic review under item 5.1. He also welcomed members of the Senior Leadership Team, and Dee Rowett, who were in attendance up to item 5.2, and Vicki Kensole, PA to the Vice Principal.

Apologies were received.

Bindu Arjoon declared an interest in item 5.2, Opportunities and Developments Register and item 12.9 Property Update as Assistant Director, Exeter City Council.

Emma Webber declared an interest in item 11.1 Committee Structure as Vice Chair elect.

The Chair declared an interest in item 11.1 Committee Structure as Chair elect.

2. **Minutes of meeting held on 1st May 2015**

2.1 The minutes of the meeting held on 1st May 2015, as circulated, were agreed and signed by the Chair.

2.2 The confidential minutes of the meeting held on 1st May 2015, as circulated, were agreed and signed by the Chair.

3. **Matters arising**

There were no matters arising which were not elsewhere on the agenda

Part 1 ITEMS FOR DISCUSSION AND DECISION

4. **Appointments**

- External Appointment
- Student Governors 2015-16
- Prevent Governor

The report, including the CV of the candidate for the external appointment and the manifesto of the 16-18 Student Governor elect was received.

Approved

The Chair updated the Board on the meeting with Michelle Pugh and subsequent recommendation by the Search and Governance Committee at its meeting on the 11th May 2015.

Abigail Lawless had been elected by the student body, and the Board was required to note the appointment. It was confirmed that the elected 19+ student Governor had stood down for personal reasons and that further attempts would be made in the autumn to seek nominations in the autumn.

Under new Counter-Terrorism and Security Act (Section 26 - March 2015), the Board was required to appoint a dedicated Prevent Governor. Given the link to safeguarding, the Search and Governance Committee recommended the appointment of Elaine Hobson, the current Safeguarding Governor, as Prevent Governor.

The Board agreed:

- a) To appoint Michelle Pugh as External Governor for a four year term of office with immediate effect until the 7th July 2019**
- b) To appoint Abigail Lawless as Student Governor representing 16-18 year old students to join the Board from 1st August 2015 for one year to 31 July 2016**
- c) The appointment of Elaine Hobson as Prevent Governor**

Vote: Unanimous

5. **Strategic Matters**

5.1 **Strategic Review: Potential Collaboration with Petroc**

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

5.2 **Opportunities and Developments Risk Register**

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

6. **Principal's Report**

The report was received and the Principal thanked the Board and Senior Leadership Team for their support during his year as AoC President, which would be completed at the end of July 2015. The role had provided great networking opportunities with national bodies and opportunities to influence policy. It was anticipated that these links would continue beyond the presidential term, and influential

Politicians and Civil Servants were scheduled to visit the College. Governors asked whether there was an opportunity to influence policy on incentivising outstanding colleges to consider type B mergers. The Principal reported that the Minister was minded to encourage through a tiered college system, with leaders for change branded as beacons of excellence.

It had been a good year for the College and the Quality and Resource Review Days had gone well. Staff were aware of challenges, common to the whole of the Public Sector, and there was a clear understanding of the impact of austerity. Responses in the staff survey reflected this.

The Chair thanked the Principal and Vice Principal for continuity during the Principal's term as AoC President.

Subject to an amendment relating to the Committee on which the Student Governors sit,

The Board noted the report.

7. Student Representative Committee (SRC)

The report was received and James reminded the Board that on his appointment as 16-18 Student Governor, his aspiration had been to raise the profile of the Student Representative Committee. This had been achieved and for the first time, all officer posts had been filled by the end of the summer term. He update Governors on the City's Pride event, supported by the SRC, and confirmed that FORCE and the Teenage Cancer Trust would be the College's nominated charities in 2015/16.

The Learner Voice celebration had been a success and included a visit from a former student who had undertaken an apprenticeship at a top accountancy firm. Finally, James updated the Board on the success of the "Needing help is normal" project, to promote the importance of recognising mental health issues, and showed a short film which would be used to promote the cause, including at future student induction events.

Cameron, 19+ Student Governor, confirmed that with a place now on the SRC, the 19+ Student Governor would have more strategic role. As representative of a diverse cohort of students, the role was more challenging than that of the 16-18 Student Governor.

The Board thanked both Governors for their contribution, wished them luck for the future and presented each with a small gift as a token of the Board's appreciation.

The Board noted the report and update

Part 2 ITEMS RECOMMENDED FOR APPROVAL

8. Recommendations from Business Services Committee

Approved

8.1 Provisional Budget for 2015-2016
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes

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

8.3 Student representative Committee

- Annual Accounts to July 2014
- Constitution

The report, which had been scrutinised by the Business Services Committee, was received. The Board agreed to

a) Note the Students Representative Committee Accounts

b) Approve the Students Representative Committee Constitution.

Vote: unanimous

9. **Recommendations from Quality and Standards Committee**

9.1 Safeguarding

- Annual Report
- Child Protection Policy
- Safeguarding Policies

The Committee Chair confirmed that the documents had been reviewed by the Committee and were recommended to the Board.

The Board agreed to approve

a) Annual report
b) Child Protection Policy
c) The circulated safeguarding Policies

Vote: unanimous

9.2 Equality and Diversity

- Equality Objectives Scheme

The Committee Chair confirmed that the documents had been reviewed by the Committee and were recommended to the Board.

The Board agreed to approve

The Equality Objectives Scheme

Vote: unanimous

Approved

10. **Recommendations from Audit Committee**

10.1 Risk Management update

- Risk Register
- Risk Heat Map

The report and updated Risk Register and Risk Heat Map were received. The Chair of Audit highlighted the key changes.

The Board approved the Risk Register and Risk Heat Map

Vote: Unanimous

11. **Recommendations from Search and Governance Committee**

The Chair and Emma Webber withdrew for the appropriate part of item 11.1.

The Vice Chair took the chair during the Chair's withdrawal.

11.1 Committee Membership and Officers 2015/2016

The proposed Committee membership for the next academic year was received.

The Chair thanked all outgoing Committee Chairs and the outgoing Vice Chair for their significant contributions during their time in office.

On the recommendation of the Search and Governance Committee the Board resolved to

a) Approve the proposed Committee Membership for 2015/16

b) Approve the Appointment of Philip Bostock as Chair for a two year appointment from 1 August 2015 to 31 July 2017

c) Approve the Appointment of Emma Webber as Vice Chair for a two year appointment from 1 August 2015 to 31 July 2017

Vote: Unanimous

11.2 Code of Conduct

The report was received with changes highlighted, which predominantly related to new legislation regarding the Prevent agenda. The provenance of the document was Eversheds' Code of Conduct 13th Edition. The Board agreed to:

Approve the Code of Conduct Further Education College's Version, Thirteenth Edition.

Vote: unanimous

11.3 Quality and Standards Terms of Reference

Approved

The reviewed Terms of Reference for the Quality and Standards Committee was received. The Committee recommended the highlighted amendment: to include responsibility for the Prevent agenda.

The Board approved the revised Terms of Reference for the Quality and Standards Committee.

Vote: unanimous

- 11.4 Code of Good Governance for English Colleges.
The report was received and the Clerk confirmed that the Code had been developed to improve governance in the sector and was to replace the Foundation Code which the Board had adopted.

The Code was intended to help Boards meet and exceed basic governance requirements. Whilst it repeated many of the themes included in the Code of Conduct, the belt and braces approach served as reinforcement of best practice. The report included the areas with which the Board did not currently comply. In order to adopt the Code, the Board was required to satisfy itself that current actions provided adequate justification to adopt the Code. Equality and Diversity on-line training would be rolled out to Governors once IT upgrades had been completed.

BHS

On the recommendation of the Search and Governance Committee the Board agreed to

Adopt the Code of Good Governance for English Colleges.

Vote: unanimous

- 11.5 Self Assessment Process
The report was received. On the recommendation of the Search and Governance Committee the Board agreed to

Approve the revised Board and Committee self-assessment process.

Vote: unanimous

Part 3 REPORTS AND MINUTES FOR INFORMATION

12. Reports for information

The following reports were received and **noted**

- 12.1 Retention Attendance and predicted success rates
- 12.2 Teaching Learning and Assessment Strategy update
- 12.3 Teaching learning and Assessment Observation Update
- 12.4 Post Ofsted Performance
- 12.5 Quality Improvement Plan Update

Approved

- 12.6 Management Accounts
- 12.7 Commercial Opportunities Update
- 12.8 Business Efficiency Group Update
- 12.9 Property Update
- 12.10 Key Performance Indicators
- 12.11 Attendance, Skills Matrix and Training Review
- 12.12 Appraisals Action Plan
- 12.13 Governance Report
In addition to confirmation of the key issues from the Clerk, the Business Support Staff Governor updated the Board on the rationale behind the IT upgrades for Governors.
- 12.14 Sealings Reports

13. **Draft/Approved Minutes for information:**

13.1 **Draft/Approved Open Minutes for Information**

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

- Business Services Committee minutes 20 April 2015 *Approved*
- Quality and Standards Committee 27th April 2015 *Approved*
- Search and Governance Committee minutes 11th May 2015 *Draft*
- Quality and Standards Committee 8th June 2015 *Draft*
- Audit Committee 17th June 2015 *Draft*

13.2 **Draft/Approved Confidential Minutes for Information:**

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

- Business Services Committee minutes 20 April 2015 *Approved*
- Search and Governance Committee minutes 11th May 2015 *Draft*
- Collaboration Consultative Group notes: 18 May 2015
- Collaboration Consultative Group: 8 June 2015
- Joint Working Group draft minutes 11 June 2015 *Draft*
- Audit Committee 17th June 2015 *Draft*

14. **Date of Special Board meeting (Joint)**

Monday 20th July 2015

15. **Dates of Board meetings for 2015/2016**

Monday 14th September 2015 at 5pm (*Special*)
Friday 9th October 2015
Friday 11th December 2015
Friday 12th February 2016
Friday 6th May 2016
Wed 6th July 2016

Lisa Champion and Julie Skinner (HER Review) Stephanie Darrie-Laye (Matrix), Josh Ellis (Vocational Qualifications National Student of the Year), Chris Bennett (Josh's Tutor) joined the Board for a buffet lunch. The Chair congratulated each on their achievement.