

Approved

**EXETER COLLEGE FURTHER EDUCATION CORPORATION
CORPORATION BOARD**

**Minutes of the meeting held on Friday 12th February 2016 in the Boardroom,
Hele Road, Exeter College**

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|----------------------|---|--|
| Present | Philip Bostock Emma Webber Richard Atkins David Allen Bindu Arjoon David Batho Sarah Brampton Chris Hoar Mark Goodwin | Chair Vice Chair |
| <i>From item 2</i> | Abbie Lawless Craig Marshall | |
| <i>From item 2</i> | Martin Owen Michelle Pugh Matt Roach | |
| <i>To Item 2</i> | Dave Underwood | |
| Observing | | |
| <i>To item 9</i> | Jo Matthews (Co-optee) | |
| Apologies | John Bunting John Coombs Michael Caines Elaine Hobson Rachel Hutchinson Steve Campion | (Co-optee invited to observe) Executive Director, Finance and Resources |
| In Attendance | John Laramy Barbara Sweeney | Vice Principal Clerk to the Corporation |

- Exeter College City Centre Sites. Walking tour**
Governors toured College sites in the city centre comprising the Centre for Creative Industries (CCI), Victoria House, Victoria Yard Studios including the gym, and the Centre for Music and Performing Arts (CMP). The Principal, Vice Principal and Assistant Principal led the three groups. The Board noted the wealth of opportunities and the wide use of IT, with the associated responsibility of maintaining resources. The Governors reconvened in the Boardroom to continue the agenda.

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

The Chair welcomed members. He particularly welcomed the Principal to the last Board meeting before his retirement from the College on 31st March 2016. He thanked him for his significant impact and towering presence during his 14 years at the College. There would be further tributes at a celebratory dinner in his honour on the 20th April 2016. Responding, the Principal thanked the Board for its support over his tenure and particularly acknowledged the five Chairs and three Clerks with whom he had worked.

Apologies were received.

Bindu Arjoon declared an interest in item 6, Opportunities and Developments Register and item 11.2, Property Update, as Assistant Director, Exeter City Council.

Chris Hoar declared an interest in item 6, Opportunities and Developments Register, and item 11.2, Property Update, as Partner, Foot Anstey.

3. **Minutes of Meetings**

3.1 The minutes of the meeting held on 11th December 2015, as circulated, were agreed and signed by the Chair.

3.2 The confidential minutes of the meeting held on 11th December 2015, as circulated, were agreed and signed by the Chair.

3.3 The confidential minutes of the meeting held on 21st January 2016, as circulated, were agreed and signed by the Chair.

4. **Matters Arising**

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

5. **Update on Principal recruitment**

The update was received and the Chair reminded the Board that, as per the minutes in item 3.3, it had unanimously approved the appointment of John Laramy as Principal of Exeter College from 1st April 2016 and congratulated him on his appointment. The Remuneration Committee was scheduled to meet with the new Principal to agree targets and to receive his proposals on how the College would evolve under his stewardship. It had also agreed that a mentor be appointed, and to that end an experienced Principal of an outstanding college had accepted the role.

The Board noted the update

6. **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.

7. **Principal's Report**

The report was received and the Principal highlighted the key issues. He confirmed that in addition to 14 students from the College, a further six from the Exeter Maths School (EMS) had received an offer from Oxbridge, which represented 20% of the EMS cohort.

The circulated league tables for A level and vocational outcomes for the 2014/15 academic year were considered and the Principal provided the rationale for why the chosen comparators were included. Future tables might include some refinements. The Ofsted agenda to focus on value added and progression might also lead to adjustments. The Board recommended that in order to support high aspiration and challenge, comparators should be chosen which would continue to provide stretch.

The Board noted the report.

8. **Governance Report**

The report was received and the Clerk highlighted the key issues which were not elsewhere on the agenda. She updated the Board on the process for the Governor appraisals and confirmed that dates would be circulated later that day. The Search and Governance Committee had agreed that the full appraisal process should be biennial, with self-evaluation questionnaires annually. Interviews would be conducted only with Governors who were in the first year of their terms of office and Committee Chairs, plus Governors where circumstances had changed since the previous appraisal. All Governance Documentation requiring mandatory annual review and signature would be circulated at the Board meeting on 6th May 2016.

Governors also received the programme for the annual Board residential. On-line Equality and Prevent Training had been completed by the majority of Governors and for those still outstanding, the on-line training room was booked immediately after the meeting.

The Board noted the report.

9. **Student Representatives' Update**

Student Governors' Report

The report was received and Abbie highlighted key events. The target for the College's charity had already been exceeded, with more fundraising activities to come. She confirmed that the Student Representative

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Committee (SRC) bulletin was being widely circulated, including to all apprentices, and the strong take up of enrichment activities.

Abbie highlighted a number of key events including health and wellbeing month, LGBT history month and student awareness sessions for Prevent and British Values, provided by the SRC. Governors considered anecdotal student feedback on the Prevent training and noted that the high student rating for feeling safe meant that there was a danger of complacency so that the relevance of the training was not universally accepted. However the Board commended the impact of the new Head of Safeguarding, Welfare and Student Experience and the work being undertaken to promote the Prevent agenda.

The Board thanked Abbie for her comprehensive update and agreed to

Note the report.

Part 2 REPORTS FOR APPROVAL

10. Recommendation from Search Committee

10.1 Policies

The following revised Policies, having been scrutinised and recommended by the Search and Governance Committee at its meeting on 8th February 2016, were received. All amendments were highlighted. At the invitation of the Chair the Clerk updated Governors on the rationale for the changes to the Appointments Policy. Changes to other Policies were minimal and presentational.

The Board agreed to approve

- a) Appointments Policy**
- b) Associates Policy**
- c) Attendance at meetings**
- d) Complaints Policy**
- e) Conflicts of Interest**

BHS

Vote: unanimous

10.2 Standing Orders and ToRs

The following Governance Documents were received, having been scrutinised and recommended by the Search and Governance Committee at its meeting on 8th February 2016. All amendments were highlighted

The Board agreed to approve

- a) Standing Orders**
- b) Special Committee Terms of Reference**

Approved

c) **Appeals Committee Terms of Reference**

BHS

Vote: unanimous

10.3

Appraisals

The report was received, the Clerk having updated the Board on the proposed process for appraisals in 2015/16 under item 8.

The Board noted the report.

10.4

Proposed dates for meetings 2016/2017

The draft schedule of dates for 2016/17 were received and **approved.**

BHS

Vote: unanimous

10.5

Board Residential

The draft programme for the Board residential was received. The Clerk invited Governors to complete and return the circulated reply slips.

The Board noted the programme for the Board Residential on 18th and 19th March 2016 at Highbullen Hotel.

10.6

Role Descriptions

The report was received and, on the recommendation of the Search and Governance Committee, the Board agreed to

Approve the Role Description for the Vice Chair.

BHS

Vote: Unanimous

11

Recommendations from Business Services Committee

11.1

At the invitation of the Chair, the Chair of the Business Services Committee updated Governors on decisions recommended for Board approval at its meeting on 1st February 2016.

11.1

Cost of Living Pay Award

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

11.2

Property Update

- i) Property Review
- ii) Student Accommodation
- iii) Solar Panel

This item was dealt with as a confidential item in accordance with the

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College's confidentiality policy and recorded in the confidential minutes.

PART 3: REPORTS AND MINUTES FOR INFORMATION

12. Reports

12.1 Advice Recruitment and Marketing
The confidential report, scrutinised by the Business Services Committee at its meeting on 1st February 2016, was **received and noted**.

12.2 Key Performance Indicators
This item was deferred to the next meeting.

12.3 Management Accounts
The November Management Accounts 2015 were received. The Board agreed to:

Note the Management Accounts for the period to the end of November 2015.

12.4 Student Recruitment Update
The confidential report, scrutinised by the Business Services Committee at its meeting on 1st February 2016, was **received and noted**.

12.5 HR Policies
The following revised Policies, having been scrutinised and approved by the Quality and Standards Committee at its meeting on 8th February 2016, were received and **noted**.

- a) **Disciplinary Policy**
- b) **DBS Procedure**
- c) **Probation Procedure**

13. Minutes

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

- 13.1 Business Services Minutes: 30 November 2015 *Approved*
- 13.2 Audit Committee Minutes: 2 December 2015 *Draft*
- 13.3 Quality and Standards Minutes: 7th December 2015 *Approved*

14. Confidential Minutes

The following confidential minutes were received and noted:

- 14.1 Business Services Confidential Minutes 30 December 2015 *Approved*
- 14.2 Audit Committee Confidential Minutes 2 December 2015 *Draft*

15. Dates of scheduled meetings for 2015/2016
Friday 6 May 2016
Wednesday 6 July 2016