

**EXETER COLLEGE FURTHER EDUCATION CORPORATION
CORPORATION BOARD**

Minutes of the meeting held on Friday 2 July 2021 at the Future Skills Centre

Present

David Allen	Chair
Bindu Arjoon	Vice Chair
John Laramy	Principal/CEO
Tim Rutherford	
Matt Roach	
Sue Clarke	
Neil Hitchings	
Sonja Longmore	
Olivia Dupont	
Tim Quine	
Vicki Roberts	
<i>From item 1</i> Glenn Woodcock	
Will Valastro (via Zoom)	
Heather Ancient (via Zoom)	
Emma Webber (via Zoom)	

Observers

Phil Randall

Apologies

Sarah Brampton
Carol McCormack
Stewart Noakes

In Attendance

Rob Bosworth	Deputy Principal/CEO
Richard Church	Chief Financial Officer
Jade Otty	Vice Principal Performance
Lucinda Sanders	Director of Adult and HE
Mike Blakeley	Director of Apprenticeships and Future Skills
Alison Layton-Hill	Clerk to the Corporation

0.

Special Item

Appointment of the Vice Chair of the Corporation as from 1 August 2021

Action

The Board noted that the current Vice Chair will become Chair of the Corporation as from 1 August 2021. The Board considered the nomination form that had been received supporting Glenn Woodcock's appointment as Vice Chair of the Corporation from 1 August 2021 for a period of two years.

The Board approved the appointment of Glenn Woodcock as Vice Chair of the Corporation from 1 August 2021 for a period of two years to 31 July 2023.

1. **Welcome and Apologies**

Glenn Woodcock joined the meeting. The Chair confirmed his appointment and welcomed him to the meeting as Vice Chair Elect. The Chair welcomed all colleagues and extended a particular welcome to Sally Wolkowski to her first Board meeting and to Phil Randall as an observer. Phil will be joining the Board, as the secondary school headteacher representative, from 1 August 2021. The Board noted apologies from Sarah Brampton, Stewart Noakes and Carol McCormack.

The Board noted that this would be the final meeting for the student governors, Olivia Dupont and Will Valastro. The Chair thanked them and wished them well for their futures. The Chair also advised that Heather Ancient and Tim Rutherford would be stepping down from the Board. He thanked them for their valuable contribution to the College.

The Principal/CEO paid tribute to David Allen, whose term of office as Chair of the Corporation concludes on 31 July 2021 and as such this would be his last Board meeting. It was acknowledged that David had been a wise, respected and influential Chair and that he would be sorely missed. The Vice Chair echoed the Principal's words and informed the Board that she would be hosting a dinner for David in the autumn term.

Declarations of Interest

Bindu Arjoon, Deputy CEO, Exeter City Council declared an interest in any items relating to planning.

Glenn Woodcock, Member of Council, University of Exeter for matters relating to the University and as an employer, an interest in items relating to the Institute of Technology

Tim Quine, Deputy Vice Chancellor, University of Exeter, for items relating to the University.

Carol McCormack, Partner Michelmores, declared an interest in any items relating to Michelmores.

John Laramy, Principal/CEO declared an interest in any items relating to Pearson.

2. **Minutes of Meetings**

- 2.1 The minutes of the meeting held on 30 April 2021, as circulated, were agreed.

2.2 The confidential minutes of the meeting held on 30 April 2021, as circulated, were agreed.

3. **Matters Arising**

3.1 Exeter Civic Partnership Agreement

The Board received the Exeter Civic Partnership Agreement and the Deputy Principal/CEO outlined the key elements.

Governors were supportive of the paper but questioned the lack of reference to working with the third sector and inclusivity. It was agreed to feed back the comments.

The Board agreed:

a) to support the Exeter Civic Partnership Agreement

b) that the Principal/CEO may sign the agreement on behalf of the College

4. **Corporation Chair's Oral Report**

The Chair thanked the Principal and the Clerk for making the face to face meeting possible, it was an important moment for the Board to be together. He also repeated his congratulations to the Principal on being awarded a CBE.

The Chair thanked the Committee Chairs and all the governors for their effectiveness and dedication and expressed confidence that the College would continue to thrive under the direction of the Chair and Vice Chair Elect. He noted that the College had fared well during the pandemic and was in a good position for the future, having wonderful staff, students and partners. He particularly wished to thank the Principal, senior team, Clerk and Deputy Clerk for all their support and advice.

The Board noted the report

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.

5.2 College Values

The Board received the proposed new College Values and Behaviours paper and welcomed the simplicity of Ambition - Collaboration - Enthuse (ACE). The values had been developed in consultation with staff and students as well as reflecting the new strategic plan.

Governors made several suggestions in terms of a greater reference to 'community', 'inclusion' and 'support'. It was felt these could be accommodated within the commentaries accompanying the values. The Board received assurance that the values and behaviours would become

embedded in the appraisal process. It was also noted that staff and students consulted felt that values such as inclusion and integrity were a given and the College's values should be distinctive and easy to remember.

The Board agreed

- a) subject to consideration of the suggested amendments within the commentaries, Ambition, Collaboration and Enthuse (ACE) be adopted as the College's core values and behaviours**
- b) to launch the values and behaviours alongside the strategic plan in August 2021**

Lucinda Sanders, Director of Adult and HE joined the meeting

5.3

The Future of Adult and HE

The Board received a presentation from the Director of Adult and HE which explained the history of the Adult and HE provision, the funding model and areas the offer covered. The College is also working on two key policies that have emerged from the FE White Paper: Lifetime Skills Guarantee and Higher Technical Qualifications.

The Board questioned how the College is marketing these opportunities to the region's more deprived communities. The College is working in partnership with relevant organisations, is actively visible in the community to create awareness and there is a dedicated HE Adviser based at the Institute of Technology.

Governors referred to the issue of employer awareness in relation to the skills need for the future. The College is in an important leadership position to support employers through a process to accelerate into those forward-thinking areas which include electrification technology.

The Board thanked the Director of Adult and HE for her presentation

Mike Blakeley, Director of Apprenticeships and Future Skills joined the meeting

5.4

The Future Skills Centre

The Board received a presentation from the Deputy Principal/CEO and the Director of Apprenticeships and Future Skills which gave an overview of teaching and learning at the Future Skills Centre, as well as potential commercial opportunities. There are six centre dimensions: PAL, Engineering, Construction, Sport, Leisure and Tourism, Commercial and Future Technologies and the College continues to expand its partnership working to develop the Future Skills Centre further.

The Board was pleased to note the energy and investment at the Future Skills Centre and that sustainable aviation will be a significant opportunity for the College.

Governors questioned how the College intended to resource the teaching and learning for digital skills, an area of major focus. The College had invested in its own staff as well as working in partnership with others.

The Board looked forward to seeing how the Future Skills Centre would evolve in terms of its conferencing and hybrid spaces, alongside the building's relationship with the main campus.

The Board thanked the Deputy Principal/CEO and the Director of Apprenticeships and Future Skills for their presentation.

6. Learner and Student Voice update

6.1 College News

The report was received and taken as read.

The Board noted the report

6.2 Learner and Student Voice Report

The report was received and taken as read.

The Board noted the report

6.3 Student Governor Reports

The Board received the positive reports provided by the student governors. The student governors took the opportunity to thank the Board for being inclusive and for the support that they had received during their time as governors.

The Board noted the reports

Part 2 REPORTS FOR NOTING/APPROVAL

7. Recommendations from Audit and Risk Assurance Committee

7.1 Executive Summary from Committee meeting on 7 June 2021

The report summarising the key issues considered at the Audit and Risk Assurance Committee held on 7 June 2021 was received and the Committee Vice Chair highlighted the key issues.

The Committee had discussed the future of 'deep dive' and how it would evolve and governors had also agreed to develop an assurance map. The assurance provided by the deep dives focussed on Covid-19 and the work of the Covid Operations Groups were particularly appreciated.

The Board noted that the College intends to re-tender for the internal and external auditors next year.

7.2 Risk Register

The Board considered the risk register, which had been scrutinised by the Audit and Risk Assurance Committee.

The Board questioned the pace of engagement with a specialist cyber security auditor and it was confirmed that work had commenced the previous week. Governors emphasised how vital the review would be.

The Board approved the Risk Register

7.3 Post 16 Audit Code of Practice

The Board considered the report detailing the changes made in March 2021 to the Post 16 Audit Code of Practice.

The Board agreed to adopt the Post 16 Audit Code of Practice

7.4 Internal Audit Programme 2021/2022

The Board received the proposed Internal Audit Programme for 2021/2022 and noted the committee's recommendation to approve subject to:

- a) allocating internal audit days to a review of student numbers
- b) increasing internal audit days for cyber security.

The Board approved the Internal Audit Programme for 2021/2022 and the suggested amendments

7.5 External Audit Strategy 2020/2021

The Board received the External Audit Strategy for the preparation of the financial statements for the current year. The Board noted that there would be more focus on going concern and financial standing.

The Board approved the External Audit Strategy for 2020/2021

8. Recommendations from Quality and Standards Committee

8.1 Executive Summary from Committee Meeting on 14 June 2021.

The report summarising the key issues considered by the Quality and Standards Committee meeting held on 14 June 2021 was received and the Chair highlighted the key issues.

The Committee had reviewed the Student Experience Department annual report and received assurance in terms of the level of work being undertaken to support the wellbeing of students. Student feedback had been received for both 16-18 and Adult learners, which had been positive.

The Vice Principal Performance updated the Board about the CEG grading process and the Board acknowledged the impact on staff (both teaching

and support). The awarding bodies had commenced sampling the evidence that had been submitted and the Board noted that results day will be 10 August 2021.

The Committee Chair reiterated her thanks to all staff for their efforts on behalf of the learners.

8.2 Gender Pay Gap

The Committee had received the Gender Pay Gap report and recommended it to the Board for approval. The Board noted the progress that had been made to encourage and support female staff and asked how the College is making traditionally female roles more attractive to male colleagues. The College is putting effort into ensuring salaries are attractive for all staff and confirmed that there is now more of a balance in learning support.

The Board approved the Gender Pay Gap report

9. **Recommendations from Business Services Committee**

9.1 Executive Summary from Committee meeting on 21 June 2021.

The report summarising the key issues considered by the Business Services Committee meeting held on 21 June 2021 was received and the Committee Chair highlighted the key issues.

The extensive work that had been undertaken to the College property portfolio was acknowledge and the Board expressed its thanks to the Director of Estates and ICT and his team.

9.2 Transition Arrangement from LIBOR to Bank Rate

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

9.3 Exeter College Provisional Budget 2021/2022

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

9.4 Exeter College Services Ltd Provisional Budget 2021/2022

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

10. **Board Self-Evaluation**

The Board considered its performance and effectiveness over the previous twelve months against the criteria it had agreed at the Board meeting in April 2021. Governors requested that an increased reference to ambition, collaboration and enthuse (ACE) is included. The Board also asked if College governance is subject to an external review. The College is entering into a reciprocal peer review with another college later in the year and the White Paper includes an expectation that boards will be externally reviewed every three years.

Governors were encouraged to let the Clerk have additional comments for the self-evaluation by email. **All**

The Board agreed to receive an updated self-evaluation for approval at the Board meeting in October 2021 **Clerk**

PART 3: REPORTS AND MINUTES FOR INFORMATION

11. **Reports**

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

- 11.1 Post 16 Audit Code of Practice
- 11.2 Department for Student Experience Annual Report
- 11.3 Student On Course Survey
- 11.4 HE Student Voice
- 11.5 Opportunities and Developments Register
- 11.6 ESFA Financial Health Score
- 11.7 ESFA Financial Dashboard
- 11.8 Governance Report
- 11.9 Sealings Report

12. **Dates of scheduled meetings for 2021/2022**

- Friday 8 October 2021
- Friday 10 December 2021
- Friday 18 February 2022