

# EXETER COLLEGE FURTHER EDUCATION CORPORATION

## CORPORATION BOARD

### Minutes of the meeting held on Friday 26 February 2021 via Zoom

#### Present

	David Allen	Chair
To 11.00am	Bindu Arjoon	Vice Chair
To 11.45	John Laramy	Principal
	Carol McCormack	
	Heather Ancient	
	Matt Roach	
	Sue Clarke	
	Emma Webber	
	Neil Hitchings	
	Sonja Longmore	
	Olivia Dupont	
	Tim Quine	
	Vicki Roberts	
	Susie Hills	
From 10.30	Stewart Noakes	
	Glenn Woodcock	
	Will Valastro	

#### Observers

None

#### Apologies

Tim Rutherford  
Sarah Brampton

#### In Attendance

Rob Bosworth	Deputy Principal/CEO
Richard Church	Chief Financial Officer
Jade Otty	Vice Principal Performance
Sam Hillman	Assistant Principal
Ross Morshead	Director of Vocational and Technical Education
Alison Layton-Hill	Clerk to the Corporation

#### 1. Welcome and Apologies

#### Action

The Chair welcomed colleagues to the Board meeting. Apologies were received from Sarah Brampton and Tim Rutherford.

On behalf of the Board, the Chair offered warm congratulations to the Principal/CEO on being awarded a CBE. He also congratulated former Principal, Richard Atkins on being awarded a Knighthood.

#### Declarations of Interest

Bindu Arjoon, Director, 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.

David Allen, Chair, declared an interest in any items relating to the Halpin Partnership for which he provides occasional consultancy.

2. **Minutes of Meetings**

2.1 The minutes of the meeting held on 11 December 2020, as circulated, were agreed.

2.2 The confidential minutes of the meeting held on 11 December 2020, as circulated, were agreed.

3. **Matters Arising**

3.1 Bank Covenant letter from Lloyds

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

3.2 Memorandum of Understanding (MoU)– University of Exeter  
The Board considered minor changes to the revised MoU with the University of Exeter and noted that it provides the basis for retaining a strong strategic relationship. It was suggested that the reference to young people is amended to emphasise life-long learning.

**The Board approved the Memorandum of Understanding with the University of Exeter subject to the inclusion of a reference to life-long learning and noted the intention at the appropriate time for a formal joint launch of the document.**

4. **Corporation Chair's Report**

The Chair thanked everyone who had been involved in creating the recent awards ceremony, all who attended considered that it was a wonderful virtual celebration of success.

The Chair referred to the roadmap for easing restrictions related to Covid-19 and suggested there is reason for some cautious optimism. The potential need to be prepared for more distance learning in the winter was acknowledged.

The Governor appraisals were almost complete and throughout the process governors have expressed support for how the College has operated during the pandemic. It was also clear that governors were looking forward to face to face engagement as soon as possible.

The College has grown and developed at a time of challenging demographics and the future continues to look encouraging, with positive recruitment and beneficial demographic change. There is concern about the impact of the pandemic on disadvantaged learners and employability is also a concern, if the country moves into a difficult economic climate. Governors were reassured that the College is conscious of the challenges and is putting in place mitigations where it can.

The Chair gave an overview of an AoC meeting he and the Principal/CEO had attended and conveyed that the advice for Colleges is to be pragmatic and focus on doing all that is possible to bring learners and staff back safely.

## **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 FE White Paper**

The Principal explained a change in the structure of the meetings under the senior leadership team in response to the White Paper.

- Strategic Intent Group led by the Principal/CEO
- Senior Curriculum Group led by the Vice Principal Performance
- Senior Resources Group led by the Chief Financial Officer
- Growth and Prosperity Group led by the Deputy Principal/CEO

The Growth and Prosperity Group will particularly link to the future longer-term strategic planning of the Board and exploring external opportunities. The Board expressed a need to consider how education delivery will change over the next few years due to the increased use of technology.

Due to time constraints the Principal's presentation will be circulated and further discussion on the White Paper will take place at a later date.

**Clerk**

### **5.3 Strategic Plan**

Following careful consideration of the feedback received, the Assistant Principal and Director of Vocational and Technical Education presented the

final draft of the Strategic Plan for governor approval. The document had been reviewed in draft by Heather Ancient and Emma Webber on behalf of the Board.

The Board thanked all involved for their hard work and felt that the strategic plan was a strong, forward thinking and ambitious document.

### **The Board**

**a) approved the Strategic Plan for 2021 to 2025**

**b) thanked the Assistant Principal and Director of Vocational and Technical Education for their efforts**

#### **6. Learner and Student Voice update**

##### **6.1 College News**

The report was received and taken as read. The Principal/CEO highlighted that recent events demonstrated the impressive range of Exeter College. Twenty students received offers for Oxford or Cambridge, the College reached the finals of the E-sports national championships and both the male and female former Exeter College Chiefs Academy players were nominated person of the match in their premiership matches.

### **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 reports provided by the Student Governors.

The Vice Principal Performance will explore how HE students might access resources more easily. The lack of sitting space at the Maths and Science LRC for HE students was acknowledged however the College has hired additional space and has increased the number of classrooms that can be used for social/dining/working space.

### **The Board noted the reports and thanks**

## **Part 2 REPORTS FOR NOTING/APPROVAL**

#### **7. Recommendations from Search and Governance Committee**

##### **7.1 Executive Summary from Committee Meeting on 25 January 2021.**

The report summarising the key issues considered by the Search and Governance Committee meeting held on 25 January 2021 was received and the Chair highlighted the key issues.

The Board noted that the Committee had engaged in a rich discussion about equality, diversity and inclusion and that there would be the opportunity for further discussion at Board level.

- 7.2 Appointments – Co-opted to Audit and Risk Assurance  
The Committee received the CVs for Rob Hitchins and Adele Westcott and noted that their appointments will be considered by the Audit and Risk Assurance Committee.

**The Board noted the CVs**

- 7.3 Role Descriptions  
The Board noted that the Committee had approved updated role descriptions for the Chair of the Corporation, Vice Chair of the Corporation and Governor.

**The Board noted the role descriptions**

- 7.4 Meeting Schedule 2021/2022  
The Board considered the proposed meeting schedule for 2021/2022 and noted that there may be amendments following the review of the reduction of meetings of the Quality and Standards and Business Services committees.

The Board noted that the Board residential will move to May from 2022 and that if possible there will be a face to face strategy meeting later in the year.

**The Board approved the meeting schedule for 2021/2022, with the above mentioned caveat**

**8. Recommendations from Remuneration Committee**

- 8.1 Executive Summary from Committee Meeting on 25 January 2021  
The report summarising the key issues considered by the Remuneration Committee meeting held on 25 January 2021 was received and the Committee Chair highlighted the key issues.

The Board noted that the Committee will be considering formal pay scales for senior post holders.

- 8.2 Remuneration Committee Annual Report  
The Board received the report and noted that it is recommended good practice of the Association of Colleges that the Board receives and approves an annual report on the business of the Remuneration Committee.

## **The Board approved the Remuneration Committee Annual Report for 2019/2020**

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

- 9.1 Executive Summary from Committee meeting on 22 February 2021.  
The report summarising the key issues considered by the Quality and Standards Committee meeting held on 22 February 2021 was received and noted.

The Committee Vice Chair advised that the Committee had recognised the challenges faced by staff in delivering online learning and was pleased to note that online lessons are not being quality assured, instead the senior leadership team are providing focused support.

The Committee discussed the support that students need with the Director of Student Experience and were reassured that the College is addressing any issues.

The Committee had received assurance as to how the College is complying with the requirements set out by the Office for Students in terms of its commitment to students under consumer law.

It was noted that the QIP and intensive care programme are unlikely to be fully delivered due to Covid-19, however the Committee was reassured that the engagement in quality conversations had not diminished during the pandemic.

### **9.2 Equality and Diversity Policy**

The Board was informed that the Committee had approved the Equality and Diversity policy but had requested that it receives assurance at its next meeting as to how emerging issues will be addressed and implemented as part of the action plan.

The Committee wished to thank all staff for their time and effort that is going into supporting learners.

## **PART 3: REPORTS AND MINUTES FOR INFORMATION**

### **10. Reports**

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

- 10.1 Catch up funding
- 10.2 Remote learning statement
- 10.3 December 2020 Management Accounts
- 10.4 Governance report
- 10.5 Sealing report

### **11. Minutes**

- The following minutes were **received and noted**.
- 11.1 Search and Governance Committee minutes 25 January 2021 *Draft*
  - 11.2 Quality and Standards Committee minutes 22 February 2021 *Draft*
13. **Dates of scheduled meetings for 2020/2021**  
Friday 30 April 2021  
Friday 2 July 2021

Signed by the Chair



30 April 2021