

EXETER COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

Minutes of the meeting held on Friday 8 October 2021 at the Institute of Technology, Hele Road, Exeter

Present	Glenn Woodcock	Vice Chair
	Carol McCormack	
	Sarah Brampton	
	John Laramy	Principal
	Matt Roach	
	Emma Webber	
	Neil Hitchings	
	Sonja Longmore	
	Tim Quine	
	Vicki Roberts	
	Sally Wolkowski	
	Phil Randall	
Observers	None	
Apologies	Bindu Arjoon	
	Sue Clarke	
	Stewart Noakes	
In Attendance	Rob Bosworth	Deputy Principal/CEO
	Jade Otty	Vice Principal Performance
	Richard Church	Chief Financial Officer
	<i>Item 5.3 only</i> Gemma Noble	Director of People and Organisational Development
	Alison Layton-Hill	Clerk to the Corporation

- | | |
|---|---------------|
| Welcome and Apologies | Action |
| The Clerk to the Corporation welcomed members to the first Board meeting of the academic year. Apologies were received from Bindu Arjoon, Sue Clarke and Stewart Noakes. | |
| 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, declared an interest in items relating to the University and as an employer, an interest in items relating to the Institute of Technology. | |

John Laramy declared an interest in any items relating to Pearson.

Sarah Brampton advised that she had recently taken on the role of Chair of the South West Leadership Academy.

2. **Minutes of Meetings**

2.1 The minutes of the meeting held on 2 July 2021, as circulated, were agreed.

2.2 The confidential minutes of the meeting held on 2 July 2021, as circulated, were agreed.

Item 3.1 was taken after item 5.1.

3. **Matters Arising**

3.1 Board self-evaluation 2020/2021

The Board received the self-evaluation and expressed thanks to Sue Clarke for her valuable contribution. Governors considered areas for improvement and agreed to include reference to gaining greater understanding of the full breadth of the College curriculum, improving engagement with staff and students, seeking positive ways to interact with external stakeholders and improving how objective external feedback is obtained.

The Board approved the self-evaluation for 2020/2021 subject to adding the areas for improvement discussed

Clerk

4. **Chair's Oral Report**

In the absence of the Chair, this item was not discussed

Glenn Woodcock, Vice Chair joined the meeting

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 Strategic Plan – Critical Success Factors

The Board received a presentation outlining the critical success factors for the College and how these relate to the five year strategic plan and the College's aspiration to be exceptional. The Board noted the process by which the critical success factors were developed and suggested it would be advantageous to capture the effectiveness of the process of cultural change.

The Board questioned whether the senior leadership team would intervene should a faculty critical success factor not align to becoming exceptional, which was agreed but felt an unlikely occurrence.

The Board asked how the size of the College and appetite for growth relates to becoming exceptional. It was agreed to discuss the growth of the College at the Board residential.

Clerk

It was noted that the current base line in terms of achieving the critical success factors was as presented, and progress will be reported to a future Board meeting.

Governors questioned whether the critical success factor related to EDI will also include staff, which was confirmed and would be included as part of the People function critical success factors.

The Board sought clarification as to where the metric for destinations fitted into the critical success factors. It was advised that this fell within the area of the Ofsted outstanding critical success factor due to outstanding destinations being a requirement to achieve an outstanding Ofsted grade. To be exceptional would require well above average destination data.

Gemma Noble, Director of People and Organisational Development joined the meeting for item 5.3 only

5.3 People Dimension and HR Annual Report

The Director of People and Organisational Development was welcomed to the meeting. The Board received an overview of the key themes within the HR annual report and a presentation on the strategic plan People dimension.

Referring to the issues of an inflationary environment, adequacy of the minimum wage and work poverty, the Board challenged what support was available for College staff that may be affected. The College provides avenues for people to talk about their concerns through Neyber (financial planning experts) and a 24 hour counselling service. Salary increases had also been targeted at those staff receiving lower incomes.

The Board noted that a high percentage of staff leave the College for career progression which was considered testament to a strong culture of development and improvement.

The Board challenged the data related to safeguarding training attendance. It was confirmed that new training had been developed and 3 of the 5 sessions had been completed. It was anticipated that by half term the attendance would at the level the Board would expect. It was

agreed that the updated training statistics would be provided to the next Quality and Standards Committee.

Clerk

Gemma Noble was thanked for an interesting and informative report.

The Board noted the HR Annual Report and People Dimension update

6. Learner and Student Voice update

6.1 College News

The report was received and taken as read.

The Board noted the report

Part 2 REPORTS FOR NOTING/APPROVAL

7. Recommendations from Audit and Risk Assurance Committee

7.1 Executive Summary from Committee Meeting on 13 September 2021.

The report summarising the key issues considered by the Audit and Risk Assurance Committee meeting held on 13 September 2021 was received. The Vice Chair of the committee highlighted the key issues.

7.2 Risk Register

The Committee had scrutinised the risk register and recommended it to the Board for approval.

The Board approved the Risk Register

7.3 Internal Audit Service Annual Report 2020/2021

The Board considered the internal audit annual report for 2020/2021.

The Board approved the internal audit service annual report for 2020/2021

7.4 Supplementary Bulletin to the Audit Code of Practice 2020/2021

The Board received the supplementary bulletin to the Post-16 Audit Code of Practice 2020/2021.

The Board approved the adoption of the Supplementary Bulletin

8. Recommendations from the Business Services Committee

8.1 Executive Summary from Committee meeting on 20 September 2021.

The report summarising the key issues considered by the Business Services Committee meeting held on 20 September 2021 was received and noted. The Committee Chair highlighted the key issues.

- 8.2 Financial Regulations
The Board received the financial regulations 2021, the financial regulations appendices 2021 and the financial procedures 2021 and noted the minor amendments.

The Board approved the financial regulations 2021, the financial regulations appendices 2021 and the financial procedures 2021

- 8.3 Banking Update
The Board received the paper and noted that LIBOR will cease to be provided by the end of calendar year and the Business Services Committee recommended that the College switches to Bank Rate.

The Board approved that the College switch from LIBOR to Bank Rate

- 8.4 Masterplan – Blocks B & C
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

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

- 9.1 Executive Summary from Committee Meeting on 27 September 2021.
The report summarising the key issues considered by the Quality and Standards Committee meeting held on 27 September 2021 was received and noted. In the absence of the Chair and Vice Chair of the Committee, the Clerk highlighted some key elements of the meeting.

The Committee had acknowledged the excellent results and the challenges of the CEG process. The number of appeals had been lower than expected and very few had been partially upheld or upheld.

The Committee had received an informative presentation related to Ofsted preparation and the quality cycle and the Board noted that the College is now in scope for an Ofsted inspection.

The Board noted that the Committee had received the EDBV annual report and was reassured that the high level learner diversity data would be correlated with success rates.

The Stakeholder Feedback report had been received and the College was encouraged to engage with local elected members in terms of its ambition for Queen Street.

The Board noted the report

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

10.1 Executive Summary from Committee Meeting on 4 October 2021

The report summarising the key issues considered by the Search and Governance Committee meeting held on 4 October 2021 was received and noted.

10.2 Appointments

The Committee had reviewed Simon Tapley's CV and the Board noted that he had met with the Chair of the Corporation, the Principal/CEO and the Clerk. The Committee recommended Simon Tapley's appointment to the Board with effect from 10 December 2021.

The Board approved the appointment of Simon Tapley to the Board

Clerk

The Committee recommended the appointment of Rob Hutchins as a full governor. Rob is currently co-opted to Audit and Risk Assurance.

The Board approved the appointment of Rob Hutchins as a full governor

Clerk

The Committee recommended the appointment of David Allen as an Associate of the College. Governors questioned the role of an Associate and it was agreed to discuss this further at the next Search and Governance Committee.

The Board approved the appointment of David Allen as an Associate with effect from 26 November 2021.

Clerk

The Committee recommended the appointment of Bindu Arjoon as a Director of Exeter College Services Ltd, a subsidiary company of Exeter College.

The Board noted the constitution of the subsidiary company and received assurance that it provides sufficient oversight to the subsidiary.

The Board approved the appointment of Bindu Arjoon as a Director of Exeter College Services Ltd

10.3 Terms of Reference (all committees)

The Committee recommended the updated terms of reference to the Board for approval.

The Board approved the terms of reference for all committees

- 10.4 Governance SAR 2020/2021
All committees had undertaken a self-assessment in the summer term. The Committee recommended the Governance SAR prepared by the Clerk to the Board for approval. It was suggested that the governance SAR in the future is framed to reflect the Board's ambitions beyond regulatory to exceptional.

Clerk

The Board approved the Governance SAR 2020/2021 subject to the inclusion of items discussed at 3.1

11. **Recommendations from Remuneration Committee**
11.1 Executive Summary from Committee Meeting on 4 October 2021
The report summarising the key issues considered by the Remuneration Committee meeting held on 4 October 2021 was received and noted. The Board noted that the end of year performance reviews for the senior post holders had taken place and all had been positive.
11.2 Remuneration Committee Annual Report 2020/2021
The Committee had received the Remuneration Committee Annual Report for 2020/2021 and recommended it to the Board for approval.

The Board approved the Remuneration Committee annual report for 2020/2021

PART 3: REPORTS AND MINUTES FOR INFORMATION

12. **Reports**
The following reports were **received and noted**.
12.1 Opportunities and Developments Risk Register
12.2 Sustainability report
12.3 ICT annual report
12.4 Ofsted Readiness and the Quality Cycle presentation
12.5 EDBV annual report
12.6 Stakeholder Feedback report
12.7 Governance Report
12.8 Sealings Report

13. **Dates of scheduled meetings for 2021/2022**
Friday 10 December 2021 – The Clerk to advise of location in due course.
Friday 18 February 2022
Friday 29 April 2022
Friday 1 July 2022

Clerk

Signed by the Vice Chair

Date: 10 December 2021

