

**PLYMOUTH COLLEGE OF ART
MEETING OF BOARD OF GOVERNORS**

Date: Tuesday 24 November 2020
Time: 10.00 am – Virtual via Google Meet

Present:	David Noyce	Chair
	Sue Brownlow	Deputy Chair
	Andrew Brewerton	Principal
	Tom Archer	Staff Member
	Anna Corbett	Independent Member
	Mark Greaves	Independent Member
	Kiran Haslam	Independent Member
	Andrew James	Staff Member
	Tim Jones	Independent Member
	Harriet Moore	Student Member
	Ian Parry	Independent Member
	Janet Ritterman	Independent Member
	Duncan Tringham	Independent Member

In attendance:	Nadyne Ebbens	Deputy Clerk
	Steve Forsyth	Interim Pre Degree Manager
	Mark Kerrigan	Dean of Learning and Teaching
	Mark Taylor	Director of Finance
	Steve Trotter	Registrar
	Liz Wiltshire-Meads	Clerk to the Corporation

CONFIDENTIAL MINUTES

BG/20/44 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY
Apologies were received from Paula Sanderson, Governor. There were no un-registered declarations of interest. The meeting was quorate.

BG/20/45 MINUTES
BG/20/45/1 Minutes of the previous meeting
The Minutes and confidential Minutes of the previous meeting held on Tuesday 13 October 2020 were considered to be a true and accurate record of proceedings.
RESOLVED: that the minutes be approved for signature by the Chair.

BG/20/45/2 ACTION TRACKER
All other actions were either completed, or on the day's meeting agenda.

BG/20/46 EMPLOYABILITY STRATEGY UPDATE
The Director of Learning & Teaching gave a briefing on PCA work to improve graduate outcomes and noted that the core team amounted to 1.6 FTE plus three employability champions. The three core elements to the strategy were introduced: integration; amplification; and ownership.

Tim Jones, Lead Governor for Employability, noted that the team were inspirational to work with; a successful mentor scheme had been introduced; emerging opportunities were being tracked and routes to employment would be analysed.

The Chair thanked the Director of Learning & Teaching and noted that the presentation was a taster for a more substantive future discussion in the new year.

The Director of Learning & Teaching left the meeting. Duncan Tringham and Mark Greaves, Governors, joined the meeting.

BG/20/47 CONFIDENTIAL
This item was deemed to be confidential and was subject to a separate confidential minute.

BG/20/48**PRINCIPAL'S UPDATE**

The Principal noted that there were current Covid issues in terms of significant amounts of information being communicated from the Department for Education (DfE) to enable students to migrate safely home for the Christmas break. The sector was working hard for the safety of students to travel both home and back to College. There was a DfE project for lateral flow Covid testing stations to be run by Deloitte and Serco. The College had registered interest and was working in partnership with the University of Plymouth (UoP) which was operating as lead partner.

The Chair, on behalf of the Board, thanked and congratulated staff and observed that the amount of additional work undertaken should not be underestimated given the already significant current workload which staff were delivering.

Noted.

BG/20/49**FIVE YEAR FORECASTS**

The Forecasts were recommended by the Finance & Estates Committee for Board approval.

This item was deemed to be confidential and was subject to a separate confidential minute.

BG/20/50**KEY PERFORMANCE INDICATORS**

This item was deemed to be confidential and was subject to a separate confidential minute.

RESOLVED: to approve the Key Performance Indicators for 2021 & 2025.

BG/20/51**HE ANNUAL MONITORING REPORT 2019/20**

The Registrar introduced the report and noted that the College was no longer required to use the Open University form. The process was now far more rewarding to the College and had worked well. Priorities identified were recruitment, retention, NSS and graduate outcomes.

Following questions from Board members and further discussion it was noted that:

- a) the Board could take assurance from the new process and that the Chief Examiner had not reported any issues in conversation, although the written report had yet to be received;
- b) at the time of the first lockdown students with issues around laptops or internet access had been resolved by the College at that time to ensure issues were addressed and a gap was not created;
- c) students were appreciative of the College's support in terms of IT, resources and arrangements for Christmas.

Noted.

BG/20/52**PREVENT ANNUAL REPORT & OFS RETURNS**

The Registrar introduced the report and noted that the return was slightly different this year including an accountability statement which included response in terms of the pandemic. The data return included was on the same terms as last year.

The Designated Governor for Prevent noted that she had met with the Prevent Coordinator and had no comments to add.

RESOLVED: to approve the Prevent Annual Report and returns including the accountability statement for (electronic) signing by the Chair, for submission to OfS.

BG/20/53**DEGREE OUTCOMES STATEMENT**

The Registrar introduced the report and noted that as part of the response to growing concerns around degree classifications and the perception of grade inflation, the UK Standing Committee for Quality Assurance (UKSCQA) published a paper in May 2019 to commit the UK HE sector to protecting the value of UK degrees. This required all institutions awarding degrees to publish a 'Degree Outcomes Statement' that provided analysis of their degree classification profile and results of an internal institutional review. The expectation was that the statement should be a short (2-3 page) document that was approved by the College's Governing Body. The deadline for the

first statement to be published on websites was Christmas 2020. The College's Degree Outcomes Statement aimed to comply with requirements and was recommended for approval at the recent Academic Board following prior consideration at Academic Standards and Quality Committee.

RESOLVED: To approve the Degree Outcomes Statement for publication.

Steven Forsyth, Interim Pre Degree Manager, joined the meeting.

BG/20/54 PRE-DEGREE SELF-ASSESSMENT REPORT 2019/20 AND QUALITY IMPROVEMENT PLAN 2020/21

The Interim Pre Degree Manager introduced the report which for the first time was based on the Ofsted Education Inspection Framework which was more holistic in nature than the former Common Inspection Framework and focussed more on the student journey than statistics. The report gave a positive flavour of the year including key improvements and continued developments. Ofsted inspections had also changed with the College's due in September 2021. The new inspection had a new focus with most time spent with students and teachers and only short meetings with leadership and management.

The Lead Governor for Pre Degree noted the change in the focus of Ofsted, increased engagement with students with the ability to drill down into further information.

RESOLVED: To approve the Pre Degree Self Assessment Report 2019/20 for submission to Ofsted.

Steven Forsyth, Interim Pre Degree Manager, left the meeting.

BG/20/55 ACADEMIC BOARD MINUTES

The Minutes of the Academic Board meeting held on 11 November 2020 were received.

RECEIVED.

BG/20/56 CONFIDENTIAL - ACADEMIC PERFORMANCE REPORT

This item was deemed to be confidential and was subject to a separate confidential minute.

NOTED.

BG/20/57 COMMITTEE REPORTS

BG/20/57/1

Committee Minutes

The Minutes and confidential Minutes of the: Finance & Estates Committee held on 3 November 2020; and Audit Committee held on 10 November 2020 were received.

RECEIVED.

BG/20/57/2

Ratification Report of Committee Recommendations

The Board ratified the following Committee recommendations circulated and approved by Governors before of the meeting:

- 1. Amendments to F&E Committee Terms of Reference;**
- 2. Amendments to Standing Orders Appendix 4 Policies relating to Senior Post Holders;**
- 3. a 0% pay award this year for all staff (except the Principal).**

RESOLUTION: To ratify the above electronic decisions.

BG/20/58 F&E COMMITTEE REPORT: MANAGEMENT ACCOUNTS

The Board received the Management Accounts for the period to September 2020.

RECEIVED.

BG/20/59 AUDIT COMMITTEE RECOMMENDATIONS

BG/20/59/1

CONFIDENTIAL: Risk Register Summary Update

This item was deemed to be confidential and was subject to a separate confidential minute.

Noted.

BG/20/59/2 **Annual Report of the Audit Committee 2019/20**
The Chair of the Audit Committee introduced the report which demonstrated that the Audit Committee had completed everything delegated to it from the Board.
Received.

BG/20/59/3 **Internal Audit Annual Report 2019/20**
The Board received the Internal Audit Report for 2019/20.
Received.

BG/20/59/4 **External Auditors’ Report, Letter of Representation, Financial Statements to 31 July 2020 & Financial Commentary**
The Director of Finance noted that as part of the Office for Students’ annual accountability return the financial statements had been considered and recommended to the Board by the Finance and Estates Committee and the Audit Committee. It was the Audit Committee’s role to ensure the statements were externally audited. Bishop Fleming, the College’s external auditors, had raised no concerns and gave an unqualified audit opinion.

RESOLVED: To approve the Financial Statements for 2019/20 for (electronic) signing by the Chair of Governors and Chief Executive, along with the Letter of Representation, and for all documents to be submitted to the Office for Students.

BG/20/60 **REMUNERATION COMMITTEE RECOMMENDATIONS**
BG/20/60/1 **Annual Report to the Board of Governors 2019/20**
It was noted that the Report would be published on the College website in line with the HE Senior Staff Remuneration Code.
Received.

The Principal, Registrar and Director of Finance left the meeting.

BG/20/60/2 **Principal’s Remuneration 2020/21**
The Chair of Remuneration Committee noted that the Committee had followed the Remuneration Review Procedure for the Principal and Chief Executive which was in line with the HE Senior Staff Remuneration Code. The Committee’s recommendation was included in the proposal paper and the evaluation contained in the Committee Minutes.
RESOLVED: to approve that the Principal’s pay award was uplifted in line with the average College staff pay award including increments of 2%, plus an additional 2%, to be backdated to 1 August 2020:

Ie £166,880 + 4% = £173,555.

BG/20/61 **RESTRICTED CONFIDENTIAL COMMITTEE MINUTES**
The Board received the Restricted Confidential Minutes of the Remuneration Committee held on 20 October 2020 and the Employment Committee held on 20 October 2020.
Received.

BG/20/62 **DATE OF NEXT MEETING**
Next Board of Governors meeting was scheduled to take place at 10.00 am on Tuesday 23 March 2021. A single item Special Board Meeting would take place on 26 January 2021 at 10am.

There being no further business, the meeting closed at 12.10 pm.

Approved Date
Chair

Distribution: Board of Governors Members, Registrar, Director of Finance, Clerk, Deputy Clerk.