

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

Date: Tuesday 6 July 2021
Time: 10.00 am – Remotely via Google Meet

Present:	David Noyce	Chair
	Sue Brownlow	Deputy Chair
	Andrew Brewerton	Principal
	Tom Archer	Staff Member
	Anna Corbett	Independent Member
	Kiran Haslam	Independent Member
	Andy Honey	Independent Member
	Mark Greaves	Independent Member
	Andrew James	Staff Member
	Tim Jones	Independent Member
	Harriet Moore	Student Member
	Ian Parry	Independent Member
	Janet Ritterman	Independent Member
	Nath Stark	Student Member
	Duncan Tringham	Independent Member
In attendance:	Nadyne Ebbens	Deputy Clerk
	Paul Fieldsend-Danks	Interim Principal Designate
	Mark Kerrigan	Dean of Learning & Teaching
	Mark Taylor	Director of Finance
	Steve Trotter	Registrar
	Liz Wiltshire-Meads	Clerk to the Corporation
By invitation:	Karen Best	PWC
	Danny Vancheri	PWC

CONFIDENTIAL MINUTES

BG/21/34 WELCOMES, APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY

The Chair welcomed the consultants from PWC to the meeting. Apologies were received from Ian Tunbridge, Co-opted Member. No unregistered declarations of interest were made and the meeting was quorate.

BG/21/35 CIRCULATED ELECTRONIC DECISIONS FOR RATIFICATION

The Clerk noted the decisions that were made remotely, for ratification by the Board.
RESOLVED to ratify the following decisions:

- 1. The appointment of Sue Brownlow as Chair Designate, and Anna Corbett as Deputy Chair Designate with immediate effect until July 2022;**
- 2. Tuition fees for 2022/23;**
- 3. the updated Statement of Primary Responsibilities in line with the HE Code of Governance;**
- 4. the Cycle of Business for the Board for 2021/22;**
- 5. the 2021/22 Governor Development Programme;**
- 6. amendments to the appendices of the Standing Orders;**
- 7. amendments to the Nominations & Governance Committee's Terms of Reference.**

- BG/21/36** **MINUTES**
 BG/21/36/1 **Minutes Of The Previous Meetings**
 The minutes of the previous meetings held on Tuesday 23 March 2021, Special Meeting held on Friday 7 May 2021 & the Special Meeting held on Thursday 3 June 2021 were considered to be a true and accurate record of proceedings.
RESOLVED that the minutes be approved for electronic signature by the Chair.
- BG/21/36/2 **Action Tracker**
 All actions were either complete, ongoing or the completion date had not been reached.
- BG/21/36/3 **Action Tracker Report: Employability Update**
 This item was deemed to be confidential and was subject to a separate confidential minute.
Noted.
- BG/21/37** **KEY ITEMS**
 BG/21/37/1 **Principal's Report**
 The Principal noted the previous report and thanked the team responsible for the work done. The entrepreneurial culture that the College had tried to foster was embedded in the curriculum, with opportunities for students but without crucial mass in the employability resource. There was a focus on soft skills, such as Google's leading attributes, skills acquired despite training. There was also the South West element of employability statistics with a lack of regional benchmarking of graduate employment, for which a regional and local narrative was needed. A premium at the College was on agency rather than dependency, such as the degree to which students saw themselves as committee members, leaders, or active in the community. The College was looking at ways to structure that more formally.
Noted.
- BG/21/37/2 **Academic Performance Report**
 This item was deemed to be confidential and was subject to a separate confidential minute.
Noted.
- BG/21/37/3 **CONFIDENTIAL Budget 2021/22 and Five Year Forecasts**
 This item was deemed to be confidential and was subject to a separate confidential minute.
- BG/21/37/4 **CONFIDENTIAL**
 This item was deemed to be confidential and was subject to a separate confidential minute.
Noted.
- BG/21/37/5 **External Consultant Presentation**
 This item was deemed to be confidential and was subject to a separate confidential minute.
Noted.
- BG/21/38** **MONITORING REPORTS**
 BG/21/38/1 **Partnerships Report**
 The Board noted the Principal's report on partnerships.
Noted.
- BG/21/38/2 **Academic Board Minutes - 9 June 2021**
 Andy Honey, Governor, had attended the Academic Board for the first time, had learned a lot, and looked forward to his next attendance.
Noted.

- BG/21/38/3 **Annual Safeguarding Report & Policy Review**
 This item was deemed to be confidential and was subject to a separate confidential minute.
RESOLVED: to approve the Safeguarding Policy and to note the annual safeguarding report.
 The Chair on behalf of the Board, commended the Registrar and his team for the outstanding report.
- BG/21/38/4 **Students Union Annual Report**
 The Students' Union President presented her comprehensive report which outlined the work of the SU during the year, positive achievements and photos. The vast majority of the SU's work had been in responding to the Covid pandemic and within that enhancing the student experience. She highlighted the valuable input from both the Executive Committee and student rep engagement. Aims for next year were to improve awareness of the SU for both students and staff members.

 The Principal expressed appreciation to the SU President for her input in the College Management Group.

 The Chair welcomed the report and noted the importance of student membership on the Board for which the Board was grateful.
Noted.
- BG/21/38/6 **Confidential Prevent Annual Report Outcome Letter**
 This item was deemed to be confidential and was subject to a separate confidential minute.
Received.
- BG/21/39** **COMMITTEE REPORTS - FINANCE & ESTATES COMMITTEE**
 BG/21/39/1 **Management Accounts to 31 May 20201**
 The Board received the management accounts.
Received.
- BG/21/39/2 **Students' Union Budget 2021/22**
 The Registrar presented the report which was recommended to the Board for approval by the F&E Committee, which had a target income generation of £10k.
RESOLVED: to approve the allocation of funding totalling £70,000 to the Students' Union for 2021/22.
- BG/21/40** **AUDIT COMMITTEE REPORT CONFIDENTIAL - Risk Summary Report**
 This item was deemed to be confidential and was subject to a separate confidential minute.
Noted.
- BG/21/40** **COMMITTEE MINUTES**
 The Minutes of the following Committees were received: **Confidential Nominations & Governance** - 18 May 2021 & 28 Jun 2021;
Audit - 15 Jun 2021;
Finance & Estates - 27 Apr 2021 & 22 Jun 2021
Received.
- BG/21/41** **SPH POLICY/PROCEDURES**
RESOLVED: to approve the Disciplinary Policy and Procedure for SPHs (PD02), and the updated Procedure for Appeal Hearings to include SPHs (PH04).

BG/21/42 CHAIR’S ACTION

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

BG/21/43 AOB: GOODBYES & PRINCIPAL’S RETIREMENT

The Chair thanked Nath Stark, Student Governor, for his work on the Board and wished him good luck for his future.

The Chair noted that it was the Principal’s last Board meeting, and that the Board and College would miss his inspirational, transformative leadership that had enriched the College and thanked him.

The Principal thanked the Board for the support, and giving their time and support in very difficult times. There was a very productive relationship between the Board and Executive which put staff and students at the heart of all decision making. The Principal thanked his colleagues and noted that it was a privilege to have served the College in that way.

BG/21/44 DATE OF NEXT MEETING

Next Board of Governors meeting 10.00 am on Tuesday 12 October 2021. There being no further business, the meeting closed at 12.30 am.

Approved Date
Chair

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