

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

Date: Tuesday 13 October 2020
Time: 10.00 am – Virtual Meeting via Google Meet

Present:	David Noyce	Chair
	Sue Brownlow	Deputy Chair
	Andrew Brewerton	Principal
	Tom Archer	Staff Member (Support)
	Mark Greaves	Independent Member
	Kiran Haslam	Independent Member
	Andrew James	Staff Member (Academic)
	Tim Jones	Independent Member
	Ian Parry	Independent Member
	Harriet Moore	Student Member (SUP)
	Janet Ritterman	Independent Member
	Duncan Tringham	Independent Member
In attendance:	Nadyne Ebbens	Deputy Clerk
	Mark Taylor	Director of Finance
	Steve Trotter	Registrar
	Liz Wiltshire-Meads	Clerk to the Corporation

CONFIDENTIAL MINUTES

BG/20/32 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY
Apologies were received from Anna Corbett, Governor. There were no unregistered declarations of interest and the meeting was quorate.

BG/20/33 MINUTES
BG/20/33/1 **Minutes and Confidential Minutes of the previous meeting**
The minutes of the previous meeting held on Tuesday 7 July 2020 were considered to be a true and accurate record of proceedings.
RESOLVED: that the minutes be approved for signature by the Chair.

BG/20/33/2 **Action Tracker**
It was noted that all actions were either reported through the agenda, in progress or complete.

BG/20/34 PRINCIPAL'S REPORT
The Principal reflected on the intensive work undertaken during lockdown and over the summer on academic development including pre-degree, HE, research, Covid, clearing and January starts. The new College website had also been launched.

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

- a) the opening of The Box had received national and international attention and would have real impact on Plymouth as an arts and cultural destination;
- b) the College continued to work with European partners, to attract and recruit EU students and to attend conferences and projects with other European institutions;
- c) the positive outcomes for students with Education Health & Care Plans (EHCPs) in pre-degree was remarkable and a testament to the College living its values.

The Chair on behalf of the Board recorded thanks to the College in order to acknowledge everything that had been achieved during lockdown, which was both impressive and uplifting.

Noted.

BG/20/35 CONFIDENTIAL: DRAFT BUDGET AND FIVE YEAR FORECAST
This agenda item was deemed to be confidential and was subject to a separate confidential Minute.

BG/20/36 CONFIDENTIAL: UPDATE

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

BG/20/37 MONITORING REPORTS

BG/20/37/1 Academic Board Minutes

The Minutes of the Academic Board held on 9 September 2020 were received. The Chair encouraged all members of the Board to attend at least one meeting of the Academic Board.

Received.

BG/20/37/2 CONFIDENTIAL: Academic Performance Report

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

BG/20/37/3 Summary Report From Validation Cycle

The Board received the Summary Report from the Validation Cycle.

Received.

BG/20/37/4 Annual Equality & Diversity Report

The Board received the Annual Equality & Diversity report.

Received.

BG/20/37/5 Annual Health & Safety Report

The Board received and noted the annual Health & Safety report.

Received.

BG/20/38 FINANCIAL REPORTS

BG/20/38/1 CONFIDENTIAL: Management Accounts to year ended 31 July 2020

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

BG/20/38/2 CONFIDENTIAL Report

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

BG/20/39 STUDENTS' UNION CONSTITUTION UPDATE

The Students' Union President (SUP) introduced the report and noted that amendments for consideration were the inclusion of the following posts: BAME rep for FE and BAME rep for HE; and a Disability rep for FE and a Disability rep for HE.

RESOLVED: to approve the amendments to the SU Constitution.

BG/20/40 COMMITTEE REPORTS

BG/20/40/1 Minutes & Confidential Minutes

The Minutes of the Audit Committee held on 22 Sept 2020, and the Minutes of the Nominations & Governance held on 28 Sept 2020 were received.

BG/20/40/2 Audit Committee Report: Risk Strategy/Appetite and Risk Update

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

RESOLVED: to approve the Risk Strategy for 2020/21.

BG/20/40/3 Nominations & Governance Report: Committee Recommendations

RESOLVED: To approve

- 1. the reappointment of Kiran Haslam for a second term of office of four years with effect from November 2020 until November 2024;**
- 2. the reappointment of Tim Jones for a second term of office of four years with effect from November 2020 until November 2024;**
- 3. the reappointment of Janet Ritterman for a second term of office of four years with effect from November 2020 until November 2024;**

4. the Board's Cycle of Business for 2020/21;
5. an attendance target of 85% for all Board members;
6. the adoption of the CUC HE Code of Governance.

BG/20/40/4 **Committee Terms of Reference**
RESOLVED: To approve the proposed amendments to:

1. Audit Committee Terms of Reference;
2. Employment Committee Terms of Reference;
3. Remuneration Committee Terms of Reference.

BG/20/41 AOB
 Covid precautions on campus were discussed including the risks around third party suppliers eg photocopier paper/engineers. The College had strict procedures in place including temperature checking for everyone entering the building, a track and trace system using new id cards, one way systems and social distancing.
ACTION: Director of Finance to find out about quarantine in terms of third party vulnerability eg photo copy paper.

BG/20/43 DATE OF NEXT MEETING
 Next Board of Governors meeting was scheduled at 10.00 am on Tuesday 24 November 2020. There being no further business, the meeting closed at 11.50am.

Approved Date
 Chair

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