

PLYMOUTH COLLEGE OF ART
MEETING OF BOARD OF GOVERNORS

Date: Tuesday 21 March 2017
 Time: 9.00 am – 0.7 Tavistock Place

Present:	Ivan Sidgreaves	Chair
	Andrew Brewerton	Principal
	Sue Brownlow	Independent Member
	Kim Charnley	Staff member
	Janie Grace	Independent Member
	Tim Jones	Independent Member
	Hilary Lade	Independent Member
	Sylvia Lahav	Independent Member
	Steph Martin	Student Member
	Becky Moore	Staff Member
	David Noyce	Co-opted Member
	Janet Ritterman	Independent Member
	Mary Schwarz	Deputy Chair
	Vicki Sewell	Independent Member
	Jon Stacey	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

MINUTES

BG/17/01	APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST
	Apologies were received from Kiran Haslam and Larry Lynch, Independent Members, and Tim Bolton, Vice Principal Academic.
	The Chair welcomed Janet Ritterman to her first Board meeting, and noted that Chris Penberthy, Co-opted Member, had resigned since the last meeting.
	There were no unregistered declarations of interest.
BG/17/02	MINUTES
BG/17/02/1	Minutes of Previous Meeting
	The Minutes of the previous meeting held on Tuesday 13 December 2016 were considered to be a true and accurate record of proceedings, with one minor amendment.
	RESOLVED: that the minutes be approved for signature by the Chair.

BG/17/02/2	Committee Minutes
	The Minutes of the Finance and Estates Committee held on 21 February 2017, and the Minutes of the Audit Committee held on 7 March 2017 were received.
BG/17/02/3	Academic Board Minutes
	The Minutes of the Academic Board meeting held on 1 March 2017 were noted. Mary Schwarz, Academic Board Governor Observer noted that there was substantial discussion in relation to TDAP and the CSA, with a good sense of collegiality and collective responsibility for the College. The level of engagement and debate was better and continued to develop. David Noyce, the first Rotational Observer, recommended the role as a developmental opportunity for all Governors, and was assured by the vitality of debate for example around the essence of the College, and research and distinction.
BG/17/03	ACTION TRACKER
	There were no outstanding actions on the action tracker.
BG/17/04	GOVERNANCE
BG/17/04/1	Governance Report
	The Clerk took the Board through the report and recommendations.
	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To approved the 2017/18 Board meeting schedule; 2) To ratify Chair's Action taken since the last Board meeting; 3) To note the use of the College Seal; 4) To note the Academic Board Observers' Role description. <p>ACTION: Clerk to include consideration of the need for a Plymouth City Council elected member on the Board, on the Nominations & Governance Committee agenda.</p>
BG/17/04/2	Strategy Day Agenda
	<p>The Clerk introduced the proposed content for the Board of Governors forthcoming Strategy Day. Following questions from the Board and further discussion it was noted that:</p> <ol style="list-style-type: none"> a) Board meetings were not always the best place for a focussed in depth open debate. The Strategic Away Day provided the time and space to allow more open discussion to then be able to take more informed decisions at Board meetings; b) The Away Day also provided the opportunity to open up questions and gave the opportunity to drill into the work the College did; c) External speakers had been a successful addition in past meetings and there were suggestions of the Regional Schools Commissioner, the Higher Education context with Yvonne Hawkins from HEFCE, or a JLL advisor in relation to the current estates issues; d) It was important not to overload the programme for the day but to focus on the key issues.
	<p>Noted.</p> <p>ACTION: Chair/Clerk to review programme in line with the Board discussion.</p>

BG/17/05	STRATEGIC REPORTS
BG/17/05/1	Principal's Report
	The Board went into Confidential Session for this agenda item which is subject to a separate confidential Minute.
BG/17/05/2	Estates Update
	The Board went into Confidential Session for this agenda item which is subject to a separate confidential Minute.
BG/17/06	MONITORING REPORTS
BG/17/06/1	Academic Performance Report
	The Board went into Confidential Session for this agenda item which is subject to a separate confidential Minute.
BG/17/06/2	HEFCE Annual Provider Review Preliminary Assessment Letter
	The Board went into Confidential Session for this agenda item which is subject to a separate confidential Minute.
BG/17/06/3	HEFCE Annual Provider Review - PCA Graduate Employment
	The Board went into Confidential Session for this agenda item which is subject to a separate confidential Minute.
BG/17/06/4	Management Accounts to 31 January 2017
	<p>The Director of Finance introduced the accounts for the first six months. He noted that the end of year surplus was forecast at £400-450k. Looking forward in the sector, the cost base was fixed with a variable income with a huge dependency on student recruitment and retention. The percentage rate of increase in costs was growing faster than income which would need to be monitored carefully and was an early warning or more volatility. The £450k surplus was not a robust figure.</p> <p>Following questions from the Board and further discussion it was noted that it was encouraging that a surplus of £450k would be met, but there was emphasis on the financial vulnerability and the absolute need to meet a minimum surplus of £250k.</p>
	NOTED.
BG/17/06/5	HEFCE Funding Letter and EFA Post 16 Funding Letter
	The Director of Finance introduced the funding letter from the Education Funding Agency (EFA) and noted that the letters from the Skills Funding Agency (SFA) and from the Higher Education Funding Council of England (HEFCE) were still awaited. The EFA letter showed a dip in grant funding which meant an actual reduction of £130k worse than forecasted. The HEFCE letter was expected in mid-April and a dip in funding was expected.
	NOTED.
BG/17/06/6	HEFCE Prevent Annual Report Assessment

	The Board went into Confidential Session for this agenda item which is subject to a separate confidential Minute.
BG/17/07	COMMITTEE REPORTS
BG/17/07/1	Risk Management Plan
	The Board went into Confidential Session for this agenda item which is subject to a separate confidential Minute.
BG/17/07/2	Tuition Fees
	The Registrar introduced the report which was recommended to the Board for approval by the Finance and Estates Committee. An amendment recommended by the Committee was included in the report which set undergraduate international fees at £13k. Following questions from the Board and further discussion it was noted that postgraduate fees had remained at a proposed £8k which reflected the level of attraction but was questioned again in terms of the comparator benchmarks.
	RESOLVED: to approve the proposed higher education tuition fees for 2018/19.
BG/17/08	CONFIDENTIAL ITEMS
BG/17/08/1-7	The Board went into Confidential Session for these agenda items which are subject to a separate confidential Minute.
BG/17/09	DATE OF NEXT MEETING
	Next Board of Governors meeting to be held at 9.00am on Tuesday 4 July 2017.
	There being no further business the meeting closed at 12.55.
	Approved..... Date..... Chair
	Distribution: Board of Governors, Director of Finance, Vice Principal Academic, Register, Independent Committee Members (for information), Clerk, Deputy Clerk, website.