

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

Date: Tuesday 10 October 2017  
Time: 9.00 am – 0.7 Tavistock Place

Present:	Ivan Sidgreaves Mary Schwarz Andrew Brewerton Sue Brownlow Janie Grace Hilary Lade Sylvia Lahav Steph Martin Becky Moore Janet Ritterman Vicki Sewell Jon Stacey	Chair Deputy Chair Principal Independent Member Independent Member Independent Member Independent Member Student Member Staff Member Independent Member Independent Member Independent Member
In attendance:	Tim Bolton Christy Johnson Mark Taylor Steve Trotter Liz Wiltshire-Meads Lisa Allwood	Vice Principal Vice Principal Director of Finance Registrar Clerk to the Corporation Governance Assistant
Observing:	Ian Robinson	TDAP Scrutiny Team Member

**MINUTES**

The Chair welcomed everyone to the meeting including Ian Robinson, who was observing the meeting as part of the TDAP Scrutiny Team.

**BG/17/19 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**  
Apologies were received from Duncan Tringham, David Noyce, Kiran Haslam and Tim Jones, Independent Members, and Kim Charnley, Staff Member.

There were no un-registered declarations of interest.

The meeting was quorate.

**BG/17/19 MINUTES**

BG/17/19/1 **Minutes of the previous meeting**  
The minutes of the previous meeting held on Tuesday 4 July 2017 were considered to be a true and accurate record of proceedings with the following amendments:

- i. Page 3 year correction from 2016/16 to **2015/16**
- ii. Page 2 BG/17/15/1 i) include "...that went on to HE **outside the College** predominantly went to other regional institutions..."

**RESOLVED: that the minutes be approved for signature by the Chair, subject to those amendments.**

BG/17/19/2 **Committee minutes**  
The Board received minutes of the Audit Committee Meeting held on 19 September 2017.  
**Received.**

BG/17/19/3 **Academic Board minutes**

The Minutes of the Academic Board Meeting held on 13 September 2017 were considered.

**Noted.**

**BG/17/19/4 Academic Board Terms of Reference**

The Principal outlined some minor amendments to Academic Board's Terms of Reference including an External Examiner Committee and a Validations Committee.

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

- i. the new sub committees seemed to add an additional tier and was not a simple structure;
- ii. the new committees were a way of dealing with issues that came in through the year outside of the normal Academic Board calendar by a small group coming together to handle that business;
- iii. the committee structure would be kept under review.

**RESOLVED: to approve the updated terms of reference for Academic Board.**

**BG/17/20 ACTION TRACKER**

There were no actions recorded on the trackers.

**BG/17/21 STRATEGIC REPORTS**

**BG/17/21/1 Principal's Report**

The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

**BG/17/21/2 Cut Make and Trim Proposal**

The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

**BG/17/22 MONITORING REPORTS**

**BG/17/22/1 Academic Performance Report**

The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

**BG/17/22/2 Summary Report from Validation Cycle**

The Registrar introduced the report which summarised outcomes from Validation Panels over the past academic year. All recommendations made would be addressed by the College in next year's annual monitoring report to the Open University.

**Noted.**

**BG/17/22/3 Management Accounts to year ended 31 July 2017**

The Director of Finance introduced the management accounts to the end of July 2017. He noted that the figures reported would reflect those contained in the end of year Financial Statements. There had been a large increase in the College's pension provision. The College had taken the query back to the actuaries, who explained that the reason for the increase was that the number of College staff had increased which in turn had increased the projected future liabilities. However the College's contribution rate had not been increased. This was reflected across the sector in Devon. Inflation projections would rise, and there would be larger pension adjustments in future.

Income was slightly worse than forecast, and the surplus was £47k. The reduction in pre-degree enrolment would impact in the year after next and by 2018/19 would have dropped by £650k over four years.

Staff costs amounted to the largest percentage of fixed costs which meant there was less of a buffer for the drop in income.

Operating expenditure included £0.5m for large scale summer works with positive outcomes including good space at 44 Regent Street, and the removal of more asbestos.

The same amount needed to be spent again this year with the lift replacement and more asbestos removal.

The forecasts for 2017/18 would be remodelled to take account of the loss of pre-degree numbers, future fees and funding.

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

- i. the surplus forecast for 2016/17 had gone from £500k, to £128k, to £47k;
- ii. last year's surplus was £985k to this year's at £47k which was a stark picture;
- iii. there was an urgent need to reduce the College's staff costs;
- iv. Finance & Estates Committee had considered a draft staff costs plan which needed more detailed work. The plan should not be reactive but should provide a structure for staff costs relating the College's income. The staff cost model needed radical development;
- v. The Barclays bank loan covenants excluded pension provision but the College would breach the covenants if it made a deficit;
- vi. F&E Committee would focus on the crucial longer term financial planning and staff costs.

**NOTED.**

Vicki Sewell, Governor, left the meeting.

**BG/17/22/4 Annual Safeguarding Report**

The Registrar introduced the report and noted that the Annual Prevent report is considered by the Board at its meeting in November for submission to HEFCE. During 2017/18 there would be: a review of mental health support for both staff and students; a review to ensure consistency with UUK's recommendations on sexual violence and harassment; and a review of the impact of Prevent in the learning environment.

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

- i. All staff received online safeguarding training with those staff who have face to face contact with students also receiving face to face training;
- ii. There had been seven reports of sexual assault which was an increase on last year.

**Noted.**

**BG/17/22/5 Annual Health & Safety Report**

The Vice Principal introduced the report and noted that reported accidents had increased slightly from 23 to 26. The one RIDDOR reportable accident was during the Ofsted visit when a member of staff twisted an ankle while running to provide information.

**Noted.**

**BG/17/22/6 Annual Equality & Diversity Report**

The Registrar introduced the comprehensive report.

The Chair of Remuneration & Employment Committee corrected the report, on behalf of the Head of HR, pointing out that there is a gender pay gap. The gap was below the national average but nonetheless should be reported.

Deaf awareness training had been introduced following the experiences of two deaf students that highlighted areas where the College would make changes to better support those students.

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

- i. Disability data was not included in the enrolment data provided;
- ii. There was a lack of ethnic profile in enrolments;
- iii. The diversity of the College staff had changed in a positive way.

**Noted.**

**BG/17/23 COMMITTEE REPORTS**

**BG/17/23/1 Risk Management Strategy**

The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

**BG/17/23/2 Risk Update**

The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

**BG/17/24 CONFIDENTIAL ITEMS**

The Board went into Confidential Session for these agenda items which are subject to a separate Confidential Minute.

**BG/17/25 DATE OF NEXT MEETING**

Next Board of Governors meeting 9.00 am on Tuesday 28 November 2017.

There being no further business, the meeting closed at 11.30am.

Approved ..... Date .....  
Chair

Distribution: Board of Governors Members, Vice Principals, Director of Finances,  
Registrar, Independent Committee Members (for information), Clerk, Deputy Clerk,  
Website.