

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

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| Date: | Tuesday 20 March 2018 | |
| Time: | 10.00 am – Barns-Graham Room, Tavistock Place | |
| Present: | Ivan Sidgreaves Andrew Brewerton Sue Brownlow Kim Charnley Kiran Haslam Hilary Lade Steph Martin Becky Moore David Noyce Janet Ritterman Mary Schwarz Duncan Tringham | Chair Principal Deputy Chair Designate Staff member Independent Member Independent Member Student Member Staff Member Chair Designate Independent Member Deputy Chair Independent Member |
| In attendance: | Tim Bolton Nadyne Ebbens Christy Johnson Mark Taylor Steve Trotter Liz Wiltshire-Meads | Vice Principal Deputy Clerk Vice Principal Director of Finance Registrar Clerk to the Corporation |
| Observing: | Paul Greaves Ian Robinson | External Reviewer (Governance) TDAP Scrutiny Team |

MINUTES

BG/18/01 APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST

Apologies were received from Janie Grace, Tim Jones, Sylvia Lahav, Vicki Sewell, Jon Stacey, Independent Members.

The Chair welcomed Paul Greaves, Leadership Foundation for Higher Education (LFHE) who was undertaking an external review of governance, and Ian Robinson from the TDAP Scrutiny Team.

There were no unregistered declarations of interest. Although previously declared, Mary Schwarz, Deputy Chair, noted that she was an external evaluator on the Horizon project which was led by Plymouth Culture Board of which the College was a partner.

BG/18/02 MINUTES

BG/18/02/1 Minutes of Previous Meeting

The Minutes of the previous meeting held on Tuesday 28 November 2017 were considered to be a true and accurate record of proceedings.

RESOLVED: that the minutes be approved for signature by the Chair.

BG/18/02/2 Committee Minutes

The Minutes of the Finance and Estates Committee held on 27 February 2018, and the Minutes of the Audit Committee held on 6 March 2018 were received.

BG/18/02/3 Academic Board Minutes

The Academic Board meeting scheduled on 28 February 2018 was postponed due to adverse weather conditions and took place on 14 March 2018. The Minutes had been electronically circulated and paper copies circulated at the start of the meeting. There was no executive report.

Becky Moore, Staff Governor, observed the meeting and noted that it was useful to see and understand the context of academic governance and the robustness of structures in place which provided assurance to the Board.

BG/18/03 ACTION TRACKER

There were no outstanding actions on the action tracker.

BG/18/04 GOVERNANCE**BG/18/04/1 Governance Report**

The Clerk took the Board through the report and recommendations. It was noted that the Nominations & Governance Committee had met with some potential new governors and had recommended the appointment of Anna Cutler, Director of Learning and Research at Tate.

It was also noted that as well as the four Governors who were known to be retiring in July, two further Governors, Janie Grace and Hilary Lade, would be leaving after their first term of office expired in July 2018. After two years in the role of Students' Union President and Student Governor, Steph Martin would be leaving both roles in July 2018.

The Strategy Day would begin with the Student Showcase where Governors had the opportunity to meet with students.

RESOLVED:

- 1) To approve the appointment of Anna Cutler, as a Co-opted Member, for a four year term of office from March 2018 until March 2022;
- 2) To approve the appointment of Hilary Lade, as an Independent Committee Member on Finance and Estates Committee, for 12 months from August 2018 until July 2019;
- 3) To approve the 2018/19 and 2019/20 Board meeting schedules;
- 4) To note the use of the College Seal;
- 5) To note the Strategy Day Programme.

ACTION: To move the strategic plan to the start of the strategy day programme.

BG/18/04/2 External Review of Governance - Chair/Principal Relationship

Paul Greaves, Governance Consultant, who was undertaking an external review of governance noted that he had met or spoken with all Board members and SLT. He noted that the relationship of the Executive and Board was critical and that the Chair would soon hand the reins over to the Chair Designate. He drew the Board's attention to the publication "Managing the Chair/Vice-Chancellor Relationship" by the Leadership Foundation for HE (November 2017) and asked for advice or observations members could give to the Chair Designate and Principal.

Members observed as follows:

- a) students and staff should intrinsically be the central point of focus;

- b) trust was the key to any relationship, and the context was that both parties were in it together;
- c) to speak openly, share ideas early, to trust each other, and to listen and also enjoy;
- d) the need for focus and honesty and to be challenging;
- e) to focus on the relationship with preparation and dialogue for the specific joint endeavour;
- f) the need to keep a balance of support and the wider perspective, the longer term against the immediate.

Noted.

BG/18/05 STRATEGIC REPORTS

BG/18/05/1 Principal's Report

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

BG/18/05/2 Strategic Five Year Plan

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

BG/18/05/3 Financial Forecasts and Costs Action Plan

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

BG/18/05/4 Proposal Update

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

BG/18/05/5 PSCA Governance

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

BG/18/06 MONITORING REPORTS

BG/18/06/1 Management Accounts to January 2018

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

BG/18/06/2 Academic Performance Report

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

BG/18/06/3 2016-17 Access Agreement Monitoring Return

The Registrar introduced the report which looked at the monitoring return and the College's performance against the plan, all of which should be above baseline. The College expected to be able to robustly defend performance.

Bursaries were provided to all students, but were an untargeted expense. 70% of students were from the lower income bracket, and the bursary helped

students plan for project work. Students had been met with in relation to changing the bursary and did not agree with proposals. However the College needed to find ways of making savings whilst continuing to support students.

BG/18/06/4 Education and Skills Funding Agency (16-19 year old classroom funding)

The Director of Finance introduced the funding letter from the ESFA (pre-degree) and noted that the letters from the ESFA (19+ classroom funding) and the Office for Students (OfS) were still awaited. The ESFA letter showed a dip in grant funding of £196,691, on top of the fall in income last year of £209,184. The OfS letter was expected at the end of April which was very late for planning purposes.

NOTED.

BG/18/06/5 Office for Students Registration (OfS)

The Registrar noted that the College needed to make its application to OfS by 23 May 2018 with the following: access and participation plan; self-assessment against compliance with consumer protection law; student protection plan (including a refund and compliance policy); and self-assessment against management and governance conditions. There was a suggestion that the fee for the College's registration would be around £40k.

BG/18/07 COMMITTEE REPORTS

BG/18/07/1 Tuition Fees

The Registrar introduced the report which was recommended to the Board for approval by the Finance and Estates Committee. Fee increases to undergraduate international students, all postgraduate, and international pre-degree were proposed.

RESOLVED: to approve the proposed pre-degree, undergraduate and postgraduate tuition fees for 2019/20.

BG/18/07/2 Risk Management Plan

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

BG/18/08 CONFIDENTIAL ITEMS

BG/18/08/1 -2 The Board went into Confidential Session for these agenda items which are subject to a separate confidential Minute.

BG/18/09 DATE OF NEXT MEETING

Next Board of Governors meeting to be held at 9.00am on Tuesday 10 July 2018.

There being no further business the meeting closed at 12.55.

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

Distribution: Board of Governors, Director of Finance, Vice Principal Academic, Registrar, Independent Committee Members (for information), Clerk, Deputy Clerk, website.