

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

Date: Tuesday 26 March 2019
Time: 10.00 am – Barns-Graham Room, Tavistock Place

Present:	David Noyce	Chair
	Andrew Brewerton	Principal
	Sue Brownlow	Deputy Chair
	Kim Charnley	Staff Member
	Anna Cutler	Independent Member (via videolink)
	Mark Greaves	Independent Member
	Kiran Haslam	Independent Member
	Tim Jones	Independent Member
	Sylvia Lahav	Independent Member
	Becky Moore	Staff Member
	Rowena Murphy	Student Member
	Ian Parry	Independent Member
	Janet Ritterman	Independent Member
	Tessa Stone	Independent Member
	Duncan Tringham	Independent Member

In attendance:	Tim Bolton	Vice Principal
	Nadyne Ebbens	Deputy Clerk
	Christy Johnson	Vice Principal
	Jacqueline Moore	Director of Communications
	Mark Taylor	Director of Finance
	Steve Trotter	Registrar
	Liz Wiltshire-Meads	Clerk to the Corporation

By invitation:	Mark Corver	DataHE
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MINUTES

BG/19/01 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY

Apologies were received from Susie Hills, Independent Member.

There were no unregistered declarations of interest and the meeting was quorate.

BG/19/02 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting held on Tuesday 27 November 2018 were considered to be a true and accurate record of proceedings.

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

BG/19/03 ACTION TRACKER

All actions reported progress to date and were either on the agenda, complete or had not reached the target completion date.

BG/19/04 CURRICULUM PROJECT UPDATE

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

BG/19/05 KEY REPORTS**BG/19/05/1 Principal's Report**

The Principal's report updated the Board on the position at Plymouth School of Creative Arts post Ofsted.

The Principal would attend a creative HE sector meeting to start to build the campaign to lobby the Government on behalf of the arts and creative sector.

The Board noted that the learning teaching and enhancement section should include the monitoring of outcomes rather than a long list.

ACTION: Registrar to bring report to next Board on why students leave the College.

Noted.

BG/19/05/2 TDAP Privy Council Sealed Order

The Chair on behalf of the Board congratulated the College on the major milestone achievement of achieving taught degree awarding powers and gave particular thanks to the Registrar.

Received.

BG/19/05/3 Student Recruitment/DataHE Presentation

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

BG/19/05/4 Finance Strategy and Financial Forecasts

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

BG/19/05/5 Estates Update

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

BG/19/05/6 University Title Application

The Registrar introduced the draft letter and supporting information.

RESOLVED: to delegate approval of the updated information and signing of the letter to the Chair, taking Chair's action.

BG/19/05/7 Academic Performance Report

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

BG/19/05/8 Pre-Degree and Governance

The Vice Principal, on behalf of the Dean of Pre-Degree, introduced the report and noted that the Board could have a more open and transparent robust position in place to strengthen governance in relation to pre-degree.

RESOLVED:

1. **To appoint a Lead Governor for FE: to meet termly with the Dean of Pre-Degree;**
2. **To appoint a Governor Self Assessment Report (SAR) Working Group: sub-group of 2-4 governors to review and contribute to the authoring of the SAR;**
3. **To receive an OFSTED briefing on the new Education Inspection Framework;**
4. **To delegate authority to the N&G Committee to make the above appointments.**

BG/19/06 MONITORING REPORTS

BG/19/06/1 Access Agreement & Review of Previous Year's Target

The Registrar noted that the College was compliant with the submission of the access agreement to OfS. Six out of seven performance targets had been met: progress had been made in relation to retention of mature students but less than anticipated.

RESOLVED: to note that Chair's Action had been taken, between Board meetings, to sign off the Access Agreement to meet the OfS submission date of 23 January 2019.

BG/19/06/2 ESFA Post 16 Funding Letter

The Board received the ESFA 16-19 year old funding allocation statement for 2019 to 2020.

Received.

BG/19/06/3 Academic Board Minutes

The Board received the Academic Board meeting held on 27 February 2019.

Received.

BG/19/07 COMMITTEE MINUTES AND REPORTS

BG/19/07/1 Committee Minutes

The Board received the following Minutes and Confidential Minutes:

- Board Development Session PSCA Discussion Notes - 29 Jan 2019;
- N&G Committee Minutes - 29 January 2019;
- F&E Committee Minutes - 5 March 2019; and
- Audit Committee Minutes - 12 March 2019.

Sue Brownlow, Governor and Member of PSCA Trust, noted that as the College Board of Governors was the body that appointed Members to the Trust would be a formal consultee on any potential Multi Academy Trust for PSCA. The consultation could take place prior to 20 May but that was not confirmed.

RESOLVED: to delegate the consultation decision to the Chair, Sue Brownlow, Governor and Member of PSCA, and the Principal, though Chair's Action.
Minutes received.

BG/19/07/2 Nominations & Governance Committee Recommendations

Becky Moore, Governor (Staff), left for the consideration of the recommendation

relating to her reappointment.

RESOLVED:

- 1) To approve the re-appointment of Becky Moore, as Staff Governor (Support), for a four year term of office from July 2019 until July 2023.**

The Chair noted that the reappointment of staff governors would be reviewed in line with the responsibilities of Academic Board.

- 2) Approve the re-appointments of Duncan Tringham as Chair of Audit Committee, and Tim Jones as Chair of F&E Committee for a second academic year;**
- 3) Approve the appointment of Ian Parry as Chair Designate of Audit Committee and Mark Greaves as Chair Designate of F&E Committee for the next academic year;**
- 4) Receive the Strategy Day Programme;**
- 5) Approve the meeting schedule for 2019/20 & 2020/21;**
- 6) Note the use of the Seal;**
- 7) To approve the proposed amendments to the Instrument and Articles of Government for Plymouth College of Art Higher Education Corporation, in line with the correct legislative process;**
- 8) To approve the amendments to the Board’s Standing Orders;**
- 9) To approve the updated Statement of Primary Responsibilities.**

BG/19/07/3 Estates Update

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

BG/19/07/4 Risk Management Plan

The Chair of the Audit Committee noted the contents of the report.

Noted.

BG/19/08 DATE OF NEXT MEETING

Next Board of Governors meeting to be held at 10.00am on Tuesday 9 July 2019.

Strategy Day to be held on 10 May 2019.

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

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