

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

Date: Tuesday 4 July 2017
Time: 9.00 am – 0.7 Tavistock Place

Present:	Ivan Sidgreaves	Chair
	Mary Schwarz	Deputy Chair
	Andrew Brewerton	Principal
	Kim Charnley	Governor (Staff)
	Janie Grace	Governor
	Kiran Haslam	Governor
	Tim Jones	Governor
	Hilary Lade	Governor
	Sylvia Lahav	Governor
	Steph Martin	Governor (Student)
	Becky Moore	Governor (Staff)
	David Noyce	Governor
	Vicki Sewell	Governor
	Duncan Tringham	Governor
In attendance:	Tim Bolton	Vice Principal Academic
	Mark Taylor	Director of Finance
	Steve Trotter	Registrar
	Katy Shannon	Executive Secretary to Academic Board
	Liz Wiltshire-Meads	Clerk to the Corporation
	Nadyne Ebbens	Deputy Clerk

MINUTES

BG/17/10 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY
Apologies were received from Sue Brownlow, Janet Ritterman and Jon Stacey, Governors.
There were no un-registered declarations of interest.
The meeting was quorate.

BG/17/11 GOVERNANCE
BG/17/11/1 Governance Report
The Clerk presented the report which provided an update on governance matters.
RESOLVED:

- 1. To approve the reappointment of Steph Martin, as Student Governor, effective from 1 August 2017 for a second term of office ending 31 July 2018;**
- 2. To approve the reappointment of Helen Hocking as Independent Committee Member to the Audit Committee, for a one year term ending July 2018;**
- 3. To approve the reappointment of Duncan Tringham, Governor, for a second term of office effective from 10 July 2017 for four years ending 9 July 2021;**
- 4. To approve the amendment of David Noyce’s membership from co-opted to independent;**
- 5. To approve Mary Schwarz as Lead Governor for Prevent/Safeguarding for 2017/18;**
- 6. To approve Mary Schwarz as Academic Board Observer for 2017/18;**
- 7. To approve the Board’s Cycle of Business for 2017/18;**
- 8. To approve the amendment to the Nominations & Governance Committee Terms of Reference.**

- BG/17/11/2 **Chair Designate Election**
The Clerk confirmed that David Noyce was the only candidate for the role following a formal nominations process. Following questions from Board members, David left the meeting. The Deputy Clerk distributed ballot papers to all Board members. Votes were cast and returned to the Deputy Clerk, who counted the ballots. The Clerk called David back to the meeting and announced the result that David had been elected as Chair Designate.
Noted.
- BG/17/11/3 **Deputy Chair Designate Election**
The Clerk confirmed that Sue Brownlow was the only candidate for the role following a formal nominations process. Sue had given apologies for the meeting, the Clerk noted that no questions had been received for sue regarding the election. The Deputy Clerk distributed ballot papers to all Board members. Votes were cast and returned to the Deputy Clerk, who counted the ballots. The Clerk announced the result that Sue had been elected as Deputy Chair Designate.
Noted.
- BG/17/12** **MINUTES**
BG/17/12/1 **Minutes Of The Previous Meeting**
The minutes of the previous meeting held on Tuesday 21 March 2017 were considered to be a true and accurate record of proceedings.
RESOLVED that the minutes be approved for signature by the Chair.
- BG/17/12/2 **Committee Minutes**
The Board received minutes of the Finance and Estates Committee held on 16 May and 20 June 2017, and of the Audit Committee held on 8 November 2016 and 13 June 2017.
- BG/17/12/3 **Academic Board Minutes**
The Board noted the executive summary report and the minutes of Academic Board held on 7 June 2017. The Deputy Chair, noted in her role as Academic Board nominee that the meetings contained rich collegiate discussion with a shared sense of collective responsibility with rigorous debate.
- BG/17/13** **ACTION TRACKER**
All actions were complete.
- BG/17/14** **STRATEGIC REPORTS**
The Board went into Confidential Session for this section of the agenda which is subject to separate Confidential Minutes.
- BG/17/15** **MONITORING REPORTS**
BG/17/15/1 **Academic Performance**
This agenda item is subject to a separate Confidential Minute.
- BG/17/15/2 **Academic Governance Monitoring Plan**
The Executive Secretary introduced a progress report on the recommendations made in the Academic Governance Review carried out in 2016. An assurance report providing an overview of academic assurance received by the Board throughout the year would be reported to the November meeting.
- Following questions from the Board and further discussion it was noted that in terms of academic quality the Board would know if there were issues or problems arising through: the academic performance report which came to every Board meeting; any issues identified by Academic Board committees would be reported through to the Board, past examples of which were DLHE and NSS results; and an understanding of

the quality cycle, training for which was scheduled after the Board meeting that day. The annual assurance report was not to give the Board its assurance but to demonstrate explicitly that assurance could be taken from the routine course of reporting.

Noted.

BG/17/15/3

Management Accounts to May 2017

The Director of Finance introduced the Management Accounts that had been considered by the F&E Committee. He noted that the year end surplus would be in excess of £400k. The exact amount depended on summer work and how much was capital or revenue, and how much fell into this year's accounts or next. The actuaries pension calculation for FRS17 would also impact the final out-turn. The College had generated the cash required to pay for the acquisition and renovation of Palace Studios (formerly know as Hawkins), and an extensive summer works programme. It had been a good year financially but indicators going forward were more challenging.

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

- i. The Saturday Arts Club made an acknowledged loss but was part of the College's continuum;
- ii. There was a possibility of the Plymouth School of Creative Arts (the School) and the College setting up a CIC to raise money to invest in families who could not afford the Arts Club as part of a social enterprise project.

Noted.

BG/17/15/4

Access Agreement 2018/19 and 2015/16 Review

The Registrar introduced the report which set out the College's submission to OFFA for the Access Agreement for 2018/19. OFFA had responded with a number of queries and suggestions, and the draft had been amended slightly. The key points were highlighted including the increase in undergraduate fees to £9,250 for new students from 2017 with the continuation of College bursaries which would be kept under annual review for affordability. There was an additional target for the College to track progression for students from Low Participation Neighbourhoods (LPN).

Following questions from the Board there was further discussion around bursaries which the College's students were strongly in favour of as it was cash available to them. Loans and grants were also available for hardship at a total budget of £30k. The College's Charitable Trust also gave grants to students for £250 to help with industry experience.

Noted.

BG/17/15/5

Ofsted Report

The Registrar introduced the report and noted that Ofsted had conducted a short inspection on 23-24 May 2017. The outcome of the assessment was that the College remained 'Good'. The report used positive language throughout. There was a change in emphasis from outputs to high quality teaching. The inspectors had also been impressed with the College's safeguarding mechanisms.

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

- i. The College needed to improve achievement and retention to achieve an Outstanding grading;
- ii. There were some issues around attendance;
- iii. The College had a watching brief on apprenticeships and considering how to re-engage given the change from a framework to standards;
- iv. The College reapplied and had accepted certification.

The Chair on behalf of the Board congratulated the College for the positive outcome.

Noted.

BG/17/15/6 HEFCE Annual Provider Review 2016/17 Letter
The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

BG/17/15/7 Students Union Annual Report
The Students' Union President presented her report. The Chair commended the SU President on the range of activity that had taken place throughout the year which was a great achievement. After questions and further discussion it was noted that:

- i. the SU had been rebranded with a commission using The Agency;
- ii. the SU was responsive and used positive intervention for benefit of its students;
- iii. Pre-degree students were part of the SU and could attend all events. Termly Pre-degree events were also arranged to ensure those students felt included in the Union;
- iv. A student rep training handbook had been put in place to support students in the role. Agendas for student rep meetings had been improved. The meetings were a valuable forum for the student voice and work would continue to improve attendance at the later meetings in the year;
- v. The SU updated social media frequently but it was time consuming and some students did not use the internet.

Noted.

BG/17/15/8 Safeguarding Policy Update
The Registrar introduced the update to the policy and noted that it had been updated to include students that may be younger than 16, for whom there was a more significant duty of care.
RESOLVED: to approve the Safeguarding Policy.

BG/17/16 COMMITTEE REPORTS
BG/17/16/1 Strategic Risk Register Update
The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

BG/17/16/2 Budget and Five Year Forecasts
The Board went into Confidential Session for this agenda item which is subject to a separate Confidential Minute.

BG/17/16/3 Students' Union Budget
The Registrar presented the report which was recommended to the Board for approval by the F&E Committee.
RESOLVED: to approve the Students' Union budget for 2017/18

BG/17/17 CONFIDENTIAL ITEMS
The Board went into Confidential Session for these agenda items which are subject to a separate Confidential Minute.

BG/17/18 DATE OF NEXT MEETING
Next Board of Governors meeting 9.00 am on Tuesday 10 October 2017.

There being no further business, the meeting closed at 12.00 pm.

Approved Date
Chair

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