

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

Date: Tuesday 9 July 2019
Time: 10.00 am – Barns-Graham Room, Tavistock Place

Present:	David Noyce	Chair
	Sue Brownlow	Deputy Chair
	Andrew Brewerton	Principal
	Mark Greaves	Independent Member
	Susie Hills	Independent Member
	Tim Jones	Independent Member
	Sylvia Lahav	Independent Member
	Rowena Murphy	Student Member
	Becky Moore	Staff Member
	Ian Parry	Independent Member
	Janet Ritterman	Independent Member
	Tessa Stone	Independent Member
	Duncan Tringham	Independent Member

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

MINUTES

- BG/19/09 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**
Apologies were received from Kim Charnley, Staff Member, Anna Cutler, Co-opted Member, Kiran Haslam, Independent Member, and Tim Bolton, Vice Principal . There were no un-registered declarations of interest. The meeting was quorate.
- BG/19/10 MINUTES**
BG/19/10/1 **Minutes Of The Previous Meeting**
The minutes of the previous meeting held on Tuesday 26 March 2019 were considered to be a true and accurate record of proceedings.
RESOLVED that the minutes be approved for signature by the Chair.
- BG/19/10/2 **Action Tracker**
All actions were either complete or the completion date had not been reached.
- BG/19/11 STRATEGIC DISCUSSION**
BG/19/11/1 **Confidential - Culture Change**
This agenda item was deemed confidential and was subject to a separate confidential Minute.
- BG/19/12 KEY ITEMS**
BG/19/12/1 **Principal's Report**
The Principal noted that Tim Bolton, Vice Principal, and Hannah Harris, Director of Development, would be leaving the College at the end of July 2019.

The Chair, on behalf of the Board, thanked Tim and Hannah for all the work they had done over the years for the College and acknowledged their contributions.
Noted.

- BG/19/12/2 **CONFIDENTIAL Budget 2019/20 and Five Year Forecasts**
This agenda item was deemed confidential and was subject to a separate confidential Minute.
- BG/19/12/3 **Strategic Five Year Plan Update**
The Vice Principal highlighted that five institutional strategies had been identified and approved by Academic Board. Operational details including milestones, key performance indicators (KPIs) and implementation plans were in development to support the strategies as internal working documents.
Noted.
- BG/19/12/4 **Estates Strategy**
The Strategy had been considered by the Finance & Estates Committee and captured the principles the Committee had been looking at, and was recommended to the Board for approval.
RESOLVED: to approve the Estates Strategy
- BG/19/13** **MONITORING REPORTS**
BG/19/13/1 **CONFIDENTIAL Academic Performance Report**
This agenda item was deemed confidential and was subject to a separate confidential Minute.
- BG/19/13/2 **Access and Participation Plan**
The Registrar highlighted the Plan and noted that the Chair and Deputy Chair had reviewed the draft prior to submission to the Office for Students (OfS).
Received.
- BG/19/13/3 **Annual Safeguarding Report & Policy Review**
The Registrar noted that the Policy had been thoroughly reviewed and highlighted that changes in student support had traction and reflected that earlier intervention had been effective in improving wellbeing in HE. Pre-degree had more volume and capacity had been reviewed to ensure the College was a step ahead next year, and would continue to be monitored. The process for staff needed reviewed.
RESOLVED: to approve the Safeguarding Policy.
- BG/19/13/4 **Students Union Annual Report**
The Students' Union President presented her report which outlined the work of the SU during the year, and noted that after hard work the income of the bar had increased.
ACTION: Students' Union to be included as a strategic discussion at the next Board meeting.
Noted.
- BG/19/13/5 **Management Accounts to May 2019**
The Director of Finance introduced the Management Accounts which had followed the trend and been considered and monitored by F&E Committee throughout the year. The end result would be affected by pension provision.
Noted.
- BG/19/13/6 **Prevent Annual Report Outcome Letter 2017-18**
This agenda item was deemed confidential and was subject to a separate confidential Minute.
- BG/19/14** **COMMITTEE REPORTS**
BG/19/14/1 **Committee Minutes**

The following Committee Minutes were received: Finance & Estates – 30 April & 25 Jun 2019; and Audit – 18 Jun 2019.

- BG/19/14/2 **Academic Board Minutes**
The Minutes of the Academic Board meeting held on 12 June 2019 were received.
- BG/19/14/3 **Academic Board Terms of Reference: Membership**
The proposed new membership of Academic Board was considered.
RESOLVED: to approve the update to the Academic Board Terms of Reference incorporating new membership structure.
- BG/19/14/4 **Nominations & Governance Recommendation: Membership**
RESOLVED:
 1. To appoint Paula Sanderson as a co-opted member for a four year term of office until July 2023, and as a member of the Audit Committee.
 2. To reappoint Rowena Murphy as student governor for a further one year term of office from 1 August 2019 until 31 July 2020.
- BG/19/14/5 **Nominations & Governance Recommendation: Standing Orders**
RESOLVED: To approve amendments to the following:
 - Appendix 2 Determination of Corporation Board including staff governor appointments
 - Appendix 4 Policies Relating to Senior Post Holders
 - Appendix 5 Access to College Information**ACTION: Refer De Montfort University issues that had been highlighted in the press for scrutiny and diligence by Nominations and Governance Committee.**
- BG/19/14/6 **F&E Committee Recommendation: Students' Union Budget**
The Chair presented the report which was recommended to the Board for approval by the F&E Committee.
RESOLVED: to approve the allocation of funding totalling £68,600 to the Students' Union for 2019/20.
- BG/19/14/7 **F&E Committee Recommendation: Tuition Fees**
RESOLVED: to approve the tuition fees for 2020/21 academic year.
- BG/19/14/8 **Strategic Risk Register Update**
This agenda item was deemed confidential and was subject to a separate confidential Minute.
- BG/19/14/9 **Employment Committee: Statutory Redundancy Policy Update**
The Chair of Employment noted that the Policy was recommendation to the Board for approval subject to an amendment which had been included in the Board's papers.
RESOLVED: to approve amendments to the Redundancy Policy.
- BG/19/14/10 **Board of Governors Cycle of Business**
The Chair proposed including a governor dinner on the evening before the March Board meeting. Reflections would be considered as to how to do it better next year.
RESOLVED: to approve the Board of Governors cycle of business for 2019/20.
- BG/19/14/11 **Restricted Circulation Minutes**
Confidential Minutes Special Meetings of the Board of Governors - 10 May 2019.
The minutes of the previous meeting held on Friday 10 May 2019 were considered to be a true and accurate record of proceedings.
RESOLVED that the minutes be approved for signature by the Chair

BG/19/14/12 **Confidential Minutes Special Meetings of the Remuneration Committee - 10 May 2019 & Nominations & Governance - 21 May 2019 Received.**

BG/19/15 AOB
This agenda item was deemed confidential and was subject to a separate confidential Minute.

BG/19/16 DATE OF NEXT MEETING
Next Board of Governors meeting 10.00 am on Tuesday 8 October 2019.

There being no further business, the meeting closed at 12.45 pm.

Approved Date
Chair

Distribution: Board of Governors, Principal, Director of Finance, Vice Principals, Registrar, Clerk, Deputy Clerk, Website.