

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

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

Present:	David Noyce	Chair
	Sue Brownlow	Deputy Chair
	Andrew Brewerton	Principal via videolink/telecon link
	Susie Hills	Independent Member
	Andrew James	Staff member
	Tim Jones	Independent Member
	Sylvia Lahav	Independent Member
	Rowena Murphy	Student Member
	Ian Parry	Independent Member
	Janet Ritterman	Independent Member
	Paula Sanderson	Co-opted Member
	Duncan Tringham	Independent Member
In attendance:	Mark Taylor	Director of Finance
	Steve Trotter	Registrar
	Liz Wiltshire-Meads	Clerk to the Corporation
	Nadyne Ebbens	Deputy Clerk

**MINUTES**

**BG/19/32 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**

Apologies were received from Mark Greaves, Kiran Haslam and Tessa Stone, Independent Members.

There were no un-registered declarations of interest. The meeting was quorate.

**BG/19/33 STAFF MEMBER (ACADEMIC) APPOINTMENT**

Academic Board was responsible for the process for nominating staff governors under the Articles of Government. A nomination process was carried out in October for the staff governor (academic) role, and the Academic Board nominated Andrew James, Senior Lecturer, for the role of staff governor (academic).

**RESOLVED: To appoint Andrew James, as Staff Member (Academic) to the Board of Governors for a four year term of office until 25 November 2023.**

**BG/19/34 CONFIDENTIAL PRINCIPAL'S REPORT**

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

**BG/19/35 AUDIT COMMITTEE RECOMMENDATIONS**

BG/19/35/1

**Annual Report of the Audit Committee 2018/19**

The Chair of the Audit Committee introduced the report which demonstrated that the Audit Committee had completed everything delegated to it from the Board.

**RESOLVED: to approve the Annual Report of the Audit Committee 2018/19, for submission to Office for Students.**

BG/19/35/2

**External Auditors' Report, Letter of Representation, Financial Statements to 31 July 2019 & Financial Commentary**

The Director of Finance noted that as part of the Office for Students' annual accountability return the financial statements had been considered and recommended to the Board by the Finance and Estates Committee and the Audit Committee. It was the Audit Committee's role to ensure the statements were externally audited. Bishop Fleming, the College's external auditors, had raised no concerns and gave an unqualified audit opinion.

**RESOLVED: To approve the Financial Statements for 2018/19 for signing by the Chair of Governors and Chief Executive, along with the Letter of Representation, and for all documents to be submitted to the Office for Students.**

**BG/19/36**

**MINUTES**

BG/19/36/1

**Minutes of the previous meeting**

The Minutes and confidential Minutes of the previous meeting held on Tuesday 8 October 2019 were considered to be a true and accurate record of proceedings.

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

BG/19/36/2

**ACTION TRACKER**

All other actions were either completed, or on the day's meeting agenda

**BG/19/36**

**CONFIDENTIAL STRATEGIC DISCUSSION**

BG/19/36/1

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

**BG/19/37**

**CONFIDENTIAL: ANNUAL FINANCIAL RETURN**

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

**BG/19/38**

**CONFIDENTIAL ITEM**

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

**BG/19/39**

**CONFIDENTIAL: KEY PERFORMANCE INDICATORS**

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

**BG/19/40**

**CONFIDENTIAL: ANNUAL MONITORING REPORT AND OPEN UNIVERSITY ANNUAL INSTITUTIONAL OVERVIEW**

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

**BG/19/41**

**PREVENT ANNUAL REPORT**

The Registrar introduced the Annual Prevent.

**RESOLVED: to approve that the Chair sign the Prevent Annual Report for submission to Office for Students.**

**BG/19/42**

**PRE-DEGREE SELF-ASSESSMENT REPORT 2018/19**

The Registrar on behalf of the Associate Dean of Pre-Degree introduced the Self Assessment Report (SAR) which would be submitted to Ofsted in January 2020. The judgements across the board were at 2 rather than 1, and there was a need to make sure quality was achieved in all areas. An Ofsted inspection was expected in March/April 2020. The report had been reviewed by Tessa Stone, Lead Governor for Pre-degree and Sue Brownlow, Deputy Chair.

**RESOLVED: to approve the Self-Assessment Report for submission to Ofsted.**

**BG/19/43**

**ACADEMIC BOARD MINUTES**

The Minutes of the Academic Board meeting held on 6 November 2019 were considered and noted.

**ACTION: Student mental health to be included as a strategic discussion on the Board agenda.**

**NOTED.**

**BG/19/44**

**CONFIDENTIAL - ACADEMIC PERFORMANCE REPORT**

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

**BG/19/45**  
BG/19/45/1

**REMUNERATION COMMITTEE RECOMMENDATIONS**  
**Annual Report to the Board of Governors 2018/19**

The Chair of Remuneration Committee introduced the report and noted that the pay multiples were within sector norms and benchmarks. This was the second time the report had been produced and would be published on the College website in line with the HE Senior Staff Remuneration Code.

**NOTED.**

BG/19/45/2

**Annual College Pay Award 19/20**

The Chair of Remuneration Committee introduced the report and recommendation from the Committee including the options that had been available to the Committee. The College was not a member of UCEA but was in line with the national pay scales. The Committee's recommendation was in line with the national agreement only not back dated to 1 August 2019 but implemented on 1 January 2020.

**RESOLVED: to approve the UCEA award, but with effect from 1st January 2020. This was for base pay increases of between 1.82% and 3.53% for colleagues on points 6-16 on the pay spine (1.8% for point 17 and above) and that this was extended to all points above 17, including those above point 51.**

The Staff Governor and Registrar left the meeting.

BG/19/45/3

**RESTRICTED CONFIDENTIAL - Senior Post Holders Increment**

This items was deemed to be confidentially restricted and was subject to a separate Restricted Confidential Minute.

The Director of Finance and Principal left the meeting.

BG/19/45/4

**Principal's Remuneration**

The Chair of Remuneration Committee noted that the Committee had followed the Remuneration Review Procedure for the Principal and Chief Executive which was in line with the HE Senior Staff Remuneration Code. The Committee's recommendation was included in the proposal paper and the evaluation contained in the Committee Minutes.

**RESOLVED: to approve that the Principal's pay award is uplifted in line with the College staff award of 1.8% from 1 January 2020:**

**ie £163,929 + 1.8% = £166,880.**

The Staff Governor, Director of Finance and Registrar rejoined the meeting.

**BG/19/46**

**NSS REPORT BY STUDENT CHARACTERISTICS**

The Registrar introduced the report which had been requested at the last Board meeting.

**ACTION: Board to monitor the gaps and for standard data reporting to include student characteristic groups.**

**NOTED.**

**BG/19/47**

**UNDERGRADUATE WITHDRAWAL REPORT**

The Registrar introduced the report and it was noted that mental health was the cause of a third of withdrawals.

**NOTED.**

**BG/19/48**

**COMMITTEE MINUTES**

**Committee Minutes**

The Minutes and confidential Minutes of the: Finance & Estates Committee held on 2 October & 5 November 2019; Audit Committee held on 12 November 2019; and Employment Committee held on 5 November 2019 were received.

**RECEIVED.**

- BG/19/49      MANAGEMENT ACCOUNTS**  
The Board received the Management Accounts to September 2019 that had been reported to F&E Committee.  
**RECEIVED.**
- BG/19/50      AUDIT COMMITTEE RECOMMENDATIONS**  
BG/19/50/1      **Confidential - Annual Risk Strategy & Risk Register**  
**RESOLVED:** To approve the Risk Strategy.
- BG/19/50/2      **Internal Audit Annual Report 18/19**  
The Board received the Internal Audit Report for 2018/19.  
**RECEIVED.**
- BG/19/50/3      **Annual Accountability Return/Academic Assurance Report**  
**RESOLVED: To note the Annual Assurance Report and approve that the Principal (as Accountable Officer) sign the Annual Accountability Return for submission to OfS by 2nd December 2019.**
- BG/19/51      EMPLOYMENT COMMITTEE RECOMMENDATIONS**  
BG/19/51/1      **Committee Terms of Reference**  
The proposed amendment included the member of the Senior Leadership Team with responsibility for HR to be able to attend the Committee meetings.  
**RESOLVED: to approve the amendments to the Committee Terms of Reference.**
- BG/19/52      RESTRICTED CONFIDENTIAL REMUNERATION COMMITTEE MINUTES**  
The Board received the Minutes.
- BG/19/53      GOODBYES**  
The Chair noted that the meeting was the last for Sylvia Lahav, Governor, who had served eight years over two terms of office and was retiring from the Board. He thanked Sylvia, on behalf of the Board, for her contribution to the Board and presented a gift.  
  
The Chair noted that Becky Moore, Staff Governor, had resigned from her role at the College, and that a process was in place for a new Staff Governor (Business Support) to be appointed. A letter of thanks had been sent to Becky, from the Chair on behalf of the Board.
- BG/19/55      DATE OF NEXT MEETING** The next Board of Governors meeting was scheduled at 10.00 am on Tuesday 24 March 2020.  
  
There being no further business, the meeting closed at 1 pm.