

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

Date: Tuesday 12 October 2021  
Time: 10.00 am – Virtual Meeting via Google Meet

|                |                      |                          |
|----------------|----------------------|--------------------------|
| Present:       | David Noyce          | Chair                    |
|                | Sue Brownlow         | Deputy Chair             |
|                | Paul Fieldsend-Danks | Interim Principal        |
|                | Tom Archer           | Staff Member (Support)   |
|                | Anna Corbett         | Independent Member       |
|                | Mark Greaves         | Independent Member       |
|                | Andy Honey           | Independent Member       |
|                | Andrew James         | Staff Member (Academic)  |
|                | Tim Jones            | Independent Member       |
|                | Ian Parry            | Independent Member       |
|                | Harriet Moore        | Student Member (SUP)     |
|                | Janet Ritterman      | Independent Member       |
|                | Duncan Tringham      | Independent Member       |
|                | Ian Tunbridge        | Co-opted Member          |
| In attendance: | Nadyne Ebbens        | Deputy Clerk             |
|                | Mark Taylor          | Director of Finance      |
|                | Steve Trotter        | Registrar                |
|                | Liz Wiltshire-Meads  | Clerk to the Corporation |
| By invitation: | Tim Armstrong        | PWC                      |

**CONFIDENTIAL MINUTES**

**BG/21/45 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**  
Apologies were received from Kiran Haslam, Independent Member. There were no unregistered declarations of interest and the meeting was declared quorate.

**BG/21/45 MINUTES**  
BG/21/45/1 **Minutes and Confidential Minutes of the previous meeting**  
The minutes of the previous meeting held on Tuesday 6 July 2021 were considered to be a true and accurate record of proceedings.  
**RESOLVED: that the minutes be approved for signature by the Chair.**

BG/21/45/2 **Action Tracker**  
It was noted that all actions were either in progress or complete.

**BG/21/46 PRINCIPAL'S REPORT**  
This item was deemed to be confidential and was subject to a separate confidential minute.  
**Noted.**

**BG/21/47 CONFIDENTIAL: DRAFT BUDGET AND FIVE YEAR FORECAST**  
This item was deemed to be confidential and was subject to a separate confidential minute.

**BG/21/48 CONFIDENTIAL:**  
This item was deemed to be confidential and was subject to a separate confidential minute.

Anna Corbett, Independent Member, and Tim Armstrong, PWC joined the meeting.

**BG/21/49 EXTERNAL CONSULTANT PRESENTATION**  
This item was deemed to be confidential and was subject to a separate confidential minute.

**Noted.**

Tim Armstrong, PWC, left the meeting, and Duncan Tringham, Independent Member, joined the meeting.

**BG/21/50 CONFIDENTIAL ITEM**

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

**BG/21/51 MONITORING REPORTS**

**BG/21/51/1 Academic Board Minutes**

The Minutes of the Academic Board held on 22 September 2021 were received.  
**Received.**

**BG/21/51/2 Academic Performance Report**

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

**Noted.**

**BG/21/51/3 Summary Report From Validation Cycle**

The Board received the Summary Report from the Validation Cycle.  
**Received.**

**BG/21/51/4 Annual Equality & Diversity Report**

The Board received the Annual Equality & Diversity report.  
**Received.**

**BG/21/51/5 Annual Health & Safety Report**

The Board received and noted the annual Health & Safety report.  
**Received.**

**BG/21/51/6 CONFIDENTIAL: Management Accounts to year ended 31 July 2021**

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

**Noted.**

**BG/21/52 COMMITTEE REPORTS**

**BG/21/52/1 Governance Report**

The Clerk introduced the report containing recommendations from Nominations & Governance Committee and Chair's Action taken since the last Board meeting.

**RESOLVED:**

- 1. To note Chair's Action had been taken to approve minor amendments to the Students' Union Constitution;**
- 2. To appoint Ian Tunbridge, Co-opted Member, to the Finance & Estates Committee;**
- 3. To approve the recommended amendments to the Board's Code of Conduct; and**
- 4. To note an attendance of 95% for 2020/21, and to approve an attendance target of 85% for all Board members for 2021/22.**

**BG/21/52/2 Audit Committee Reports:**

**Risk Strategy/Appetite and Risk Update**

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

**RESOLVED: to approve the Risk Strategy for 2021/22.**

**BG/21/52/3 Whistleblowing Policy**

The Clerk introduced the updated policy which was recommended to the Board for approval by the Audit Committee.

**RESOLVED: To approve the Whistleblowing Policy.**

**BG/21/52/4 Minutes & Confidential Minutes**

The Minutes of the Audit Committee held on 21 Sept 2021, and the Minutes of the Nominations & Governance held on 27 Sept 2021 were received.

**BG/21/52/5 Restricted Confidential Minutes**

The Minutes of the Employment Committee held on 22 June 2021, and the Minutes of the Remuneration Committee held on 22 June 2021 were received.

**BG/21/53 DATE OF NEXT MEETING**

Next Board of Governors meeting was scheduled at 10.00 am on Tuesday 23 November 2021. There being no further business, the meeting closed at 12.35pm.

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

Distribution: Board of Governors including Principal, Registrar, Director of Finance, Clerk & Deputy Clerk.