

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

Date: Tuesday 23 November 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
	Andrew Cooper-James	Staff Member
	Anna Corbett	Independent Member
	Mark Greaves	Independent Member
	Kiran Haslam	Independent Member
	Andrew Honey	Independent Member
	Tim Jones	Independent Member
	Harriet Moore	Student Member
	Ian Parry	Independent Member
	Janet Ritterman	Independent Member
	Duncan Tringham	Independent Member
	Ian Tunbridge	Co-opted Member

In attendance:	Nadyne Ebbens	Deputy Clerk
	Steve Forsyth	Interim Pre Degree Manager*
	Stephanie Owens	Head of School - Arts & Media*
	Mark Taylor	Director of Finance
	Steve Trotter	Registrar

\*for part of the meeting

**CONFIDENTIAL MINUTES**

**BG/21/54 APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**  
Apologies were received from Liz Wiltshire-Meads, Clerk to the Corporation. There were no un-registered declarations of interest. The meeting was quorate.

**BG/21/55 MINUTES**  
BG/21/55/1 **Minutes of the previous meeting**  
The Minutes and confidential Minutes of the previous meeting held on Tuesday 12 October 2021 were considered to be a true and accurate record of proceedings.  
**RESOLVED: that the minutes be approved for signature by the Chair.**

BG/21/55/2 **Confidential Notes of Board discussion meeting**  
The informal confidential notes of the Board discussion meeting held on 28 September 2021 were noted.

BG/21/55/3 **ACTION TRACKER**  
It was noted that the Board Strategic Discussion regarding Student Mental Health was still to be scheduled. All other actions were either completed or on the day's meeting agenda.  
The Deputy Clerk reported that the Corporation Seal had been used in relation to the sale of Russell Court.

The Head of School - Arts & Media joined the meeting.

**BG/21/56 STUDIO LAB FOR EMBODIED MEDIA AND MARKET HALL DOME**  
The Head of School - Arts & Media gave a Presentation to Members.

The Chair and Governors thanked Stephanie for this excellent and very exciting work that was taking place at the College.

The Head of School - Arts & Media left the meeting.

- BG/21/57      PRINCIPAL'S REPORT**  
This item was deemed to be confidential and was subject to a separate confidential minute.  
**Noted.**
- BG/21/58      FIVE-YEAR FORECASTS & COMMENTARY - OFS SUBMISSION**  
**The Forecasts were recommended by the Finance & Estates Committee for Board approval.**
- BG/21/59      CONFIDENTIAL ITEM**  
This item was deemed to be confidential and was subject to a separate confidential minute.  
**NOTED.**
- BG/21/60      CONFIDENTIAL ITEM**  
This item was deemed to be confidential and was subject to a separate confidential minute.  
**Received.**
- BG/21/61      KEY PERFORMANCE INDICATORS**  
This item was deemed to be confidential and was subject to a separate confidential minute.  
**RESOLVED: to approve the Key Performance Indicators for 2022 & 2025.**
- BG/21/62      ACADEMIC BOARD MINUTES**  
The Minutes of the Academic Board meeting held on 10 November 2021 were received.  
**RECEIVED.**
- BG/21/63      PROFESSORIAL PROCEDURE UPDATE**  
There was a comprehensive review of the College's Professorial Procedure, which would underpin the development of a strong Professoriate at the College. The review took into account the extensive feedback provided by members of the first Professorial Committee, with further consideration and reflection by the College Executive. The Procedure was considered and recommended to the Board by the Academic Board on 10 November 2021. The Interim Principal thanked Dame Janet Ritterman, Governor, for her contribution to the Procedure and noted that the power to rescind the Professorial Title was of most significance to the Board.
- RESOLVED: To approve the Professorial Procedure, noting governance responsibilities in section 11 (Rescinding of Professorial Title), subject to comments discussed.**
- BG/21/64      HE ANNUAL MONITORING REPORT 2020/21**  
The Registrar introduced the report and highlighted the very positive external examiners' report.  
**Noted.**
- BG/21/65      PREVENT ANNUAL REPORT & OFS RETURNS**  
The Registrar introduced the report and noted that the Annual report was in a similar format to the previous two years.

Following questions from Board members and further discussion it was noted that:  
a) this was a thorough Report;

b) in terms of Student Voice, what was the impact on this from their perspective, what were students saying about this?

The Designated Governor for Prevent updated that Governors should be aware of the breadth of work which sat behind this report across all Schools and encompassed a wide-ranging community coverage.

**RESOLVED: to approve the Prevent Annual Report and returns including the accountability statement for (electronic) signing by the Chair, for submission to OfS.**

Steven Forsyth, Pre Degree Manager, joined the meeting.

**BG/21/66 PRE-DEGREE SELF-ASSESSMENT REPORT (SAR) 2020/21 AND QUALITY IMPROVEMENT PLAN (QIP) 2021/22**

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

**RESOLVED: To approve the Pre-Degree Self Assessment Report 2020/21 for submission to Ofsted.**

Steven Forsyth, Interim Pre-Degree Manager, left the meeting.

**BG/21/67 AUDIT COMMITTEE RECOMMENDATIONS  
Annual Report of the Audit Committee 2020/21**

BG/21/67/1

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

**Received.**

**BG/21/67/2 CONFIDENTIAL: Risk Register Summary Update**

The Director of Finance introduced the report which had been presented to the recent Audit Committee meeting.

**Noted.**

**BG/21/67/3 Internal Audit Annual Report 2020/21**

The Board received the Internal Audit Report for 2020/21.

**Received.**

**BG/21/67/4 External Auditor's Report, Letter of Representation, Financial Statements to 31 July 2021 & 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.

**RESOLVED: To approve the Financial Statements for 2020/21 for signing (electronically) 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/21/68 FINANCE & ESTATES COMMITTEE REPORTS  
Management Accounts**

BG/21/68/1

The Management Accounts to September 2021 were received.

**Received.**

**BG/21/69 COMMITTEE MINUTES**

The Minutes for the following Committees were received: Remuneration Committee held on 19 October 2021; Finance & Estates Committee held on 2 November 2021, and Audit Committee held on 9 November 2021.

**Received.**

**BG/21/70 REMUNERATION COMMITTEE RECOMMENDATIONS  
Annual Report to the Board of Governors 2020/21**

BG/21/70/1

It was noted that the Report would be published on the College website in line with the HE Senior Staff Remuneration Code.

**Received.**

BG/21/70/2

**Annual Pay Award incl Principal, SLT, SPH’s, Clerk & Deputy**

The Chair of the Remuneration Committee presented the recommendations on the annual pay award from the Remuneration Committee following its meeting on 19 October 2021.

**RESOLVED: to approve the UCEA pay award of 1.5% uplift to the pay spine effective from 1st August 2021, with higher percentage uplifts made to the pay points below Spine Point 22, up to a maximum of 3.6% pay award this year, and for this award to apply equally to the Interim Principal, Senior Post Holders, SLT, the Clerk and Deputy Clerk, in line with remuneration procedures.**

**BG/21/71**

**RESTRICTED CONFIDENTIAL COMMITTEE MINUTES**

The Board received the Restricted Confidential Minutes of the Employment Committee held on 19 October 2021.

**Received.**

**BG/21/72**

**DATE OF NEXT MEETING**

Next Board of Governors’ meeting was scheduled to take place at 10.00 am on Tuesday 29 March 2022. A Special Board Meeting would take place on 25 January 2022 at 10am.

There being no further business, the meeting closed at 1.00 pm.

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

Distribution: Board of Governors Members, Registrar, Director of Finance, Clerk, Deputy Clerk.