

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

Date: Tuesday 29 March 2022  
Time: 10.00 am – Barns-Graham Room, Tavistock Place,  
Hybrid meeting with remote attendance via Google Meet

Present:	David Noyce	Chair	
	Paul Fieldsend-Danks	Principal	
	Sue Brownlow	Deputy Chair	
	Tom Archer	Staff Member (Support)	
	Anna Corbett	Independent Member	
	Mark Greaves	Independent Member	Remote
	Andy Honey	Independent Member	
	Andrew Cooper-James	Staff Member (Academic)	
	Tim Jones	Independent Member	Remote
	Harriet Moore	Student Member (SUP)	
	Ian Parry	Independent Member	
	Janet Ritterman	Independent Member	Remote
	Duncan Tringham	Independent Member	Remote
Ian Tunbridge	Co-opted Member (Education)		
In attendance:	Nadyne Ebbens	Deputy Clerk	Remote
	Mark Taylor	Director of Finance	
	Steve Trotter	Registrar	
	Liz Wiltshire-Meads	Clerk to the Corporation	
By invitation:	Stephen Felmingham	Academic Dean	
	Emma Gribble	Senior Lecturer, Textiles	
	Sarah King	Senior Lecturer, Fine Art	

**CONFIDENTIAL MINUTES**

**BG/22/10 WELCOME FROM THE CHAIR**

The Chair welcomed everyone to the first in person Board meeting since November 2019.

**APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST & QUORACY**

Apologies were received from Emm Kwaan, Student Governor, who was unable to attend the meeting for personal reasons. Joining the meeting remotely were Mark Greaves, Tim Jones, Janet Ritterman and Duncan Tringham, Independent Members, and Nadyne Ebbens, Deputy Clerk. Janet Ritterman, gave apologies in order to leave the meeting at midday.

There were no unregistered declarations of interest and the meeting was quorate.

**BG/22/11 MINUTES OF PREVIOUS MEETING & SIGNING**

The Minutes of the previous meeting held on 23 November 2021 and the Minutes of the Special meeting held on 25 January 2022 were considered to be a true and accurate record of proceedings.

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

**BG/22/12 ACTION TRACKER**

All actions were reported as complete, with the exception of a strategic discussion on student mental health.

An update was provided by the Chair in relation to the pre degree action. A group of Governors had a briefing with an Ofsted Inspector on 22 March 2022. Oversight on Pre Degree would be improved by better division in reports from Higher Education (HE). Sample Ofsted inspection questions would be circulated to all Governors, and there was a need to understand the language of Pre Degree which was different to that of HE. The Board had collective responsibility in terms of the quality of the provision and statutory responsibilities in terms of 'Prevent'.

Janet Ritterman, Independent Member, joined the meeting remotely.

The Deputy Chair highlighted that the Board had a clear line of sight into the pre degree provision through Academic Board which undertook the assurance work for both pre degree and HE, and reported to the Board through its minutes. There were differences with the way the Further Education sector undertook quality assurance to the way the College did, as a Higher Education institution, and the Board needed to be clear about that distinction.

**BG/22/13 CURRICULUM SPOTLIGHT: An introduction to the Common Unit Framework with case studies**

Emma Gribble, Senior Lecturer Textiles, and Sarah King, Senior Lecturer Fine Art gave a briefing to the Board on the College's new Common Unit Framework, introduced by the Principal. The Common Unit Framework had been a substantive piece of work, and had run all year with great success and enabled the power of creative agency. This was important as it translated the page into practice for students to give energy and inspiration to the carriers of that knowledge.

The Chair thanked the Senior Lecturers for their inspiring briefing.

Emma Gribble, Senior Lecturer Textiles, and Sarah King, Senior Lecturer Fine Art, left the meeting.

**BG/22/14 CONFIDENTIAL KEY REPORTS**

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

**BG/22/14/1 Principal's Report**

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

**Noted.**

**BG/22/14/2 Confidential Item**

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

BG/22/14/3 **Confidential Item**

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

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

**Received.**

BG/22/14/4 **Academic Performance including APP targets**

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

**Noted.**

BG/22/14/5 **Confidential Item**

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

**BG/22/15 MONITORING REPORTS**

BG/22/15/1 **Academic Board Minutes**

The Minutes of the Academic Board meeting held on 9 March 2022 were received.

BG/22/15/2 **Partnerships Report**

The Principal noted that the College did not currently have any formal partnership agreements in place but the Board's role in approving substantive partnerships was fully understood.

**Noted.**

BG/22/15/3 **ESFA Post 16 Funding Letter**

The Board received the ESFA 16-19 funding allocation statement for 2022 to 2023.

**Received.**

**BG/22/16 COMMITTEE MINUTES AND REPORTS**

BG/22/16/1 **CIRCULATED DECISIONS FOR RATIFICATION**

BG/22/16/2 The Clerk noted the following decisions that were approved remotely and were ratified by the Board:

1. the appointment of Emm Kwann as Student Governor for a Term of Office until 31 July 2022.
2. Board & Committee Meeting Schedule 2022/23; and
3. To note, the programme for the Strategy Day on Friday 13 May 2022.

**RESOLVED: To ratify those decisions.**

**BG/22/16/3 Audit Committee Report: Confidential - Risk Update**

The Director of Finance noted that the Strategic Risk Register was considered by the Audit Committee in March 2022.

**Noted.**

**BG/22/16/4 Finance & Estates Committee: Management Accounts**

The Management Accounts to 31 January 2022 were **received**.

**BG/22/16/5 Committee Minutes**

The Board received the following Minutes and Confidential Minutes:

- **Nominations & Governance** - 8 Feb 2022;
- **Finance & Estates** - 1 Mar 2022; and
- **Audit** – 8 Mar 2022.

**Received.**

The Principal, Director of Finance and Registrar, left the meeting.

**BG/22/17 PAT II - RESTRICTED CIRCULATION ITEMS**

**BG/22/17/1 SPH CONTRACT UPDATE**

This item was deemed to be confidential and was restricted to Board members only, with the exception of the Principal.

**BG/22/17/2 Extraordinary Remuneration Committee Minutes**

The Restricted Confidential Minutes of Special Board Meeting held on 25 January 2022 were considered to be a true and accurate record of proceedings.

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

**BG/22/18 DATE OF NEXT MEETING**

Next Board of Governors meeting to be held on Tuesday 5 July 2022 at 10.00am.

The Strategic Planning Day was scheduled to take place on Friday 13 May 2022 from

There being no further business, the meeting closed at 1.30pm.

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

Distribution: Board of Governors, Registrar and Director of Finance.