

**MINUTES OF THE MEETING OF THE CORPORATION BOARD
HELD AT CITY COLLEGE PLYMOUTH, PL1 5QG, ROOM KS301**

DATE:	15 December 2022	TIME:	5.00 pm
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PRESENT

Chair:	Richard Stevens	
Governors:	Jackie Grubb, Principal/Accounting Officer (Principal) Rebecca Archer (RA) Martin Boulter (MB) Jack Clevett (JC) Dickon Court (DC) Adam Croney (AC) Jonathan Giffiths (JG) Paul James (PJ) (<i>attended virtually via Google Meet</i>) Victoria Pomery (VP) Amanda Ratsey (AR) Chaz Talbot (CT) Brian Wood (BW)	
Attendees:	Louise Bridgett, PKF Francis Clark LLP (LB) (<i>Agenda item 4 only</i>) Lance Chatfield, Executive of Technical Innovation (LC) Paul Fanshawe, Director of Business Intelligence (PF) Lorraine Hill, Executive of Finance (LH) Dominic Jennings, Estates Manager (DJ) (<i>Agenda item 7 only</i>) Ben Manning, Executive of Curriculum Quality & Student Experience (BM) Yuswinder Theti, Head of Finance (YT)	
Governance Professional:	Laura Sadler, Director of Governance (DG)	
Apologies:	Toby Gorniak Pauline Hands (ELT) Nadine Mashingaidze Sam Samuel	

This meeting met its quorum and started at 5.00 pm

ITEM	SUMMARY ACTIONS/APPROVALS/DECISIONS	ACTION
1.2	APPROVAL: Governors unanimously approved the formal appointment of student governors Jonathan Griffiths and Jack Clevett.	DG
4.1.1	APPROVAL: The Regularity Self-Assessment Questionnaire was approved and signed by the Chair and Principal.	
4.3.1	APPROVAL: Both the CCP and ATL Letters of Representation were approved and signed by the Chair.	
4.4.3	DECISION: Paul James volunteered to join the Audit Committee, which was supported by the Board.	
4.4.3	Send invitations to future Audit Committee meetings to PJ.	
4.5.4	APPROVAL: Governors unanimously approved the Annual Report and Financial Statements for the year ended 31 July 2022 for City College	

	Plymouth, which were adopted by the Board and signed by the Chair and Principal.	
4.5.7	Co-ordinate the final signing and filing of the accounts before the end of term.	LH/DG
6.5	Send the video links from SAR to DG for onward circulation to the Board for reference.	BM
6.6	Update SAR in line with governor comments (see minute 6.6).	BM
7.4	Include summary risk register of associated risks within draft Estates and Assets Strategy.	DJ
7.8	APPROVAL: Governors unanimously approved the draft Estates and Assets Strategy.	
8.9	Explain to governors how the financial health score is formulated and how different aspects of the college's finances impact on the health score at the next meeting.	LH
11.2.2	Ensure college email accounts are used for all future correspondence and let the DG know of any issues.	Governors

ITEM		ACTION
1.	WELCOME AND APOLOGIES	
1.1	The Chair welcomed those present and introductions took place around the room. A warm welcome was extended to the new Director of Governance, Laura Sadler and recently elected student governors, Jack Clevett (President of Student Union) and Jonathan Griffiths (Chair of Student Union).	
1.2	APPROVAL: For the purpose of the minutes and in line with section 2.1.4 (Appointment – Instrument clause 5) of the Standing Orders for the Corporation, governors unanimously approved the formal appointment of student governors Jonathan Griffiths and Jack Clevett.	
1.3	Apologies received from Toby Gorniak, Pauline Hands (member of ELT), Nadine Mashingaidze and Sam Samuel were acknowledged and accepted.	
2.	DECLARATION OF INTERESTS	
2.1	No new declarations of interest were made in respect of any item on the agenda.	
2.2	The Register of Interests was circulated to the governors by the DG at the meeting to check their respective details for accuracy.	
3.	CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING	
3.1	The Chair took the opportunity to thank everyone for their support through 2022, which was very much appreciated.	
4.	YEAR END FINANCIAL STATEMENTS AND ASSOCIATED REPORTS	
4.1	The Chair invited Louise Bridgett from PKF Francis Clark LLP to present the year-end financial statements and associated reports.	

4.1.1	a) Regularity Self-Assessment Questionnaire APPROVAL: There being no further comments, the Regularity Self-Assessment Questionnaire was approved and signed by the Chair and Principal.	
4.2 4.2.1	b) Audit Issues Report from the Financial Statements Auditor Reference was made to the CCP and ATL audit completion reports presented at the recent Audit Committee meeting on 28 November 2022. There being no further comments LB confirmed that the audit reports would be signed.	
4.3 4.3.1	c) Letter of Representation LB confirmed this was a routine letter to confirm the accuracy of the financial statements submitted to the auditors. APPROVAL: Both the CCP and ATL Letters of Representation were approved and signed by the Chair.	
4.4 4.4.1 4.4.2 4.4.3	d) Audit Committee Annual Report to the Board AC reported on the meeting of the Audit Committee held on 28 November 2022, which had reviewed the year-end audited accounts in detail. AC confirmed the Committee was content with the findings of the report, which portrayed a fair reflection of the work of the team. Grateful thanks were extended to the Audit Committee for their work on the Annual Report for the year 1 August 2021 to 31 July 2022 to the Corporation and College Accounting Officer. A request was made for additional governors to join the Audit Committee; the requirement was to have three governors on the Committee and there were currently three. DECISION: PJ volunteered to join the Committee, which was supported by the Board. ACTION: DG to invite PJ to future meetings.	DG
4.5 4.5.1	e) Members' Report and Financial Statements Referring to the Annual Report and Financial Statements for the year ended 31 July 2022, LB provided a brief overview as follows: <ul style="list-style-type: none"> No adjustments posted to the accounts. Some internal control findings related to minor points in relation to regularity or internal controls – not a cause for concern. Key accounting – no issues reported. Fraud – no material issues identified. Going concern – this was an important and live issue for governors to consider all year round outside of the audit. The current year had been reviewed and budgets, forecasts and assumptions stress tested against the worst case scenario to ensure this could be signed off at the meeting. Statement of Regularity, Propriety and Compliance – no issues reported regarding the improper use of funds. Related parties – required to disclose transactions with ATL this year. Holiday pay accruals – a new item for this year to assess whether additional holiday pay was owed to term time only staff. No action required following satisfactory calculation for the accrual period. LGPS – a significant decrease in the liability was reported for this year, primarily due to the movement in interest and discount rates. No concerns reported. Section 3 adjustments posted (£53k difference). Internal control findings – one item was flagged amber, due to a one-off isolated error. No further concerns. 	

4.5.2	It was noted Appendix A – Independence Report was included to give assurance of the auditor's independence and confirmation of the safeguards in place. Grateful thanks were extended to LB and the support of the team in compiling this report.	
4.5.3	CHALLENGE: Referring to 'College Policies' on page 22 of the Audit Completion Report (4bi), a governor enquired whether this should be graded green in light of some policies requiring review. LB confirmed this was downgraded to green having been assured that College policies were being updated as part of a wider project.	
4.5.4	APPROVAL: Governors unanimously approved the Annual Report and Financial Statements for the year ended 31 July 2022 for City College Plymouth, which were adopted by the Board. The report and statements were signed on behalf of the Board at the meeting by the Chair and Principal.	
4.5.5	BM was authorised to sign the Achievement Training Limited Annual Report and Financial Statements for the Year Ended 31 July 2022 (reviewed by the Audit Committee on 28 November 2022) on behalf of the Board.	
4.5.6	Grateful thanks were extended to LB for presenting the accounts. LB left the meeting at 5.26 pm.	
4.5.7	ACTION: LH/DG to co-ordinate the final signing and filing of the accounts before the end of term.	LH/DG
5.	PRINCIPAL'S PRESENTATION	
5.1	The Principal presented her report to governors circulated in advance of the meeting.	
5.2	Industrial action	
5.2.1	A brief update was provided on the status regarding the industrial action and the unions. The offer of a 3% pay rise backdated to August 2022 had been refused by the unions. UCU confirmed there would be five more days of strike action in January 2023, however, UNISON did not wish to take industrial action. Recently UNISON had come forward with a proposal that fell within budget, which was currently being considered.	
5.2.2	CHALLENGE: A governor enquired how the students felt about the industrial action and whether it had affected their education. It was noted that whilst none of the teachers had been on strike, other members of staff partaking in the industrial action had caused some noise disturbance with cheering and the sounding of car horns. A number of complaints had also been received from students on full-time courses, which were being addressed. Concern was expressed regarding the potential loss of students, which would have a detrimental impact on the College's finances.	
5.3	Association of Colleges (AOC) Awards	
5.3.1	The Principal was delighted to report that the College had been shortlisted for two AOC Beacon Awards; one for student support and the other for employer engagement.	
5.4	16-18 Numbers	
5.4.1	The Principal recalled that as part of the 10 year growth strategy, a target was set for 2,640 16-18 year old students to be in learning from the beginning of November 2022. This target was surpassed by 54 (2,694), presenting a growth of the college by 4%. With adult education still a challenge, a significant amount of work had been undertaken with employers and the civic sector to gain their support with making use of the education funding. The impact of this work had yet to come to fruition.	

5.5	Health and Safety/Safeguarding	
5.5.1	No issues reported.	
5.6	Attendance	
5.6.1	Referring to the absence KPIs, a governor enquired whether attendance levels across the college were improving. The Principal confirmed there were no significant concerns regarding attendance and steps were being taken to mitigate any learning lost through absence. It was also noted that whilst attendance was a problem regionally and nationally, attendance across the college had not declined as it had done in other schools and colleges across the city.	
5.6.2	Thoughts were sought from the newly appointed student governors on what they thought could be done to improve attendance and attract people to the college and how students could be involved in these activities. The Chair felt it would be very useful to have a student view.	
5.6.3	CHALLENGE: A governor noted that on the summary KPI dashboard the numbers for students recommending a friend on the student satisfaction graph showed a significant downward trend. BM confirmed the figures related to the previous year's reporting.	
5.6.4	There were no further questions; the Chair thanked the Principal for her comprehensive report.	
6.	SELF-ASSESSMENT REPORT 2021/2022	
6.1	A PowerPoint presentation on the key aspects of the Self-Assessment Report for 2021/2022, which was validated on 25 November 2022 by students, staff and external organisations, highlighting the effectiveness of the college in line with the education inspection framework, was presented by the Executive of Curriculum Quality and Student Experience (BM).	
6.2	6.30 pm - At this point JC left the meeting.	
6.3	The following key areas for improvement were highlighted: <ul style="list-style-type: none"> • The learning journey for apprentices • Enhancement of the mechanisms for effectively sharing good practice to support more innovative and inspirational delivery. • Overall achievement for 19+ students (marginally below national average), as well as SSA1 Health, Public Service and Care and SSA6 IT. • Attendance 	
6.4	BM reported to the governors that in line with the Self Assessment Judgements of the Education Inspection Framework, the overall effectiveness of the college should be graded 'outstanding'. It was noted the previous inspection grade was 'good'.	
6.5	In terms of next steps, the SAR was due to be submitted in January 2023. It was anticipated the process for the re-grading would take up to 18 months. BM was confident the college would be re-graded due to the improvements taking place. ACTION: BM to send the video links to DG for onward circulation to the Board for reference.	BM
6.6	CHALLENGE: With regard to inclusivity, a governor felt details of the diversity of staff and students should be included in the report. It was felt a further key statistic should also be included about Plymouth having twice the national average of people not in work due to health reasons that wanted to work, thus picking out the health and wealth element. ACTION: BM to include in report.	BM

6.7	JG was delighted to announce that BM had recently been approved to be an Ofsted inspector. Governors congratulated BM on his achievement.	
6.8	Governors acknowledged the considerable amount of work and time that had gone into the report and grateful thanks were extended to BM and the executive team.	
7.	ESTATES & ASSETS STRATEGY	
7.1	The draft Estates and Assets Strategy was presented by the Estates Manager (DJ).	
7.2	<p>CHALLENGE: A governor queried the affordability of the strategy. LH confirmed the strategy would be supported by:</p> <ul style="list-style-type: none"> • The growth of the college income • Capital bids eg capital transformation fund, sustainability grant etc • Cash reserves • Capital expenditure planning • Partner investments eg Babcock etc 	
7.3	CHALLENGE: A governor enquired whether the capital spend could be used for staff pay. LH confirmed the capital spend could not be used to go into revenue to fund staff pay.	
7.4	A governor suggested it would be useful to include a summary risk register within the document detailing the associated risks. ACTION: DJ to include.	DJ
7.5	CHALLENGE: A governor noted there was a considerable amount of money at stake and was concerned about the potential loss of focus across the different campuses. A further concern was raised about the possibility of outgrowing the facility before the new facilities had been added. LC reassured governors that conversations were taking place daily about how the site could be utilised and every effort was being made to pre-empt possible situations. Currently the team was working on breaking the project down into manageable chunks that could be done incrementally. A list of all the work to be done had been drawn up and fully costed together with the data to support the need.	
7.6	A governor felt it would be prudent to have the stages of the works anchored out into milestones. It was noted that at this stage the estates strategy was in draft, which would be formulated to become more meaningful. Governors were invited to email any further comments or feedback to DJ and the Principal.	
7.7	7.14 pm – At this point DJ left the meeting.	
7.8	The Chair proposed that the draft Estates and Assets Strategy should be approved. APPROVAL: Governors were unanimous in their approval of the draft Estates and Assets Strategy.	
8.	MANAGEMENT ACCOUNTS AND CURRENT FINANCIAL POSITION	
8.1	Referring to the management account reports circulated in advance of the meeting, LH provided a brief overview as follows: <ul style="list-style-type: none"> • £308k year end Operating surplus for the College • Cash ended in a better position than anticipated • Mostly in line with forecasted accounts 	
8.2	LH wished to make governors aware that there were two amounts of money in the year end cash balance that could not be considered the college's own money and once excluded would leave a cash balance of circa 8.5 million:	

	<ul style="list-style-type: none"> • AEB Allocation • T Level Capital Grant 	
8.3	LH reported that within the figure there was an allocation of just over £1m for the Adult Education Budget (AEB); an allocation was received each year and paid to the college on a monthly basis. As payment of this money was conditional on the level of delivery, due to only 70% of this being delivered last year the college was required to pay some of the money back.	
8.4	This concluded the update to the July accounts.	
8.5	Referring to the Corporate Performance Report for the three months ending 31 October 2022 (attachment 8bii), LH reported on the overall position for the college and ATL, which was still forecasting a small surplus of £4k (ATL £68k and £2k for the college). Tolerances remained tight, which was discussed at the budget setting meeting.	
8.6	LH reported that whilst the college had achieved its growth targets for 16-18, the 16-19 funding had lagged and the impact of this would be reflected in the accounts for 2023/2024.	
8.7	Concerns were expressed regarding the shortfall in AEB and recruitment levels for apprenticeships, resulting in a reduction in income by £800k at the end of October. The YTD income gap had been diluted by the pay costs, staff vacancies and other costs being lower than budget, resulting in a net shortfall in the budget of £300k at the end of the October. To date no changes had been made to the forecast based on these concerns, as it was felt there was sufficient time to recover this over the year.	
8.8	Cash had been revised upwards from last year due to the higher carry forward brought in.	
8.9	The financial health score at year end was forecast 'good' with a score of 200, which was above the budget score of 190. A governor felt it would be useful to know how the financial health score was formulated and how different aspects of the college's finances impacted on the health score. LH agreed to provide an explanation at the next meeting. ACTION: LH	LH
8.10	CHALLENGE: Referring to the current balance sheet, a governor noted that during the last three months there had been a £7m movement on short-term creditors. LH explained this related to the fall out of accruals and grants etc at year end.	
8.11	LH reported that £1.9m (college funded) had been ring fenced for capital spend, however, how this was spent would depend on the estates strategy and matched funding. £800k had been allocated to the T-level funding grant and this committed expenditure was scheduled to filter out over the next few months.	
8.12	LH noted that other major grants had ended eg IOT had been audited and signed off and there were new grants coming in. It was felt there should be greater visibility on the grant income coming in, to gain a better oversight.	
8.13	There were no further questions on the financial reports.	
9.	MINUTES OF THE PREVIOUS MEETING	
9.1	The minutes of the previous meeting held on 3 October 2022 were read and accepted as an accurate record and signed by the Chair.	
10.	(KEPT IN RESERVE SHOULD ITEMS ARISE)	
10.1	Not used.	

11.	ANY OTHER BUSINESS	
11.1	Refreshments/Buffer	Governors
11.1.1	To save on costs and food wastage, it was unanimously agreed that the provision of tea/coffee/water/biscuits would suffice at future meetings, rather than a full buffet.	
11.2	College email accounts	
11.2.1	Governors were strongly advised to utilise their secure college email accounts for all business relating to governance, to ensure governance correspondence was kept separate from their personal or work email accounts.	
11.2.2	The DG raised awareness of the data protection risks associated with using personal/work email addresses for college governance. In the event a subject access request (SAR) was received, the college would be obliged to respond, which would involve carrying out extensive searches from the requester's personal data, including searching emails. ACTION: Governors to use college email accounts for all future correspondence and let the DG know of any issues.	
11.3	Grateful thanks were expressed by the governors to the Executive Team for all their hard work.	
11.4	There being no further business, the meeting concluded at 7.35 pm. It was noted a quorum had been present throughout.	
12.	DATE OF NEXT MEETING	
12.1	Monday 6 February 2023, 5.00 pm	