

**Minutes of City College Plymouth Corporation Board Meeting
held on Monday 3 October 2022 at 5.00 pm in KS301, City College Plymouth**

Present:

Richard Stevens (Chair)
Jackie Grubb
Rebecca Archer
Martin Boulter
Adam Croney
Toby Gorniak
Paul James
Amanda Ratsey
Victoria Pomery
Sam Samuel
Brian Wood

In Attendance:

Lorraine Hill, Executive of Finance
Ben Manning, Executive of Curriculum, Quality & Student Experience
Heather Cross, Interim Clerk to the Corporation (online)
Paul Fanshawe, Executive of Business Intelligence for item 6
Emma Lindsey and Deborah Joyce for Presentations from Managers for item 4
Laura Sadler, Director of Governance Designate (as an observer)

Item 1 – Apologies for Absence

The Chair informed the Board that Dickon Court, Nadine Mashingaidze and Chaz Talbot had sent apologies for absence which were received.

Item 2 – Declarations of Interest

The Chair reminded the meeting of his declaration of interest as CEO of Go SouthWest, his company was operating some buses for the college. His role as Chair of the Chamber of Commerce was noted in respect of item 5. Amanda Ratsey declared her role as part of her post in City Deal in respect of item 5. There were no other declarations of interest made.

Item 3 – Chair's Introductory Remarks

The Chair welcomed all to the meeting.

Item 4 – Case Studies – Presentations from Managers

The meeting received a presentation from two key managers, concerning student induction concerning in particular Business, English and ESOL and Maths and Automotive students.

Governors asked questions concerning what aspects of induction would be good to improve and it was noted that a readymade induction package would be helpful for apprentices. Other questions asked concerning staff knowing the places available and how the system supported students who found early on that they did not like their chosen course were answered and the 'swap not drop' approach was explained. Governors commented that this could be a useful promotional phrase. The transition for SEND students from school was noted as working well. For ESOL students it was commented that students needed to see they would be part of the

college community. A governor who had been present at induction commented what an energy and buzz there had been from everyone participating which had been excellent to see.

Emma Lindsey and Deborah Joyce were thanked for their lively presentation and positive work with students.

Governors welcomed the enthusiasm and passion shown by the members of staff to support their students and what this showed about the positive changed culture in the college middle management. It was noted that there was much more feeding back to students on actions taken for improvement and a video for students was being prepared by a student led film company, showing 'you said, we did' which was the approach overall to improvements which was being taken. Governors requested to see the video once complete. It was noted that the improvements were being fed into the college action plan.

Governors requested more opportunities in future to hear directly from staff and students. The improvements to the process were noted from the presentation in particular whilst noting an already improved process for adults, that there were some inconsistencies depending on what time people arrived and the importance of making sure that the vibrancy of the college continued to be demonstrated into the evening.

Item 5 – CEO/ Principal's report including key areas of concern from the KPI dashboard

The Principal's update had been circulated prior to the meeting and highlighted a series of key items. A number of key topics were discussed.

The development of an educational route map across the city of Plymouth and its hinterland was being actively developed led by the college, emanating from a recent round table meeting of key players in the city, with the MP's involvement, who felt such an initiative could be used nationally and was very enthusiastic. Governors noted the great significance of this development and that participants had recognised the current fractured approach in the city which needed remedy. They heartily welcomed the key role the Principal had been asked to play in producing a route map. The college strategic action work to develop a prominent role in the city for the college and the key engagement in the Local Skills Improvement Plan (LSIP) process was noted and the position of the college as an anchor institution in the city and the region strongly underlined.

The news was welcomed that a college student had been shortlisted for Adult Student of the Year.

The work continuing to develop the college estate and identify a city centre location was discussed. It was noted that the city centre location which governors had approved be pursued in the summer had fallen through, but other options were now being considered although at an early stage. Any substantive proposals would be brought to governors for discussion in due course.

The College was actively pursuing both the green and the blue agendas to which it was committed.

The branding update work was progressing and the external company who had carried out a recent review in the college were taking over the strategic intent for this area. Governors commented about recent events in the city where the college had been represented and suggested that a focus on practical interactive involvements including students would best represent the college's work.

There was discussion concerning the current pay dispute and strike of some staff in the college as part of national strike action taken in various colleges. The Board supported the Principal's negotiations and whilst recognising the staff concerns and financial pressures, acknowledged

that any offer must be affordable both now and for the longer term. The Principal would continue to keep governors informed of progress between meetings.

The Principal/CEO was thanked for her report.

Item 6 – Student Recruitment against strategic forecasts and budget position

Paul Fanshawe, Director of Business Intelligence attended the meeting for this item and presented key information from his report which had been circulated previously, giving good information about the college's position. In particular 16 to 19 recruitment had been buoyant and meant good progress towards the long term targets previously agreed. Apprenticeship numbers were not at the levels planned and governors discussed this, noting that at present more work was required to attract the business community to engage with apprenticeships at the college and the reasons for this were currently being scrutinised in detail. Where governors were aware themselves of interactions with business they were invited always to feed back to the college, so that good links might be developed further.

The Chair thanked the Director of Business Intelligence for his report.

Item 7 – Management Accounts and current Financial Position

It was noted that there were no management accounts for the current year as yet. The Executive of Finance reported concerning the positive progress concerning the year end audit and anticipated the college would have an operating surplus of £280K for the previous year and an underlying cash position of £8.3m, with financial health at a strong good position. ATL was expected to have a surplus of £201K against a budget of £210K.

Governors welcomed the predicted position and discussed the importance of a good explanation in the annual report that the underlying position was needed to retain the overall health of the college and was not available for day to day expenditure. The Chair thanked the Executive of Finance for her report.

Item 8 – Health and Safety Policy Annual review

A report on the annual health and safety policy annual review and the update of the document had been circulated previously. The annual statement of intent for signature was reviewed and agreed for signature.

Governors discussed the document which was provided to staff and suggested that its presentation to make it more accessible should be considered. It was further suggested that information concerning health and safety in relation to home working should be included.

Item 9 – Minutes of the meeting of the Board held on 18 July 2022 and any matters arising

The minutes of the meeting held 18 July 2022 which had been circulated previously were **approved** as a true record of the meeting. There were no separate matters arising other than reported elsewhere on the agenda.

Item 10 – Governance Update report addressing three governance items had been circulated previously.

The Board considered the recommendation from the recruitment panel of the appointment of Laura Sadler as Director of Governance with effect from 1 December 2022 and **approved** her appointment as an 0.8 fte post.

The proposed questionnaire for issue to governors concerning annual self-assessment review was considered and approved.

Governors considered the circulated Skills Audit and considered the current membership. It was agreed that there was no immediate need to increase numbers and there was a good spread of skills and experience currently but noted that two possible governor appointments were being considered for future recommendation, with property and HE experience which could be useful additions. Two candidates were to be interviewed by the Principal/CEO and Chair.

Item 11 – Date of Next Meeting

The date of the next meeting was noted as 12 December 2022, as previously agreed. (Subsequently changed to 15 December 2022).