

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

<b>DATE:</b>	6 February 2023	<b>TIME:</b>	5.00 pm
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**PRESENT**

<b>Chair:</b>	Richard Stevens	
<b>Governors:</b>	Jackie Grubb, Principal/Accounting Officer (Principal) Rebecca Archer (RA) ( <i>Attended virtually via Google Meet</i> ) Martin Boulter (MB) Dickon Court (DC) Adam Croney (AC) Jonathan Giffiths (JG) Paul James (PJ) Nadine Mashingaidze (NM) ( <i>Attended virtually via Google Meet</i> ) Victoria Pomery (VP) Amanda Ratsey (AR) Sam Samuel (SS) Chaz Talbot (CT) Brian Wood (BW)	
<b>Attendees:</b>	Lorraine Hill, Executive of Finance (LH) Ben Manning, Executive of Curriculum Quality & Student Experience (BM) Sam Peach, Prospective new governor (SP)	
<b>Governance Professional:</b>	Laura Sadler, Director of Governance (DG)	
<b>Apologies:</b>	None received	

This meeting met its quorum and started at 5.00 pm

ITEM	SUMMARY ACTIONS/APPROVALS/DECISIONS	ACTION
2.1	Send details of declaration of interest to the DG.	<b>VP</b>
4.2	Liaise with IT to check governor email accounts.	<b>DG</b>
5.6	Provide a report to the Board on the recent Open Day and how it went given the changes for the next meeting.	<b>Principal</b>
6.1.4/5	Provide a half year financial update, including comparisons to the previous year, to the Board at the next meeting.	<b>LH</b>
7.3.1	Progress governor application in time for formal appointment at the next Corporation Board meeting.	<b>DG</b>
7.3.3	<b>APPROVAL:</b> The Board voted unanimously in favour of the reappointment of Adam Croney for a further 4-year term.	
8.1.3	<b>APPROVAL:</b> The updated Safeguarding Children, Young People and Adults at Risk Policy and Procedure was unanimously approved by the Board. <b>ACTION: DG</b> to ensure the updated policy is available on the website.	<b>DG</b>
9.1.1	Review and update housekeeping documentation for circulation to the Board in advance of the next meeting.	<b>DG</b>

ITEM		ACTION
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
1.1	The Chair welcomed those present. A warm welcome was extended to Sam Peach, prospective new governor and introductions took place around the table. SP provided a brief overview of her background and experience to date.	
1.2	The Chair announced that Toby Gorniak had resigned from the Corporation Board. The Chair, on behalf of the Board expressed grateful thanks to Toby for his contribution to the Board during his tenure as a governor.	
1.3	No apologies were received.	
<b>2.</b>	<b>DECLARATION OF INTERESTS</b>	
2.1	Victoria Pomery declared an interest in any items relating to the BID for the City. <b>ACTION: VP</b> to email details to the <b>DG</b> for inclusion on the Register of Interests.	<b>VP</b>
2.2	The Chair declared an interest in any items relating to the Chamber of Commerce.	
2.3	No further declarations of interest were made in respect of any item on the agenda.	
2.4	The Register of Interests was circulated to the Board by the DG at the meeting to check the details for accuracy and provide any missing information. It was noted the Register was available for governors to update at any time on the shared Google drive.	
<b>3.</b>	<b>CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING</b>	
3.1	Not used.	
<b>4.</b>	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>	
4.1	The minutes of the previous meeting held on 15 December 2022 were read and accepted as an accurate record and signed by the Chair.	<b>DG</b>
4.2	<u>Matters arising</u> The DG wished to double check that all governors could access their College emails, as all future meeting papers would be sent to their respective College email addresses. <b>ACTION: DG</b> to liaise with IT to check governors' email accounts.	
<b>5.</b>	<b>PRINCIPAL'S PRESENTATION INCLUDING KEY AREAS FROM THE KPI DASHBOARD</b>	
5.1	The Principal presented on her report to the Board, which was circulated in advance of the meeting.	
5.2	An update was provided on the following: <ul style="list-style-type: none"> <li>College re-branding – timing and content.</li> <li>Strategic intent, vision and plan currently being revised. This was to be reviewed at a future meeting of the Corporation</li> <li>Two big City events currently being organised by the College: <ul style="list-style-type: none"> <li>Digital Festival – the College is globally recognised in terms of digitalisation and consideration is being given to how the College can sell this USP and demonstrate why the College has such an accolade.</li> </ul> </li> </ul>	

ITEM		ACTION
	<ul style="list-style-type: none"> <li>○ City Skills Event – to bridge the skills gap, particularly within the SME market, to bring SMEs on board and give due consideration to what the College can do as the anchor institution of skills to take this forward.</li> <li>• Human Resources</li> <li>• Commercial income and the need to grow</li> <li>• Staff pay - cost of living increases</li> <li>• LSIP – extensive consultations taking place between January – March to map needs</li> <li>• Meeting with the DfE in January to discuss the College’s mission, intent and purpose</li> <li>• Marketing and media – the College is actively seeking a dignitary to help put the College on the map. Thought was also being given to how the College could become an advocate for young people and SMEs.</li> </ul>	
5.3	The Board felt the involvement of SMEs was a very important piece of work in terms of upskilling the City.	
5.4	<b>QUESTION:</b> A governor sought assurance on how the College assessed and knew that the offer it had for SMEs was the right one. The Executive of Curriculum, Quality and Student Experience confirmed that last year the College commenced engagement skills briefings with employers and asked questions on a regular basis on whether the College offer was fit for skills and how the SMEs could be involved with the College delivery, which formed part of the College’s journey in working towards the skills agenda and working with all employers.	
5.5	A governor suggested there may be mileage in exploring opportunities with offshore wind and hydrogen and obtaining the stats of the floating offshore wind.	
5.6	A governor recalled that last year a lengthy report had been written about the open days and marketing; the governors were keen to understand how recruitment to open days had evolved. An update was suggested following the recent open day and how it went. <b>ACTION:</b> To be considered for a future update.	<b>Principal</b>
5.7	<b>QUESTION:</b> A governor was interested to know, in terms of health and safety, how the estates department looked at that with some buildings in scope for redevelopment at the King’s Road site. The Principal confirmed there was a strategic action in place for the King’s Road site to become a dedicated STEM (Science, Technology, Engineering and Maths) centre. In terms of every day health and safety, a health and safety board was in place consisting of students, unions, governors and staff, which met every half term. Health and safety was also a standard item on every meeting agenda. BM confirmed that any matters regarding the estate were reported to the Executive Leadership Team (ELT) and any significant items that could not be resolved were brought to the attention of the Board.	
5.8	The Board was updated regarding a recent reportable incident under RIDDOR.	
5.9	The Principal invited governors to make a request through the DG if there was anything in particular they wished to be included in the report.	
5.10	There were no further questions arising from the Principal’s report and grateful thanks were extended by the Chair on behalf of the Board for the comprehensive report.	

ITEM		ACTION
6.	<b>FINANCE</b>	
6.1	<b>Management Accounts and current financial position</b>	
6.1.1	Referring to the two reports entitled 'ATL Corporate Performance Report for the five months ending 31 December 2022' and 'Management Accounts and Current Financial Position, December 2022' circulated in advance of the meeting, an update was provided by the Executive of Finance (LH).	
6.1.2	<u>Apprenticeships</u> LH reported that whilst apprenticeships were currently below budget year to date, with the number of apprenticeships coming through, it was anticipated the full year forecast would be met.	
6.1.3	<u>Current financial position</u> LH provided a brief report on the current financial position.	
6.1.4	With regard to the year to date variances, the Executive of Finance explained that currently there was a significant shortfall due to the low uptake on apprenticeships, however a recovery was planned for January to March 2023 and by the end of February the college would have a much better idea on the Adult Education Budget (AEB). It was noted the reports provided an accurate reflection at the end of December 2022 as per budget and a half year update would be provided at the next meeting. <b>ACTION:</b> <b>LH</b>	LH
6.1.5	Governors felt it would be helpful if a comparison could be provided for the half year update, against the previous year and a surplus bridge illustrating the College's relationship to the plan and the performance of the previous year. <b>ACTION: LH</b>	LH
6.1.6	<b>QUESTION:</b> Referring back to the AEB, a governor was interested to know what steps had been taken to recruit more adults. BM confirmed there was now a dedicated member of staff in post to oversee the recruitment and the admissions team had been realigned. The College was also working in partnership with Seetec to respond to the admissions and a meeting had taken place earlier in the day dedicated to the marketing of the adult education, including consideration of the regional logistics.	
6.1.7	A governor enquired about unforeseen repairs, such as heating, hot water and the lift etc and the impact on the budget of such issues. LH explained this related mainly to ATL, which being much smaller than the College could be more reactive and agile, whereas the College had a much bigger maintenance programme.	
6.1.8	With regard to the integration of ATL into the college, further work was ongoing with the Executive and it was agreed this would be tabled at a future meeting of the Board.	
6.1.9	<u>ONS Reclassification</u> In light of the recent reclassification, it was noted the College would no longer be permitted to commercially borrow without first obtaining permission from the Department for Education (DfE). It was noted this would not affect current borrowing. The overall draft facility had now also been withdrawn. Government borrowing could be an option for the future.	
6.2	<b>Financial Health Score</b>	
6.2.1	The Executive of Finance provided a detailed explanation on the elements of the Financial Health Score and how the College's Financial Health Score	

ITEM		ACTION
	was calculated via a one-page presentation (available in the Shared Drive here).	
6.2.2	A further explanation was provided on why the College's current Financial Health Score was 'good'.	
<b>7.</b>	<b>GOVERNANCE</b>	
<b>7.1</b>	<b>Accountability Agreement</b>	
7.1.1	Governors were made aware of a new requirement for the College to submit an 'Annual Accountability Statement' for the academic year 2023-2024 to the DfE by the deadline of 31 May 2023 via a Governors' Briefing Note written and circulated in advance of the meeting by the DG. The Principal confirmed the Director of Business Intelligence, Paul Fanshawe would be leading on this, noting that it aligned with the Ofsted framework.	
<b>7.2</b>	<b>ONS Reclassification</b>	
7.2.1	This item had already been discussed (see 6.1.9 above). It was further noted that the reclassification would have little effect on procurement, other than requiring permission.	
7.2.2	With regard to subsidiary companies, LH was awaiting further clarification from the ESFA, as some subsidiaries had been prohibited.	
7.2.3	In light of the recent reclassification, it was agreed there were no immediate interventions or actions required.	
7.2.4	Further information on the ONS Reclassification was provided by the DG in advance of the meeting as follows: <ul style="list-style-type: none"> <li>ESFA Letter to Accounting Officers and Governors ref ONS Reclassification</li> <li>AoC DfE FE Reclassification Update</li> </ul>	
<b>7.3</b>	<b>Governor Recruitment</b>	
7.3.1	Consideration was given to the governor application received from Dr Sam Peach, which was circulated to governors in advance of the meeting (with prior consent from the applicant), with personal details redacted. The Board noted that she had met with the Chair of the Corporation, the Principal and Director of Governance in January. Sam's expertise in education was felt to be of significant benefit to complement the skills of the exiting Board members. <b>ACTION: DG</b> to progress application in time for formal appointment at the next Corporation Board.	<b>DG</b>
7.3.2	18.33 pm – At this point AC left the room for the next item.	
<b>7.3.3</b>	<b>Governor Reappointment</b>	
	The Chair confirmed AC's intention to serve on the Board for a second 4-year term. It was felt AC's commitment to the Board, as well as his role as Audit Committee (Chair) and his continuity of knowledge was invaluable. The Chair cast a vote of all those in favour of the reappointment of Adam Cronney for a further 4-year term. <b>APPROVAL:</b> The Board voted unanimously in favour of the reappointment.	
7.3.4	18.40 pm – At this point AC re-entered the room and was congratulated by the Board on his reappointment.	

ITEM		ACTION
<b>8.</b>	<b>SAFEGUARDING</b>	
<b>8.1</b>	<b>Ratification of the updated Safeguarding Policy</b>	
8.1.1	BM explained the updated policy had been reviewed by the student body and staff body review with other FE colleges, as well as by the Safeguarding governor, Rebecca Archer. The main changes had been made in line with the government's annual revision of Keeping Children Safe in Education (KCSIE). The document had also been changed considerably to make it easier for students to read and understand.	
8.1.2	RA wished for it to be minuted that BM and the safeguarding team were doing an amazing job and felt it important to ensure that the team were getting the support they needed as well, having dealt with some really difficult cases. Governors expressed grateful thanks to BM and his team.	
8.1.3	<b>APPROVAL:</b> The updated Safeguarding Children, Young People and Adults at Risk Policy and Procedure circulated in advance of the meeting was unanimously approved by the Board. <b>ACTION: DG</b> to ensure the updated policy is available on the website.	<b>DG</b>
<b>9.</b>	<b>SECTOR INFORMATION/ANNOUNCEMENTS</b>	
<b>9.1</b>	<b>Housekeeping</b>	
9.1.1	Governors were updated on the annual 'housekeeping' requirements by the DG. <b>ACTION: DG</b> to review and update relevant documents in time for the next meeting.	<b>DG</b>
<b>10.</b>	<b>ANY OTHER BUSINESS</b>	
<b>10.1</b>	<b>Association of Colleges (AoC) Awards</b>	
	Having been shortlisted for two awards, news was awaited on how the College had fared over the next couple of weeks. The Principal invited CT, who had played an amazing part in being shortlisted for the student support award, to provide feedback on the assessment. Governors acknowledged the excellent work done by CT and his team.	
10.2	Grateful thanks were extended to Sam Peach for attending the meeting.	
10.3	There being no further business, the meeting concluded at 7 pm. It was noted a quorum had been present throughout.	
<b>11.</b>	<b>DATE OF NEXT MEETING</b>	
11.1	Monday 27 March 2023, 5.00 pm	