

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

DATE:	22 May 2023	TIME:	4.00 pm
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PRESENT	
Chair:	Richard Stevens
Governors:	Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer (<i>attended from item 2</i>) Adam Croney Paul James (<i>attended from item 2</i>) Nadine Mashingaidze <i>via Google Meet</i> Victoria Pomery Amanda Ratsey Sam Samuel Brian Wood Martin Boulter – Staff Governor
Attendees:	Lorraine Hill, Executive of Finance Ben Manning, Executive of Curriculum Quality & Student Experience Paul Fanshawe, Executive of Business Intelligence, Growth and Skills (<i>Item 6 only</i>) Dominic Jennings, Facilities Manager (<i>Item 6 only</i>) Bridgette Henry, Safeguarding Coordinator (<i>Item 1 only</i>) Cheri Fayers, Regional Prevent Education Coordinator for South West Counter-Extremism Division (<i>Item 1 only</i>) <i>via Google Meet</i>
Governance Professional:	Laura Sadler, Director of Governance
Apologies:	Dickon Court Jonathan Griffiths Sam Peach Chaz Talbot

This meeting met its quorum and started at 4.00 pm

ITEM		ACTION
1.	PRACTICAL SAFEGUARDING/PREVENT UPDATE TRAINING	
1.1	Practical Safeguarding	
1.1.1	A warm welcome was extended to Bridgette Henry, Safeguarding Coordinator for the College, who provided an overview of the governors' role in safeguarding.	
1.1.2	This training was provided in support of the annual safeguarding training recently undertaken by governors and their statutory responsibilities for the College's safeguarding arrangements and legislative compliance.	
1.1.3	Governors were reminded of their requirement to read the statutory guidance on Keeping Children Safe in Education (KCSIE).	
1.1.4	Governors were asked a series of questions with multiple choice answers. A copy of the questions and answers are attached and can also be accessed in the shared drive.	
1.1.5	The Chair thanked Bridgette for her very insightful training.	

ITEM		ACTION
1.2	Prevent Update	
1.2.1	The Chair welcomed Cheri Fayers, Regional Prevent Education Coordinator for South West Counter-Extremism Division to the meeting to on update on Prevent to the Board.	
1.2.2	<p>Key areas discussed were based on responses to the following questions:</p> <ul style="list-style-type: none"> • How do you know your structures are robust enough? • Are staff up to date with their training? What does the training strategy look like? • Do you have tier training, to ensure front facing staff have more training versus other members of staff who do not have as much front facing time with students? • With low numbers of referrals coming in, how do you stress test your policies and procedures? 	
1.2.3	Reference was made to the Independent Review of Prevent published in February 2023. Governors were advised that the highlights for improvement were worth noting.	
1.2.4	It was felt the Manchester Arena Enquiry may have an impact on colleges with regard to how information was stored and shared and how information was transferred to a university.	
1.2.5	Martyn's Law, currently in draft Bill format, known as the 'Protect Duty', published earlier this month, was expected to be implemented next year. This new legislation was designed to improve the protection of publicly accessible places from terrorist attacks. The Board was advised to consider where this sat eg alongside Prevent or elsewhere and how it could ensure compliance. Helpful guidance included ProtectUK and NPSA (formerly CPN), which was available for use by all sectors.	
1.2.6	Governors sought clarification on the impact of Martyn's Law and the associated impact on educational providers ie whether the legislation referred to the physical property or digital estate. It was noted the Prevent Duty was focused around the IT estate and Martyn's Law around the physical estate and protecting students from potential attacks.	
1.2.7	The Principal confirmed the journey had begun with regard to enhancing security at the College by restricting all entrances with the requirement to produce a pass to gain access.	
1.2.8	It was noted that the College had been selected by the Department for Education (DfE) to lead on a National Campaign associated with Prevent and that Figen Murray , the mother of Martyn Murray who tragically lost their life in the Manchester Arena terrorist attack, was due to be on site at the College in July.	
1.2.9	Grateful thanks were expressed to Cheri for her very thorough and informative presentation.	
2.	WELCOME AND APOLOGIES	
2.1	The Chair welcomed those present and opened the meeting.	
2.2	Apologies were received from Sam Peach, Dickon Court, Chaz Talbot and Jonathan Griffiths.	

ITEM		ACTION
2.3	It was agreed the Executive of Curriculum, Quality and Student Experience would liaise with the Student Experience Manager regarding the non-attendance of one of the student governors at Corporation Board meetings.	BM
3.	DECLARATION OF INTERESTS	
3.1	No further declarations of interest were made in respect of any item on the agenda.	
4.	CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING	
4.1	Governance Day, 12 May 2023	
4.1.1	The Chair expressed grateful thanks to those governors who attended the recent Governance Day on Friday 12 May 2023. Grateful thanks were also expressed to the Principal and the Executive Team for their hard work in preparing for the event, which was <i>"interactive, fast paced and easy"</i> .	
4.1.2	Copies of the folders prepared for the Governance Day were distributed to those governors who had not been able to attend. An electronic copy of the folder could also be found on the shared drive.	
4.1.3	It was agreed a thank you card would be sent to the host, whose facilities had really set the tone for the day.	DG
4.2	Vice Chair Appointment	
4.2.1	The Chair announced the Board's intention to appoint a Vice Chair and informed governors that Adam Croney had expressed an interest in undertaking this role. It was noted there was a process to go through and the Director of Governance would be emailing governors to seek their nominations in advance of the next meeting, at which it was agreed a formal election would take place and an appointment made.	DG
5.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
5.1	The minutes of the previous meeting held on 27 March 2023 were read and accepted as an accurate record excepting an amendment to 7.1.2. which was amended to read: <i>'A bridge between the current Year to Date (YTD) position and forecast for the full year had also been provided to show movements expected, which was gratefully noted.'</i>	
5.2	There were no matters arising.	
6.	PRINCIPAL'S PRESENTATION INCLUDING SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD	
6.1	Principal's Report	
6.1.1	The Principal presented on her report to the Board, circulated in advance of the meeting.	
6.1.2	Key items discussed included attendance levels, work experience, financial reporting, the self-assessment report and curriculum planning, which was well underway. It was noted from the self-assessment report that the grading had moved to 'good' for the apprenticeship provision.	
6.1.3	A discussion took place about the Adult Education Budget (AEB), which was predicted to be short, and the apprenticeship budget. A governor noted that Plymouth was part of the proposed devolution deal, which could present increased opportunities for AEB funding if it came to fruition.	

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6.1.4	<p>Grateful thanks were expressed by the Principal to the governors for raising this matter.</p> <p>The Principal reported that the College had a robust partnership with Babcock and was leading on all maritime and defence apprenticeships, which were now in-house and supplied Babcock's training academy. Babcock had also funded the recruitment of a Director of Commercial, who would be line managed by the Principal.</p> <p>The College now had apprentices at Derriford Hospital, which had significantly raised the profile and reputation of the College.</p> <p>It was noted that the Facilities Manager, Dominic Jennings, was the strategic action owner of the Assets and Estates Strategy, which it was agreed would become a regular agenda item in light of the College's plans for development.</p> <p>A brief update was provided on the excellent work being done by the recently introduced Learning, Teaching and Innovation (LTI) team, the Governance Day #Brilliance held on 12 May 2023 and the progress made with the Health and Wellbeing strategic action.</p> <p>There were no further questions on the Principal's report.</p>	
6.2	Accountability Statement 2023-2024	
6.2.1	The Accountability Statement circulated in advance of the meeting was approved and signed by the Principal and Chair.	
6.3	Appendix B – Confidential	
6.3.1	This item was discussed in confidence and is recorded in part 2 of these minutes.	
7.	FINANCE	
7.1	i) Management Accounts and current financial position	
7.1.1	Reference was made to the Management Accounts and Current Financial Position and CCP Group Performance reports circulated in advance of the meeting.	
7.1.2	A reforecast was due to be undertaken following the May account, which was expected to be in line with the original budget expectations and allow for the provision of a non-consolidated pay award to staff.	
7.1.3	The year end forecast remained as previously reported and the financial health statement 'good'.	
7.1.4	In terms of the balance sheet forecasting, it was noted this would be revised to reflect the income and expenditure (I&E). Governors were assured there was no risk of the I&E changing.	
7.2	Budget objectives	
7.2.1	<p>A verbal update on the budget objectives was provided by the Executive of Finance as follows:</p> <ul style="list-style-type: none"> • Income growth on 22/23 outturn aligned to LMI (Labour Market Intelligence) • Financial Health Maintained as Good • Ratios maintained in line with FEC benchmarks • Operating Surplus to be as close to break-even as possible 	

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7.2.2	<ul style="list-style-type: none"> • Pay award provision - £ pot ring fenced (allocation to be discussed in line with Job Evaluation) value equates to circa 3% in total • Foundation Living Wage provision • Vacancy Savings included circa 2% • Inflation – applied line by line relative to actual cost increases incurred/ expected <p>Governors were notified that curriculum planning was in progress and would be included in the budget for 2023/24.</p>	
7.2.3	A brief discussion took place on how the College planned to grow the revenue to meet the strategic aims, whilst maintaining the current financial health score (good) and taking account of inflationary assumptions.	
7.2.4	A request was made that the Board had sufficient time to consider the budget setting at the next meeting.	
8.	RISK APPETITE	
8.1	6.12 pm - At this point the Principal left the meeting to attend an evening engagement with a key stakeholder.	
8.2	This item was tabled at the meeting by the Chair of the Audit Committee, who felt it important for the Board to have a collective understanding of the Corporation's risk appetite. Governors were updated on the current Risk Appetite statement presented at the recent Audit Committee meeting on 13 March 2023.	
8.3	<p>Governors were asked to share their thoughts on the risk thresholds associated with the following categories, which would help the Board make decisions more swiftly:</p> <ul style="list-style-type: none"> • Growth and delivery – health, construction, manufacturing, maritime • Essential – digital • Critical – finance, curriculum, estates • Development – stakeholders, partnerships • Wellbeing – people, staff, students 	
8.4	<p>It was suggested the following categories should be added to the above list:</p> <ul style="list-style-type: none"> • Compliance • Health and safety • Organisational development and succession planning 	
8.5	It was noted the critical categories included finance and estates, where tangible thresholds could be put in place to measure against. It was felt a discussion was required on the tolerances and whether they needed to broaden or tighten.	
8.6	A request was made for the information to be presented in a table to include narrative around the capacity to manage risk, particularly with regard to the strategic actions and the capacity of the Executive Leadership Team and wider management team to handle the various elements of risk. It was noted this linked with the revised Risk Register. It was agreed the revised Risk Register and risk appetite (in table format) would be discussed further at the next meeting of the Audit Committee before coming back to the Board.	LH
8.7	A brief discussion took place on the longer financial forecasting and governors felt it would be helpful to have sight of a three year plan. With the rules around borrowing changing for colleges in light of the recent ONS	

ITEM		ACTION
	reclassification, it was acknowledged that the risks associated with having to fund major projects would change.	
9.	GOVERNANCE	
9.1	The Director of Governance reported on recent legislative updates, including the Post-16 Audit Code of Practice 2022-23 and College Financial Handbook 2023. It was anticipated the revised Code of Good Governance would be published later this term.	BM/DG
9.2	A brief discussion took place on thoughts around the review of committee structures. Rather than add any new committees at this stage a possible alternative was to have governor champions with specific roles. It was agreed the Executive of Curriculum, Quality and Student Experience and Director of Governance should discuss further as to what this might look like.	
10.	SECTOR INFORMATION/ANNOUNCEMENTS	
10.1	Not used.	
11.	ANY OTHER BUSINESS	
11.1	There being no further business, the meeting closed at 7.00 pm.	
12.	DATE OF NEXT MEETING	
12.1	Monday 17 July 2023, 5.00 pm	