

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

DATE:	27 March 2023	TIME:	5.00 pm
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PRESENT

Chair:	Richard Stevens	
Governors:	Jackie Grubb, Principal/Accounting Officer Rebecca Archer Dickon Court Adam Croney Jonathan Griffiths Paul James Amanda Ratsey Chaz Talbot Brian Wood	
Attendees:	Rob Bosworth, Deputy Chief Executive Officer, Exeter College (item 1 only) Lorraine Hill, Executive of Finance Ben Manning, Executive of Curriculum Quality & Student Experience Sam Peach, Prospective new governor Debra Jory, Curriculum Lead & Development Officer (Maths & Automotive Engineering) Larry Moody, Curriculum Lead & Development Officer (Hospitality & Tourism) Emma Lindsay, Curriculum Lead & Development Officer (English, Business and ESOL)	
Governance Professional:	Laura Sadler, Director of Governance	
Apologies:	Martin Boulter Nadine Mashingaidze Victoria Pomery Jack Clevett	

This meeting met its quorum and started at 5.00 pm

ITEM		ACTION
1.	OFSTED ENHANCED SKILLS INSPECTION	
1.1	A warm welcome was extended to Rob Bosworth, Deputy CEO at Exeter College and introductions took place around the room. Following introductions, Mr Bosworth provided a detailed 'Skills Update for Governors' presentation.	
1.2	Grateful thanks were extended to Mr Bosworth for his presentation.	
1.3	5.35 pm At this point Mr Bosworth left the meeting.	
2.	WELCOME AND APOLOGIES	
2.1	The Chair welcomed those present and opened the meeting.	
2.2	Apologies were received from Martin Boulter, Nadine Mashingaidze, Victoria Pomery and Jack Clevett.	

ITEM		ACTION
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	Strategy Day	
4.1.1	It was agreed the Strategy Day would be held on Friday 12 May 2023, with timings to be confirmed.	
5.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
5.1	The minutes of the previous meeting held on 6 February 2023 were read and accepted as an accurate record, following some minor amendments to the format.	
5.2	Matters arising	
5.2.1	Open Day – The Principal provided a brief update following the recent Open Day.	
6.	PRINCIPAL'S PRESENTATION INCLUDING 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	A key item of the report included attendance, which was reported to be lower than in previous years, however, steps were being taken to encourage students back into college on the back of the Covid-19 pandemic.	
6.1.3	The numbers of children with an EHCP (Education, Health and Care Plan) were reported to be increasing year on year. Rebecca Archer wished for it to be minuted that when applying for an EHCP place at the College the process had been very clear, concise and easy to do.	
6.1.4	The Principal was proud to announce that the College had won the UK Maritime Award to be Britain's Ocean City; a major achievement and significant USP.	
6.1.5	With regard to sustainability and climate change, the College had a robust sustainability group, which was doing everything it could to reduce the College's carbon footprint.	
6.1.6	A brief discussion took place on the KPI dashboards and Gender Pay Gap report for 2022-23 appended to the Principal's report. It was noted that whilst the gender pay gap had reduced, further work was ongoing with regard to the Gender Pay Gap action plan. It was agreed the Gender Pay Gap action plan and Equality and Diversity Annual Report would be presented at the summer Board meeting, along with the HR report.	
6.2	Curriculum Review – feedback/findings/recommendations	
6.2.1	The Curriculum Lead and Development Officers were introduced to the Board and invited to present on the feedback received following the recent Curriculum Review.	
6.2.2	A very positive report ensued highlighting many strengths. A particular strength across the board was employability. Significant evidence of teams working together to support the learner was reported, as well as increasing	

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	levels of collaboration across the college in different departments.	
6.2.3	It was also reported that all areas of study were on a level, regardless of whether the students had Special Educational Needs and Disabilities (SEND) or an Educational Health Care Plan (EHCP). The College currently had a number of international learners with SEND from Japan, California and Italy.	
6.2.4	It was noted that the turnaround for EHCP applications was taking approximately 18 months instead of the usual 9 weeks, which was already being mitigated by dedicated College staff through the provision of additional support for those students awaiting an EHCP.	
6.2.5	A brief update was provided on the recommendations.	
6.2.6	A copy of the CLDOs' presentation is attached to these minutes.	
6.2.7	Grateful thanks were extended to the CLDOs who were doing an amazing job of ensuring all students had a successful journey.	
6.2.8	The CLDOs left the room at 7 pm.	
7.	FINANCE	
7.1	Management Accounts and current financial position	
7.1.1	The latest set of Management Accounts circulated in advance of the meeting were considered.	
7.1.2	The Executive of Finance reported that a comparison to the previous year had been included to help contextualise where the College was in terms of the forecast for the current year. 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.	
7.1.3	With regard to growth and strategy, governors felt it would be helpful to see some financial modelling to evaluate possible scenarios and potential impact on the financial health score.	
7.1.4	The financial health score of the College remained 'good' and the budget continued to be closely monitored during the ever-changing financial climate.	
7.1.5	The Chair thanked the Executive of Finance for her report.	
8.	GOVERNANCE	
8.1	Accountability Agreement	
8.1.1	In line with the college's obligations to comply with the new statutory requirements of the Accountability Framework, the initial draft of Accountability Agreement Statement 2023-24 circulated in advance of the meeting was considered. It was agreed the final draft would be reviewed and approved at the next meeting ready for submission to the ESFA by the deadline of 31 May 2023.	
8.2	Appointment of Chair	
8.2.1	Those present voted unanimously in favour of Richard Stevens continuing in the role of Chair, which it was agreed would continue for a further 2 year period until 31 March 2025.	
8.3	Governor recruitment	
8.3.1	Sam Peach left the room briefly for this item.	

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8.3.2	The appointment of Sam Peach as a governor was unanimously approved . Upon re-entering the room, Sam Peach was congratulated on her appointment and welcomed on board.	Director of Governance
8.4	Governor training	
8.4.1	Governors were given the opportunity to come into College to complete their mandatory safeguarding training on a College laptop. Interested governors were advised to liaise with the Director of Governance to make suitable arrangements.	
8.5	Housekeeping	
8.5.1	It was agreed the housekeeping paperwork would be covered during the Strategy Day. ACTION: DG	
9.	SECTOR INFORMATION/ANNOUNCEMENTS	
9.1	Update from Audit Committee	
9.1.1	Following the recent Audit Committee Meeting, the Committee Chair felt it would be very useful for governors to have a common view about the College's appetite for risk, particularly with regard to taking strategic decisions. It was agreed risk appetite would be discussed at the next Corporation Board in May 2023.	
9.2	Anti-Modern Slavery Statement	
9.2.1	The updated Anti Modern Slavery Statement was unanimously approved .	
10.	ANY OTHER BUSINESS	
10.1	Careers Strategy and Provider Access Statement	Director of Governance
10.1.1	Governors were made aware that the Careers Strategy and Provider Access Statement were currently under review and required approval in advance of the next meeting and impending Matrix Inspection from 10-12 May. It was agreed both documents could be approved outside of the next board meeting via email. ACTION: DG to circulate the relevant documents for approval.	
11.	DATE OF NEXT MEETING	
11.1	Monday 22 May 2023, 5.00 pm	