

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

<b>DATE:</b>	17 July 2023	<b>TIME:</b>	4.00 pm
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<b>PRESENT</b>	
<b>Chair:</b>	Richard Stevens
<b>Governors:</b>	Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer ( <i>via Google Meet</i> ) Dickon Court Adam Croney Nadine Mashingaidze ( <i>via Google Meet</i> ) Sam Peach Victoria Pomery Sam Samuel Martin Boulter – Staff Governor
<b>Attendees:</b>	Lorraine Hill, Executive of Finance Ben Manning, Executive of Curriculum Quality & Student Experience Yuswinder Thethi, Head of Finance Dominic Jennings, Facilities Manager ( <i>Item 9 only</i> ) Nadia McCusker, Director of Quality Improvement ( <i>Item 6 only</i> )
<b>Governance Professional:</b>	Laura Sadler, Director of Governance
<b>Apologies:</b>	Amanda Ratsey Chaz Talbot Brian Wood

This meeting met its quorum and commenced at 4.00 pm

<b>ITEM</b>		<b>ACTION</b>
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
1.1	The Chair opened the meeting and welcomed those present. Grateful thanks were extended to the governors for attending at the earlier time of 4.00 pm.	
1.2	Apologies were received and accepted by the Board for Amanda Ratsey, Brian Wood and Chaz Talbot.	
<b>2.</b>	<b>DECLARATION OF INTERESTS</b>	
2.1	No further declarations of interest were made in respect of any item on the agenda.	
<b>3.</b>	<b>CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING</b>	
<b>3.1</b>	<b>Governor resignation</b>	
3.1.1	The Chair reported that since the previous meeting Paul James had tendered his resignation from the Board due to time constraints since undertaking a new full time role. The Principal attributed grateful thanks to Paul, who had been " <i>a great ambassador who had supported the College over the past several years</i> ".	

ITEM		ACTION
<p><b>3.2</b></p> <p>3.2.1</p> <p>3.2.2</p> <p>3.2.3</p> <p>3.2.4</p> <p>3.2.5</p>	<p><b>Appointment of Vice Chair</b></p> <p>The Chair reported that four nominations had been received in favour of the appointment of Adam Croney as Vice Chair.</p> <p>4.09 pm At this point Adam Croney left the room.</p> <p>The appointment of Adam Croney to the role of Vice Chair was proposed by Victoria Pomery and seconded by Dickon Court.</p> <p>4.10 pm At this point Adam Croney re-entered the room and was congratulated on his appointment as Vice Chair, which was unanimously endorsed by the Board.</p> <p>The role description for the Vice Chair was approved subject to the amendment of the wording to item 6 under the list of responsibilities on page 1 relating to the chairing of the Audit Committee.</p>	
<p><b>4.</b></p>	<p><b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b></p>	
<p>4.1</p> <p>4.2</p> <p><b>4.3</b></p> <p>4.3.1</p> <p>4.3.2</p> <p>4.3.3</p>	<p>The minutes of the previous meeting held on 22 May 2023, as circulated, were read and <b>agreed</b> as an accurate record.</p> <p>The confidential minutes of the previous meeting held on 22 May 2023, as circulated, were read and <b>agreed</b> as an accurate record.</p> <p><b>Matters arising</b></p> <p><u>Committee Structures</u></p> <p>Since the previous meeting this area had been explored further by the Executive of Curriculum, Quality and Student Experience and the Director of Governance in collaboration with the Principal and Chair. Thought had been given to the introduction of four main themes to encompass the following possible areas:</p> <ul style="list-style-type: none"> <li>• Apprenticeships</li> <li>• Careers guidance</li> <li>• Teaching and Learning – learning walks etc</li> <li>• English and Maths</li> <li>• Equality, Diversity and Inclusion</li> <li>• Health and Safety</li> <li>• Higher Technical Education</li> <li>• Mental Health and Wellbeing</li> <li>• Safeguarding and Prevent</li> <li>• SEND</li> <li>• Sustainable Development</li> </ul> <p>Examples of Themes:</p> <ul style="list-style-type: none"> <li>• <b>Life at College</b> – Apprenticeships, Higher Technical Education</li> <li>• <b>Learning at College</b> – Teaching and Learning, English and Maths</li> <li>• <b>Safe at College</b> – Health and Safety, Safeguarding, Prevent, EDI</li> <li>• <b>Support at College</b> – Careers guidance, SEND, Mental Health and Wellbeing</li> </ul> <p>Following a brief discussion, it was agreed this concept was a work in progress and would be led by the Executive of Curriculum, Quality and Student Experience. Between now and the next meeting, governors were asked to give thought as to which theme they wished to represent, prior to implementation in September for the new academic year. <b>ACTION: BM</b> to report back at the next meeting and confirm the names of the governors representing each theme.</p>	<p><b>BM</b></p>

ITEM		ACTION
4.3.4	It was felt the adoption of the themes would build on the carousel activity exercise undertaken at the recent Governance Day in May and would provide enrichment to the governor role and a greater insight into College life.	
4.3.5	There were no further matters arising that did not appear elsewhere on the agenda.	
<b>5.</b>	<b>PRINCIPAL'S PRESENTATION INCLUDING SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD</b>	
<b>5.1</b>	<b>Principal's Report</b>	
5.1.1	The Principal presented on her report to the Board circulated in advance of the meeting.	
5.1.2	Feedback was sought from the Board on the recent electronic good news stories update from the Principal and the Principal's Report. Governors were invited to share their thoughts on the content and anything else they felt should be included.	
5.1.3	Governors were invited to ask any questions arising from the Principal's report.	
5.1.4	Referring to the recent independent survey of all students regarding their individual views and experiences of their chosen courses (reported on page 4), the Board was interested to know whether any verbatim responses had been received from the 10% of respondents who felt their chosen course did not meet their expectations or align to the course brief. It was confirmed that overall the College had received some purposed and impactful feedback and the Board was assured that meetings were taking place with the students who had responded negatively to discuss the reasons for their responses.	
5.1.5	The Board expressed grateful thanks to the Principal for her report. There were no further questions.	
<b>6.</b>	<b>STRATEGIC INTENT OPERATIONAL PLAN</b>	
6.1	A brief discussion took place regarding the College's strategic plan/intent and the Board's oversight of this. It was noted that the Director of Quality Improvement was responsible for monitoring the progress of the strategic actions and holding strategic action owners to account.	
6.2	The Principal invited the Director of Quality Improvement to present an update to the Board on the progress made to date on the strategic action milestones.	
6.3	It was reported that 100% of the overarching milestones for 2023 had been achieved, indicating that the College was ahead of progress.	
6.4	The strategic actions of the 10-year Strategic Plan had been reviewed and were reported to be on track and up to date with milestones and progress. An audit of the progress and strategic action monitoring had also recently been undertaken to quality assure the processes outside of the work undertaken by the Director of Quality Improvement. Key findings of the audit indicated that the processes in place to monitor strategic progress were <i>"well developed and had been expanded to link in with the College's risk management framework"</i> . The two recommendations made had been discussed with the auditor.	
6.5	The plan moving forwards was discussed and an example of the 'Plan' in the format of an Excel spreadsheet was shown to the Board to demonstrate	

ITEM		ACTION
6.6	<p>how each strategic action was broken down into several other related actions and where they linked to other actions and reports.</p> <p>It was noted the 'Plan' was due to be implemented in September 2023 and had been well received by the staff contributing to the Plan and those being held to account.</p>	
6.7	Governors were invited to ask any questions arising from the presentation.	
6.8	The Board questioned how any actions appearing not to be making progress would be flagged. It was confirmed that progress would be closely monitored and any issues would be picked up through the regular performance meetings.	
6.9	The Board questioned how this information could be used to challenge the Principal and Director of Quality Improvement. It was noted that within the reporting cycle the Plan would be discussed at the Audit Committee and Corporation Board. To ensure transparency, the Board would also have access to the milestones dashboard.	
6.10	It was noted review meetings took place every 3 months and every month an activity would be undertaken to measure progress.	
6.11	It was also noted that the activities undertaken to date had both met and exceeded Ofsted requirements.	
6.12	Grateful thanks were expressed by the Board to the Director of Quality Improvement for the excellent presentation with an appreciation of the hard work that had gone into producing the milestones dashboard.	
6.13	A copy of the presentation on the Strategic Action Monitoring Operational Plan is available on the shared drive.	
<b>7.</b>	<b>RISK MANAGEMENT</b>	
<b>7.1</b>	<b>i) Report from the Audit Committee meeting held on 26 June 2023</b>	
7.1.1	A verbal update summarising the key issues considered by the Audit Committee at the meeting held on 26 June 2023 was provided by the Chair of the Audit Committee.	
7.1.2	The Board was assured there were no concerns arising from the several internal audit reports received.	
<b>7.2</b>	<b>ii) Risk Register and Risk Appetite Statement</b>	
7.2.1	Reference was made to the Risk Register and Risk Appetite Statement circulated in advance of the meeting.	
7.2.2	The Risk Appetite Statement was reviewed at the recent Audit Committee meeting to ensure risks were in line with the strategic actions of the college and included thresholds for specific areas.	
7.2.3	It was noted that any risk that had the potential to affect health and safety, compliance, the safeguarding of learners, student outcomes or the reputation of the College would not be taken.	
7.2.4	It was noted consideration would be given to the number of risks being taken at any one time, which would be balanced against and link into the Risk Register. Any significant risks would be escalated to the Board.	
7.2.5	It was <b>agreed</b> the Risk Appetite Statement would be kept under continuous review and brought back to the Board in 12 months' time, provided that in	

ITEM		ACTION
<p><b>7.3</b></p> <p><b>Risk Register</b></p> <p>7.3.1</p> <p>7.3.2</p> <p>7.3.3</p> <p>7.3.4</p>	<p>the meantime there were no significant changes. The Risk Appetite Statement was unanimously <b>agreed</b> by the Board.</p> <p>The Risk Register had been updated to show the risks against the strategic actions, the owner of the actions, nature of the risk and the mitigation in place. Targets had also been set for completion and an arrow included to indicate the direction of travel.</p> <p>5.10 pm At this point Rebecca Archer left the meeting.</p> <p>It was noted that any significant risks arising from the operational risk register that had the potential to impact a strategic risk would be escalated to the Board. It was agreed a cover page should be included to explain the process for escalating risks.</p> <p>There were no further questions on the Risk Register.</p>	
<p><b>8.</b></p>	<p><b>FINANCE</b></p>	
<p><b>8.1</b></p> <p>8.1.1</p> <p>8.1.2</p> <p>8.1.3</p> <p><b>8.2</b></p> <p>8.2.1</p> <p>8.2.2</p> <p>8.2.3</p> <p><b>8.3</b></p> <p>8.3.1</p> <p>8.3.2</p> <p>8.3.4</p>	<p><b>i) Management Accounts and current financial position</b></p> <p>The Management Accounts and Current Financial Position and CCP Group Performance reports for the period ending 31 May 2023 circulated in advance of the meeting, were taken as read.</p> <p>The Board was updated on the current financial position and forecast. Key items discussed included the AEB budget, apprenticeship recruitment, staff vacancies pay awards and National Minimum Wage (NMW).</p> <p>It was noted the financial health score remained 'good'.</p> <p><b>ii) Budget 2023/2024 and Three Year Financial Plan</b></p> <p>The Board considered the draft budget for 2023/2024 and outline Three Year Financial Plan circulated in advance of the meeting.</p> <p>Governors asked a number of questions to gain a greater understanding of some of the budget features. A particular focus was given to pay costs, growth and staffing investment.</p> <p>After due consideration, the budget for 2023/2024 and Three Year Financial Plan were <b>approved</b> by the Board (proposed by Adam Croney and seconded by Dickon Court) and their submission and associated reporting to the Education and Skills Funding Agency (ESFA) <b>agreed</b>.</p> <p><b>iii) Authorisation and Limits Matrix</b></p> <p>Consideration was given to the updated authorisation and limits matrix circulated in advance of the meeting.</p> <p>Two fundamental changes were noted:</p> <ul style="list-style-type: none"> <li>i) replacement posts to be authorised by finance</li> <li>ii) DfE reclassification requirements – an additional column had been included on the matrix to indicate where authorisation by the DfE was required</li> </ul> <p>The Board queried the value of the maximum capital spend amount of £500k before Board approval. Subject to checking this value, the Authorisation and Limits Matrix dated July 2023 was <b>approved</b> by the Board.</p>	

ITEM		ACTION
8.4	<b>iv) Financial Regulations</b>	
8.4.1	The updated Financial Regulations and Standing Orders circulated in advance of the meeting were taken as read and <b>approved</b> by the Board.	
9.	<b>SUBCONTRACTING</b>	
9.1	<b>i) Subcontracting Proposals 2023/2024</b>	
9.1.1	The subcontracting proposals for 2023/2024 were discussed, including the estimated subcontract values. The two subcontractors for 2023/2024 were noted as ATL and Plymouth Argyle Football in the Community Trust. The Board felt it would be helpful to receive a template cover for future meeting papers in this regard to include a national/regional context.	
9.2	<b>ii) Subcontracting Audit Report, Francis Clark</b>	
9.2.1	The Subcontracting Standard report for 2022/2023 submitted by Francis Clark circulated in advance of the meeting, was taken as read. The Head of Finance assured the Board there were no concerns. Whilst some amber recommendations had been made, these related mostly to the change in monitoring standards and the adjustments required moving forwards.	
9.3	<b>iii) Subcontracting Policy 2023/2024</b>	
9.3.1	The updated Subcontracting Policy for 2023/2024 circulated in advance of the meeting was taken as read. It was agreed the policy should include an additional clause in section 10 Monitoring Subcontractors and Provision regarding the monitoring of auto extensions to ensure contracts did not automatically renew.	
9.3.2	Excepting the above amendment, the Subcontracting Policy for 2023/2024 was <b>approved</b> by the Board. <b>ACTION: DofG</b>	<b>DofG</b>
9.4	<b>iv) Supply Chain Fees and Charges Policy 2023/2024</b>	
9.4.1	The updated Supply Chain Fees and Charges Policy for 2023/2024 circulated in advance of the meeting was taken as read. Excepting an amendment to the first sentence of the final paragraph on page 1 to delete the words <i>'and abide by its findings'</i> the Supply Chain Fees and Charges Policy for 2023/2024 was <b>approved</b> by the Board.	
10.	<b>ESTATES AND ASSETS STRATEGY UPDATE</b>	
10.1	This item was discussed in confidence and is recorded in the confidential part 2 minutes.	
11.	<b>PEOPLE MANAGEMENT</b>	
11.1	<b>i) Gender Pay Gap Action Plan Update</b>	
11.1.1	An update on the Gender Pay Gap Action Plan had been included on the last page of the confidential People Management Report. A brief discussion ensued about how the current pay structure across the College helped to minimise any gender pay gap issues.	
11.2	<b>ii) People Management Update</b>	
11.2.1	The confidential People Management Report circulated in advance of the meeting was taken as read. The report provided an overview of the people management function; a critical component of the Developing People Strategic Action and included updates on casework/legal support, recruitment, wellbeing, health and safety, staff retention and turnover, staff training, performance management and staff absence. It was noted this would become a regular report.	

ITEM		ACTION
11.2.2	For future reports governors felt it would be helpful to include more information to accompany the figures, for example, details on the number of grievances and how many were upheld/not upheld and the number of staff that attended training out of the number that could have attended etc.	
11.2.3	There were no further questions on the report.	
<b>12.</b>	<b>GOVERNANCE</b>	
<b>12.1</b>	<b>i) Update from Director of Governance</b>	
12.1.1	The report was received and taken as read. The Board's attention was drawn to the new AoC Code of Good Governance, which was due to be published before the Autumn term.	
<b>12.2</b>	<b>ii) Cycle of Business 2023/2024</b>	
12.2.1	It was noted this would be a live document and subject to review in line with any new statutory requirements/legislation. The Board <b>approved</b> the Cycle of Business for 2023/2024.	
<b>12.3</b>	<b>iii) Governor Meeting Schedule 2023/2024</b>	
12.3.1	The Board <b>approved</b> the Governor Meeting Schedule for 2023/2024, subject to the change of date for the December Board meeting from 11 <sup>th</sup> to 12 <sup>th</sup> December 2023 as agreed.	
<b>13.</b>	<b>SECTOR INFORMATION/ANNOUNCEMENTS</b>	
13.1	The Chair reported that the Interim Clerk to the Corporation, Heather Cross had now completed the handover of the role and responsibilities to the Director of Governance. Grateful thanks were expressed for Heather's support to the Board over the past 2 years and recently appointed Director of Governance.	
<b>14.</b>	<b>POLICIES</b>	
14.1	<p>The following policies were <b>approved</b> by the Board:</p> <ul style="list-style-type: none"> <li>• Grievance Policy for Staff</li> <li>• Whistleblowing Policy*</li> </ul> <p>*Subject to clarification and inclusion of the informal procedure in the policy. <b>ACTION: DofG</b> to review and update.</p>	<b>DofG</b>
<b>15.</b>	<b>ANY OTHER BUSINESS</b>	
15.1	There being no further business, the meeting ended at 6.45 pm.	
<b>16.</b>	<b>DATE OF NEXT MEETING</b>	
16.1	Monday 2 October 2023, 5.00 pm.	