

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

<b>DATE:</b>	2 October 2023	<b>TIME:</b>	4.00 pm
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**PRESENT**

<b>Chair:</b>	Richard Stevens
<b>Governors:</b>	Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer Adam Croney Sam Peach Victoria Pomery Martin Boulter Chaz Talbot Jonathan Griffiths
<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 7 only</i> )
<b>Governance Professional:</b>	Laura Sadler, Director of Governance
<b>Apologies:</b>	Dickon Court Nadine Mashingaidze Sam Samuel

This meeting met its quorum and commenced at 4.00 pm

ITEM		ACTION
<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 Nadine Mashingaidze, Dickon Court and Sam Samuel.	
<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 Brian Wood had recently tendered his resignation from the Board following a period of ill health. Grateful thanks were extended to Brian for his commitment and contributions over the past three years and a card was circulated for governors to sign.	

ITEM		ACTION
<b>4.</b>	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>	
4.1	The minutes of the previous meeting held on 17 July 2023, as circulated, were read and <b>agreed</b> as an accurate record.	
<b>4.2</b>	<b>Matters arising</b>	
4.2.1	<u>Link Governors</u> The Chair handed over to the Executive of Curriculum, Quality and Student Experience to update the Board on progress made with the development of the Link Governor role since the previous meeting.	
4.2.2	A proposed outline of the Link Governor role and process for engagement was tabled and presented at the meeting. The responsibilities of the Link Governors in the four key areas (Life at College, Learning at College, Safe at College and Support at College) were discussed, which included details of the lead member of staff responsible for each subset area and the assignment of governors to their chosen governor link area (detailed on pages 3 and 4 of the Proposed Link Governor Role document).	
4.2.3	It was noted that aspects of the link governor role were aligned to the Education Inspection Framework and the governors' roles. The process was cyclical to ensure coverage of all areas and activities would be scheduled throughout the academic year.	
4.2.4	Initial contact had been made with governors regarding availability to attend Link Governor meetings with the respective lead member of staff by the Director of Governance, which would be followed up post meeting. <b>ACTION: DofG</b>	<b>DofG</b>
4.2.5	The need for a governor linked to Careers was discussed.	
4.2.6	Governors wishing to change their link governor area were advised to speak to the Director of Governance.	
4.2.7	The Link Governor role and process was <b>agreed</b> .	
4.2.8	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	<u>Student Numbers/Enrolment</u> It was noted that student numbers for the 16-18 provision were significantly higher and the College was on target to achieve its overall strategic growth target. HE enrolment was underway with a number of students yet to enrol. Enrolment for Adult Education had improved compared to last year; a further update on numbers would be provided at the December Corporation Board.	
5.1.3	<u>Teaching Excellence Framework (TEF) Outcomes</u> The Principal was proud to share the recent TEF outcomes for the College as follows: <b>Overall rating – Gold</b> <b>Student experience – Gold</b> <b>Student outcomes - Gold</b>	

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5.1.4	It was noted the College was only one of three colleges in the whole country to receive a double gold award.	
5.1.5	Congratulations were extended to the Principal on the College's achievements, which was a clear reflection of the hard work and dedication of the staff.	
5.1.6	<p><u>Safeguarding</u></p> <p>The Principal reported that safeguarding practices remained a high priority and the College continued to proactively support students. The student experience area had been reshaped to include the provision of food, counsellors and mentors, curriculum support, subsidised uniform costs and more. In addition, a significant investment had been made into resourcing an engagement team to bolster student support during the current challenging times. The Principal confirmed the College was doing everything it could to support its partners and local schools, which included loaning some facilities to benefit SEND pupils.</p>	
5.1.7	<p><u>International Students</u></p> <p>A brief discussion was held about the issues faced by international students having to pay course fees in advance. It was noted there was little the College could do to help in this regard due to this being a mandatory requirement of the Home Office related to the visa application process.</p>	
5.1.8	<p><u>Local Area Partnership SEND Inspection</u></p> <p>It was noted there had been a shift in inspection focus on students with SEND placed on inspectors under the revised Education Inspection Framework. The City's Local Area Partnership SEND Inspection undertaken by Ofsted found significant weaknesses in supporting SEND students and highlighted the shortcomings in the ways in which these students are currently supported.</p>	
5.1.9	During the 22/23 academic year, the College's SEND provision was significantly scrutinised via a Curriculum Review led by an external assessor and self-assessed as Outstanding and the College was now supporting the City in addressing the gaps identified by Ofsted.	
5.1.10	<p><u>Governors' Ofsted Preparation Plan</u></p> <p>Grateful thanks were extended to those governors who came into College on the 14 and 15 September 2023 for the Governors' Ofsted Preparation Plan organised by the Executive of Curriculum, Quality and Student Experience. It was noted a checklist was available for those governors unable to attend. It was also felt these presentations could be used as part of the governor induction process for all new governors.</p>	
5.1.11	<p><u>Skilfully Speaking Podcasts</u></p> <p>The Principal announced she would be leading on a series of podcasts that would be presented nationally, to put skills on the map. The podcasts would include stories about people who have made remarkable journeys in their careers. It was noted the podcast series would integrate with Caerus, the College's unique online skills platform, currently being piloted in seven schools and generating a considerable amount of interest.</p>	
5.1.12	<p><u>Hard Hat Community</u></p> <p>In partnership with Kier Construction, the College had launched the Hard Hat Ready Training and Learning Centre in September at Picquet Barracks, with key stakeholders from the construction sector. The course welcomed students from all backgrounds, including unemployed individuals, ex-</p>	

ITEM		ACTION
5.1.13	<p>offenders, homeless people and those struggling to read and write, to positively impact and enhance their opportunities for a successful career.</p> <p><u>Partnership with Princess Yachts</u></p> <p>The Principal reported on the return of the partnership with Princess Yachts, which included leadership and management training, as well as carpentry and apprenticeships.</p>	
5.1.14	There being no further questions, the Board expressed grateful thanks to the Principal for her report.	
<b>6.</b>	<b>FINANCE</b>	
<b>6.1</b>	<b>i) Management Accounts and current financial position</b>	
6.1.1	A verbal update was provided by the Executive of Finance.	
6.1.2	It was noted there were no management accounts for August; the September management accounts were due to be completed by the end of October 2023.	
6.1.3	A brief discussion took place about the Adult Education Budget (AEB), which was slightly behind target but up compared to the previous year and plans were in place to address the expected shortfall. The national trend that FE colleges were not spending all their Adult Education Budgets was noted and a discussion took place about being creative with unused funds, which included the consideration of virtual academies and leveraging relationships with employers; the emphasis on understanding competitors, highlighting the College's strengths and the importance of strategic thinking.	
6.1.4	It was noted the external auditors were currently conducting the audit and the year-end position would be confirmed post audit.	
6.1.5	There being no further questions, grateful thanks were extended to the Executive of Finance for the update.	
<b>7.</b>	<b>ESTATES AND ASSETS STRATEGY UPDATE</b>	
7.1	5.00 pm - At this point the Head of Estates joined the meeting to provide an update to the Board on the Estates and Assets Strategy.	
7.2	The key principles of the Estates Strategy were discussed, which focused on student and staff engagement, innovative curriculum development and financial and environmental sustainability.	
7.3	The update highlighted a three-phase plan to repurpose the College's estate to provide a safe place for our students to study, a culture of opportunity and align it with strategic partners.	
7.4	The projects included reutilisation of the Picquet Barracks site, expansion of the engineering facilities and enhancement of health and active wellbeing. The presentation included video updates from three key strategic action owners; the Executive of Curriculum, Quality and Student Experience, Executive of Technical Innovation and Executive of Health, Leisure and Public Services who reported on the progress made.	
7.5	A brief discussion ensued about the status of the tower, reutilisation of space and the need for better space utilisation tracking. A space utilisation tracking system had been developed over the last three months to ensure spaces not being used could be monitored and re-timetabled. There was an emphasis on the importance of showcasing outstanding work and addressing concerns about the ageing estate.	

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7.6	Grateful thanks were extended to the Head of Estates for the update.	
<b>8.</b>	<b>QUALITY STRATEGY/CYCLE UPDATE</b>	
8.1	An update was provided by the Executive of Curriculum, Quality and Student Experience. It was noted there was a strong focus on leadership and management at the College with an emphasis on quality improvement in alignment with educational quality standards contained within the Education Inspection Framework (EIF) and Office for Students (OfS) guidelines.	<b>BM</b>
8.2	Changes had been made to streamline processes based on feedback, which included a reduced narrative, greater emphasis on self-assessment and the implementation of the Link Governor role.	
8.3	With regard to the Quality Manual, it was felt this document should reference to and be cross referenced with the Equality, Diversity and Inclusion (EDI) Framework and the recently published updated AoC Code of Good Governance and include the EDI accreditations. <b>ACTION: BM</b>	
8.4	Copies of the College's Internal Quality Assurance of Assessment Handbook, Quality Manual and Quality Improvement Assurance and Compliance Cycle were made available to the Board in support of this agenda item for information.	
8.5	Grateful thanks were extended to the Executive of Curriculum, Quality and Student Experience for the update.	
<b>9.</b>	<b>REPORT FROM THE REMUNERATION COMMITTEE</b>	
9.1	The Chair of the Remuneration Committee provided a brief report on the recent meeting held on 25 September 2023.	
9.2	It was noted a new Chair, Victoria Pomery, had been appointed and the targets and objectives of four senior post holders were reviewed and agreed. Part of the meeting had also been attended by a representative from the Education Competencies Consortium Ltd (ECC) in support of the recent College-wide job evaluation process and review of the job description and salaries of senior post holders.	
<b>10.</b>	<b>GOVERNANCE</b>	
<b>10.1</b>	<b>i) Update from Director of Governance</b>	<b>DofG</b>
10.1.1	The report was received and taken as read. There were no questions arising from the report.	
<b>10.2</b>	<b>ii) Skills Audit Summary</b>	
10.2.1	In light of the recent governor resignations and the outcome of the recent skills audit, it was <b>agreed</b> an advertisement should be drafted for the recruitment of new governors with SENCO and property management experience. <b>ACTION: DofG</b>	
<b>10.3</b>	<b>iii) Governance Self-Assessment Questionnaire</b>	
10.3.1	The draft questionnaire circulated in advance of the meeting was <b>agreed</b> , subject to the document being cross-referenced with the AoC Code of Good Governance and inclusion of reference to the Nolan Principles and EDI. <b>ACTION: DofG</b> to updated and recirculate.	<b>DofG</b>
10.3.2	It was <b>agreed</b> the questionnaire should be completed by no later than Monday 16 October, to allow sufficient time to review the information and discuss the outcome. <b>ACTION: Governors</b>	<b>Governors</b>

ITEM		ACTION
<b>11.</b>	<b>SECTOR INFORMATION/ANNOUNCEMENTS</b>	
11.1	The newly published Further Education Code of Good Governance, as circulated, was considered.	
11.2	A proposal was made by the Chair that the Board should adopt this new Code and start using it immediately. This was unanimously supported by the Board and <b>agreed</b> .	
<b>12.</b>	<b>POLICIES</b>	
12.1	<p>The following policies, as circulated, were considered by the Board:</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy, including Corporate Health and Safety Statement. This policy was unanimously <b>approved</b> by the Board.</li> <li>• Updated Safeguarding Children, Young People and Adults at Risk. It was noted the policy had been updated in line with KCSIE September 2023 and included new appendices on self-harm. This policy was unanimously <b>approved</b> by the Board.</li> <li>• Updated Framework for the Appointment, Pay and Appraisal of Senior Post Holders. This policy, approved by the Remuneration Committee on 25 September 2023 was recommended to the Board for ratification. Excepting an amendment to references made to the Deputy Principal being updated to the Executive of Curriculum, Quality and Student Experience, the policy was <b>ratified</b> by the Board. <b>ACTION: DofG</b> to update.</li> </ul>	<b>DofG</b>
<b>15.</b>	<b>ANY OTHER BUSINESS</b>	
15.1	There being no further business, the meeting ended at 6.15 pm.	
<b>16.</b>	<b>DATE OF NEXT MEETING</b>	
16.1	Tuesday 12 December 2023, 5.00 pm.	