

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

<b>DATE:</b>	12 December 2023	<b>TIME:</b>	5.00 pm
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<b>PRESENT</b>	
<b>Chair:</b>	Richard Stevens
<b>Governors:</b>	Adam Croney, Vice Chair Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer Sam Peach Victoria Pomery Amanda Ratsey Sam Samuel Martin Boulter Chaz Talbot Jonathan Griffiths Catherine Jacobs-Eke
<b>Attendees:</b>	Lorraine Hill, Executive of Finance Ben Manning, Executive of Curriculum Quality & Student Experience Louise Bridgett, Francis Clark ( <i>Item 5 only</i> )
<b>Governance Professional:</b>	Laura Sadler, Director of Governance
<b>Apologies:</b>	Dickon Court

This meeting met its quorum and commenced at 5.00 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. A warm welcome was extended to newly appointed Student Governor, Catherine Jacobs-Eke and introductions took place around the room.	
1.2	Apologies were received from Dickon Court.	
<b>2.</b>	<b>DECLARATION OF INTERESTS</b>	
2.1	No 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>	
3.1	<b>i) The Queen's Anniversary Award</b>	
3.1.1	On behalf of the Board, the Chair congratulated the College on receiving the Queen's Anniversary Award, highlighting it as a significant achievement for both higher education (HE) and further education (FE). This achievement was recognised as a collective accomplishment for the entire community and the last Queen's Award in a two-year cycle. The Principal expressed immense gratitude to everyone at the College for the achievement of this award.	

ITEM		ACTION
3.2	<b>ii) Governor Resignation</b>	
3.2.1	The Chair reported that since the previous meeting Nadine Mashingaidze had resigned from the Board, due to work commitments and lack of time to fully commit to the role, which had been formally acknowledged by the Chair and Director of Governance.	
<b>4.</b>	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>	
4.1	The minutes of the previous meeting held on 2 October 2023, as circulated, were <b>agreed</b> as an accurate record.	
4.2	There were no matters arising.	
<b>5.</b>	<b>YEAR END FINANCIAL STATEMENTS AND ASSOCIATED REPORTS FOR 2022/2023</b>	
5.1	The Chair invited Louise Bridgett (LB) from PKF Francis Clark LLP to present the year-end financial statements and associated reports.	
<b>5.2</b>	<b>i) Regularity Self-Assessment Questionnaire</b>	
5.2.1	The Board considered the Regularity Self-Assessment Questionnaire, which had been reviewed by the Audit Committee. The Board <b>approved</b> the Regularity Self-Assessments, which were signed at the meeting by the Accounting Officer and Chair.	
<b>5.2</b>	<b>ii) Audit Completion Reports</b>	
5.2.1	The Audit Completion reports for CCP and ATL had been discussed in detail at the recent Audit Committee meeting on 27 November 2023. Attention was drawn to the status report in Section 1 (page 5) of the Audit Completion Report for CCP, which provided an update on where the College was currently and the intention going forward.	
5.2.2	Grateful thanks were extended to the CFOO and team for the supportive way they had worked with Francis Clark in getting all the paperwork done. There being no further comments, assurance was received that the Audit Completion Reports would be signed.	
<b>5.3</b>	<b>iii) Letter of Representation</b>	
5.3.1	The routine letters of representation for CCP and ATL were <b>approved</b> by the Board and signed by the Chair (CCP) and Executive of Curriculum, Quality and Student Experience (ATL).	
<b>5.4</b>	<b>iv) Members' Report and Financial Statements 2022/2023</b>	
5.4.1	Referring to the Annual Report and Financial Statements for the year ended 31 July 2023, as circulated, it was noted that whilst there were some internal control findings, the auditors had been satisfied with the management response. There were no issues of materiality reported.	
5.4.2	The Chair of the Audit Committee confirmed the accounts and associated reports had been discussed at length at the recent Audit Committee meeting on 27 November 2023 and the Committee was content with the reports.	
5.4.3	There being no concerns to report to the Board, the Annual Report and Financial Statements for the year ended 31 July 2023 for City College Plymouth were unanimously <b>approved</b> and signed on behalf of the Board at the meeting by the Chair and Accounting Officer.	
5.4.4	The Executive of Curriculum, Quality and Student Experience was authorised to sign the Achievement Training Limited Annual Report and Financial Statements for the Year Ended 31 July 2023 on behalf of the Board.	

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5.4.5	Regarding the appointment/reappointment of the external auditor, it was noted that Francis Clark would continue to provide this service until 2026, which was <b>agreed</b> by the Board.	
5.5 5.5.1	<p><b>v) Audit Committee Annual Report to the Corporation</b></p> <p>The Board considered the Audit Committee Annual Report to the Corporation, as circulated, which assured the Board that the Committee was satisfied with the adequacy and effectiveness of the College's systems of internal control.</p>	
5.5.2	The Audit Committee Annual Report was <b>approved</b> by the Board.	
<b>6.</b>	<b>PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD</b>	
6.1	<p>The Principal presented on her report to the Board, as circulated. Highlights of the report included:</p> <ul style="list-style-type: none"> <li>• The healthy enrolment of students aged 16-18 at the beginning of the year.</li> <li>• Celebration of the success in managing the adult budget, which had exceeded expectations.</li> <li>• Anticipation of a variety of new courses post-Christmas.</li> <li>• The changing landscape of the student experience in terms of mental health; the College had made a significant investment in the pastoral care of the students and recruited additional resources to support this area.</li> <li>• Feedback from students, which emphasised the importance of timetabling for an optimal learning experience.</li> <li>• The successful rebranding of enrichment programmes with the engagement of over 10k students recorded between 1 September and the date of the meeting.</li> <li>• Apprenticeships, which continued to go from strength to strength.</li> <li>• Successful appointment of a trained SENCO lead, commencing in role on 2 January 2024 to support students with special educational needs across the College.</li> <li>• Community engagement and advocacy – governors were encouraged to actively promote the College when out and about in the City and beyond, especially regarding the skills agenda.</li> <li>• EEDI - the importance of threading it through everything we do.</li> <li>• Efforts had been introduced to prepare students for a general election, emphasising the importance of their voices.</li> <li>• Implementation of the 'restoring performance' programme for staff development, aimed at supporting and nurturing staff. The positive nature of the programme was emphasised.</li> <li>• Positive feedback had been received from a governor and former student about the College's progress and support systems.</li> <li>• The changing landscape of qualifications, including T-levels and potential challenges was discussed, with an emphasis on the need to align the College curriculum with future job markets.</li> <li>• Ofsted – A brief discussion took place about three recent inspections that had taken place in September.</li> </ul> <p>There were no further questions arising from the Principal's report. Grateful thanks were expressed by the Governors for the detailed report.</p>	

ITEM		ACTION
7.	<b>GOVERNANCE</b>	
7.1	<b>i) Update from Director of Governance</b>	
7.1.1	The report was received and taken as read. Governors were made aware of the plans to arrange a series of Governor review 1-1 meetings with the Chair, Principal and Director of Governance in the new year to give governors the opportunity to talk about their role, ask any questions, identify any training needs and plan future development.	
7.2	<b>ii) Governance Self-Assessment Questionnaire 2022-2023 Findings Report</b>	
7.2.1	The report was received and taken as read. A brief discussion ensued centred on the emergent themes. It was noted that feedback on the small number of areas identified as requiring improvement would be fed into the Governor 1-1 meetings. No significant concerns were raised.	
8.	<b>SELF-ASSESSMENT REPORT (SAR) 2022/2023</b>	
8.1	The Chair invited the Executive of Curriculum, Quality and Student Experience to present the Self-Assessment Report (SAR) for the College to the Board.	
8.2	The SAR, due to be submitted to Ofsted in January 2024, highlighted the key effectiveness of the College, including its strengths and areas for improvement. Rigorous assessments involving 37 SARs were conducted across all curriculum areas. The presentation aligned with the Education Inspection Framework and emphasised the transformation of curriculum delivery based on feedback from previous SARs. The impact of the pandemic on education and the efforts made to minimise disadvantages through staff training was acknowledged.	
8.3	Key areas covered included Quality of Education, which highlighted the collaboration with employers and validation of curriculum plans. Behaviour and Attitudes focused on attendance and how the College managed harassment and bullying. It was noted the College had recently hosted an attendance conference for all heads in the city in light of the current issues with attendance across the sector.	
8.4	Inclusivity efforts were noted. Governors questioned how the College ensured courses did not have unconscious bias and equity to participate. Governors were assured that the College had invested in training for all managers to help eliminate any inclusivity barriers.	
8.5	Personal development, an essential aspect beyond qualifications, showcased enrichment experiences and a strong student voice. Leadership and Management were discussed, emphasising ambition for all students and acknowledged the support provided by the Safeguarding team. The importance of staff retention and support was raised. Governors were interested to find out the turnover of new people to the College/ industry. <b>ACTION: CFOO</b> to include statistics in next People Management report to the Board.	<b>CFOO</b>
8.6	7.26 pm At this point Catherine Jacobs-Eke left the meeting.	
8.7	The presentation also touched on the College's contribution to employers and strategic partnerships with educational partners.	
8.8	It was noted that 'Caerus', the educational route map designed and created to assist schools and individuals to increase their awareness of the opportunities in Plymouth had been woven into the career guidance given by secondary schools	

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8.9	Areas for improvement were transparently discussed, including a focus on apprenticeships and the impact of the End Point Assessment (EPA).	
8.10	The Board unanimously validated the SAR as outstanding.	
8.11	7.40 pm At this point Sam Samuel left the meeting.	
<b>9.</b>	<b>FINANCE</b>	
<b>9.1</b>	<b>i) Management Accounts and Year End 2022-2023 Position</b>	
9.1.1	The Management Accounts and Year End 2022-2023 financial position report circulated in advance of the meeting was considered. A solid performance was made by the group last year. From December 2022, the Group experienced savings in pay and non-pay lines, coupled with a decline in income, particularly in AEB.	
9.1.2	Whilst the cash position for the full year was reported to be slightly lower than predicted, the health score remained good at 190 points.	
9.1.3	No significant concerns were reported and further financial details could be found in the Group Performance Report as circulated.	
<b>9.2</b>	<b>ii) Management Accounts and Current Financial Position Update</b>	
9.2.1	A high-level summary was provided by the Chief Financial Operations Officer from the October 2023 Corporate Performance Report. Despite some timing differences in terms of income and cost spend, the Group was on track in terms of the forecast and budget.	
9.2.2	It was noted 16-18 student numbers had been exceeded, apprenticeship recruitment was above budget and the AEB was also reported to be above target.	
9.2.3	Last year (22/23) saw a growth compared to the previous year and it was anticipated the current year budget, which included growth, would be met.	
9.2.4	Ambition for outstanding contribution to the City was discussed. Governors felt it would be useful to gain an understanding of the Group's borrowing headroom without affecting the financial health score and details on uncommitted capital.	
<b>9.3</b>	<b>iii) Corporate Performance Report for the three months ending 31 October 2023</b>	
9.3.1	A brief discussion took place about income lines that could be influenced quickly for short term benefits. Apprenticeships were highlighted as uncapped and provided immediate funding. It was felt a further strategic discussion was needed to discuss the apprenticeship levy.	
9.3.2	There were no further questions arising from the report.	
<b>10.</b>	<b>SECTOR INFORMATION/ANNOUNCEMENTS</b>	
10.1	Not used.	
<b>11.</b>	<b>POLICIES</b>	
11.1	The updated Data Protection Policy circulated in advance of the meeting was unanimously <b>approved</b> by the Board.	
11.2	For future policy updates, the Board felt it would be helpful if a version control page could be included at the beginning of the policy to indicate where any changes had been made. <b>ACTION: DofG</b>	<b>DofG</b>
<b>12.</b>	<b>ANY OTHER BUSINESS</b>	
12.1	There being no further business, the meeting ended at 8.04 pm.	

ITEM		ACTION
13.	<b>DATE OF NEXT MEETING</b>	
13.1	Monday 5 February 2024, 5.00 pm.	
13.2	It was noted that the February meeting would be observed by assigned reviewer, Simon Perryman, as part of the External Board Review being undertaken by the Association of Colleges (AoC).	

## REPORTS AND MINUTES FOR INFORMATION

The following reports circulated in advance of the meeting were **received and noted** (numbered as per the agenda for ease of reference):

- 4. Draft Corporation Minutes 021023
- 5i. Regularity Questionnaire 2022-2023
- 5iia. CCP Audit Completion Report 2023
- 5iib. ATL Audit Completion Report 2023
- 5iiaa. CCP Letter of Representation 2022-2023
- 5iib. ATL Letter of Representation 2022-2023
- 5iva. CCP Group Annual Report 2022-2023
- 5ivb. 231116 ATL 2023 Accounts – filleted
- 5ivc. 231116 ATL 2023 Accounts – with detailed P\_L
- 5v. Audit Committee Annual Report to the Corporation 2022-2023
- 6. Principal's Report – December 2023
- 7i. Update from Director of Governance – December 2023
- 7ii. Governance Self-Assessment Questionnaire 2022-2023 Findings Report
- 8i. Draft College Self-Assessment Report 2022-2023 (supporting document)
- 8ii. Draft College Self-Assessment Report 2022-2023
- 9i. Management Accounts and Year End 2022-2023 Position Finance Report
- 9ii. Management Accounts and Current Financial Position Finance Report – December 2023
- 9iii. P03 2023 CCP Group Performance Report
- 11. Data Protection Policy – November 2024

### EEDI Impact Statement

City College Plymouth is committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination. Consideration has been given to equality, diversity and inclusion in all agenda items, associated documents and minutes to ensure transparent and inclusive decision-making.