

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

DATE:	5 February 2024	TIME:	5.00 pm
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PRESENT	
Chair:	Richard Stevens
Governors:	Adam Croney, Vice Chair Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer (<i>Via Google Meet</i>) Sam Peach Victoria Pomery Sam Samuel Martin Boulter Chaz Talbot Jonathan Griffiths Catherine Jacobs-Eke
Attendees:	Lorraine Hill, Executive of Finance Ben Manning, Executive of Curriculum Quality & Student Experience Chris MacNaughton, HR Partner (Strategic) Simon Perryman, Association of Colleges (AoC) (<i>Observer</i>)
Governance Professional:	Laura Sadler, Director of Governance
Apologies:	Amanda Ratsey Dickon Court

This meeting met its quorum and commenced at 5.00 pm

ITEM		ACTION
-	PRE-MEETING WELCOME AND INTRODUCTIONS	
	Introductions took place around the room. A warm welcome was extended to Chris MacNaughton, HR Partner at Vista and Simon Perryman from the Association of Colleges (AoC) who attended in the capacity of an observer, as part of the Board's external review process.	
1.	WELCOME AND APOLOGIES	
1.1	The Chair opened the meeting and welcomed those present.	
1.2	Apologies were received from Amanda Ratsey and Dickon Court.	
2.	DECLARATION OF INTERESTS	
2.1	No declarations of interest were made in respect of any item on the agenda.	
3.	CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING	
3.1	The Chair provided a brief overview of the items to be discussed on the agenda, highlighting the key items.	
4.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
4.1	The minutes of the previous meeting held on 12 December 2023, as circulated, were agreed as an accurate record.	

ITEM		ACTION
4.2	There were no matters arising.	
5.	PRINCIPAL'S PRESENTATION INCLUDING KEY AREAS FROM THE KPI DASHBOARD	
5.1	The Principal's presentation began with a Student Voice video, showcasing the experiences of some of the students at the College on their respective educational journeys. Feedback highlighted progress in open communication and curriculum development. Discussion included addressing timetabling gaps and utilising them for enrichment throughout the college. ACTION: DofG to arrange for letters of thanks to be sent from the Board to all students who volunteered to feature in the video.	DofG
5.2	It was noted that two further health and wellbeing spaces for staff and students were opened last week at the College.	
5.3	A second video was played to the Board on Learning, Teaching and Innovation. The focus on staff development and CPD was emphasised, along with recognition of achievements through student-produced content. Governors noted the dedication and enthusiasm shown by the staff. ACTION: DofG to arrange for letters of thanks to be sent from the Board to all students involved in producing this video and to the staff featured in the footage.	DofG
5.4	5.45 pm At this point Rebecca Archer joined the meeting online.	
5.5	Strategies for utilising social media and celebrating successes were discussed, alongside initiatives such as the Caerus skills mapping project, which was now fully embedded in the Year 11 programmes of two secondary schools. It was noted a Nuclear Caerus skills route map was now also available. Aspirations for the future of the Caerus route map were discussed.	
5.6	The new Skilfully Speaking Podcast series was to receive a national presence. The Principal reported on her recent interview with Dame Kelly Holmes about her career journey and felt privileged to be able to interview some key people.	
5.7	It was noted the Chair and Principal would be accompanied by an entourage of staff to receive the prestigious Queen's Anniversary Award at Buckingham Palace on 22 February 2024.	
5.8	Apprenticeships were reported to be doing well and on an upward trajectory to outstanding.	
5.9	The presentation concluded with updates on various aspects of the College, including admissions and partnerships. Overall, the emphasis was on continuous improvement and strategic planning.	
5.10	There being no further questions, grateful thanks were expressed to the Principal for her detailed report.	
6.	SAFEGUARDING ANNUAL REPORT	
6.1	An overview of the safeguarding measures in place at the College was provided by the Executive of Curriculum, Quality and Student Experience, highlighting the structure of the safeguarding team, including the safeguarding governor, executive lead, coordinator, officers and voluntary officers.	
6.2	Regular meetings and involvement in forums with organisations such as the NSPCC were mentioned, along with initiatives such as QR codes for accessing support and the distribution of personal attack alarms.	

ITEM		ACTION
6.3	<p>Notable achievements included successful audits and investment in CPOMS, a system for recording and tracking safeguarding concerns. Concern was expressed about the increasing number of cases and efforts being taken to tackle self-harming issues, with a focus on promoting reporting and providing support.</p> <p>Questions from governors addressed benchmarking, trends in cases and efforts to address specific challenges such as vaping-related incidents and violence against men.</p>	
6.4	<p>Overall, the presentation emphasised the College's proactive approach to safeguarding and ongoing efforts to address emerging issues.</p>	
7.	EQUITY, EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT	
7.1	<p>The annual report for 2022-2023 highlighted significant achievements, including the Beacon Award and initiatives such as free breakfasts for students.</p>	
7.2	<p>The College's commitment to supporting young people, mental health and community action was emphasised. Overseas engagement and workforce diversity monitoring was also discussed.</p>	
7.3	<p>Questions from governors addressed diversity in leadership, unconscious bias in recruitment and measures to ensure objectivity in the hiring process. The report showcased ongoing efforts to promote equality and inclusivity across the College community.</p>	
8.	FINANCE	
8.1	i) Management Accounts and Current Financial Position	
8.1.1	<p>The report circulated in advance of the meeting was taken as read. It was noted the year end position would be recalculated for the January accounts; no significant changes or concerns were anticipated.</p>	
8.1.2	<p>Whilst some additional in-year funding had been received to support the 16-18 programme, higher costs were anticipated to accommodate student numbers, leading to a projected deficit position.</p>	
8.1.3	<p>Staff vacancies were reported to be contributing to the Group running below budget, however this was not unusual and no concerns were reported. Recruitment strategies had been effective and critical roles had mostly been filled, except for some engineering positions, which were proving harder to recruit.</p>	
8.1.4	<p>Overall, the annual projections were expected to align with the forecasts and the financial health score remained positive.</p>	
8.1.5	<p>Overspending in non-pay areas was partly due to unplanned maintenance costs and costs associated with the growth in student numbers and consumables.</p>	
8.2	ii) Corporate Performance Report for the five months ending December 2023	
8.2.1	<p>The report circulated in advance of the meeting was taken as read. There were no questions on the report.</p>	
9.	PEOPLE MANAGEMENT	
9.1	i) People Management Update	
9.1.1	<p>A presentation on the People Management function of the College was provided jointly by the Chief Financial Operations Officer and Chris MacNaughton, HR Partner.</p>	

ITEM		ACTION
9.1.2	The People Management staff journey, focusing on safer recruitment processes and a breakdown of the people management elements were discussed.	
9.1.3	Governors queried the KPI measures and historical data and received assurance of the available data and evolving systems.	
9.1.4	Clarification was provided on the hierarchy of the team and the cost effectiveness of the external resources, with an emphasis on the seamless user experience and innovative model implementation. An overview of the HR support model was provided and the decision-making process was also clarified.	
9.1.5	Staff turnover rates were discussed, with reasons for leaving reported to be often related to promotions, retirements or lifestyle choices. It was noted the College's staff turnover rates fell significantly below the benchmark for the education sector (CIPD National Average = 32%, current college rate = 6.2%).	
9.1.6	Governors were assured that robust safer recruitment processes were in place. It was noted that social media checks were now being carried out prior to interview.	
9.1.7	Performance management at the managerial level was also discussed, including the efforts made to change the culture around performance management, which included the implementation of a robust performance management system called 'Restore Performance'.	
9.1.8	An overview of the HR support model was provided, which included clarification of the decision-making process. A presentation on the training, development, wellbeing and safety elements within the People Management framework was also provided.	
9.1.9	Some concerns were raised about the sickness metrics, some of which was attributable to the new initiatives coming in.	
9.1.10	Governors felt it would be helpful to include succession planning in the next report, including the skills that could be retained to ensure growth for the future. ACTION: CFOO	CFOO
9.1.11	Governors requested a copy of the presentation ACTION: DofG	DofG
9.1.12	The Board expressed grateful thanks for the report and presentation which had provided assurance and clarity around the current arrangements of the People Management team.	
10.	GOVERNANCE	
10.1	i) Update from Director of Governance	
10.1.1	The report circulated in advance of the meeting was taken as read.	
10.1.2	The advertisement for the recruitment of governors was discussed. ACTION: DofG to update and place advertisement on the website and through the College's social media feeds.	DofG
11.	SECTOR INFORMATION/ANNOUNCEMENTS	
11.1	Not used.	
12.	ANY OTHER BUSINESS	
12.1	There being no further business, the meeting ended at 7.50 pm.	

ITEM		ACTION
13.	DATE OF NEXT MEETING	
13.1	Monday 25 March 2024, 4.00 pm.	
13.2	It was noted that the March meeting would be held at the earlier time of 4.00 pm and preceded by a SEND Briefing for governors, given by Natalie Fallaize, Head of Special Educational Needs and Student Inclusion.	
13.3	It was agreed that the Remuneration Committee meeting scheduled for 18 March 2024 would not be required. ACTION: DofG to cancel the meeting.	

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.