

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

DATE:	20 May 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 Sam Peach Chaz Talbot Jonathan Griffiths Catherine Jacobs-Eke (<i>Online</i>)
Attendees:	Lorraine Hill, Chief Financial Operations Officer Ben Manning, Executive of Curriculum Quality & Student Experience Paul Fanshawe, Executive for Business Intelligence, Growth and Skills Pauline Hands, Executive for Health, Leisure and Public Services Lance Chatfield, Executive of Technical Innovation Nadia McCusker, Director of Quality (<i>item 6 only</i>) Dawn Ash, Head of Finance Abigail Daly, Student, accompanied by Natalie Fallaize, Lead of SEND and Student Inclusion (<i>item 2 only</i>)
Governance Professional:	Laura Sadler, Director of Governance
Apologies:	Victoria Pomery Sam Samuel Amanda Ratsey Martin Boulter

This meeting met its quorum and commenced at 5.00 pm

ITEM		ACTION
1.	WELCOME AND APOLOGIES	
1.1	The Chair opened the meeting and welcomed those present.	
1.2	Apologies were received from Victoria Pomery, Sam Samuel, Amanda Ratsey and Martin Boulter.	
2.	STUDENT VOICE PRESENTATION	
2.1	The Board received a presentation on "Autism in Girls", presented by Abigail Daly, a Hospitality Level 2 student.	
2.2	Key points from the presentation and discussion	
	Questions	
2.2.1	Questions arising from the presentation were around how Abigail coped with excess noise in the restaurant, the support received upon commencement at the college and whether people with autism were supportive of each other. The use of ear loops helped to block out excess noise. In terms of support received, this included extra time for exams and help with spelling. It was noted there were different levels of autism; Abigail felt she responded better to people with similar levels of autism.	

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2.3	Goals and aspirations	
2.3.1	Abigail was very keen to make a difference and raise awareness of autism by educating all staff at the college, possibly through tutorials and a video, starring herself, entitled "Don't Assume About Autism". It was noted Abigail would be the student president for neurodiverse students next year and was working on increasing links and representation.	
2.4	Support and facilities	
2.4.1	The Board asked if there was anything that could be implemented in college to support students with autism. A sensory room was suggested. Whilst the college already had a sensory room, it was felt the effectiveness should be assessed for different needs. It was noted the current location of the Learning Support Office was not ideal for students with complex sensory needs. The aim was to create more tailored sensory spaces.	
2.5	Achievements	
	Student award in hospitality Duke of Edinburgh Gold Award	
2.6	Conclusion	
2.6.1	The Board expressed admiration and support for Abigail's efforts and aspirations to raise awareness and improve support for autistic students at the college and gave her a standing ovation for her presentation. The Board looked forward to Abigail's continued involvement and future updates on her initiatives.	
2.7	17.20 pm At this point Abigail Daly and Natalie Fallaize left the meeting.	
2.8	A copy of the presentation is attached to these minutes.	
3.	DECLARATION OF INTERESTS	
3.1	No 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	End of term of office	
4.1.1	Since the previous meeting, it was noted that Dickon Court's term of office ceased at the end of April. A thank you card was circulated for Board members to sign.	
4.2	Lanyards	
4.2.1	New governor lanyards in navy blue with white text were given out at the meeting to replace the red lanyards that could be mistaken for visitor lanyards.	
5.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
5.1	The minutes of the previous meeting held on 25 March 2024 as circulated, were agreed as an accurate record. Grateful thanks were expressed by the Board to Louise Burgess for taking minutes in the absence of the Director of Governance.	
6.	SUBCONTRACTING	
6.1	5.45 pm At this point the Director of Quality joined the meeting for item 6 of the agenda.	
6.2	A warm welcome was extended to the Director of Quality.	
6.3	i) Governor Subcontracting Report	
6.3.1	The Board received the Governor Subcontracting report, which was taken as read.	

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6.4	ii) Updated Subcontracting Policy 2024/2025	
6.4.1	Reference was made to the updated Subcontracting Policy for 2024/2025 circulated in advance of the meeting, which was taken as read.	
6.4.2	The Board was updated on the rationale for this mandatory policy. It was noted that due to the positive outcome of the recent ESFA assurance rating, the College did not need to be audited again until July 2026. The Board was assured that between now and the next audit, internal measures had been put in place to ensure continued compliance.	
6.4.3	The College had been through a tender process this year and a proposal was made to subcontract to ATL and continue the existing partnership with Argyle. No concerns were anticipated with these providers. The Board was asked to approve the two subcontractors, ATL and Argyle, and the updated Subcontracting Policy 2024/2025.	
6.4.4	The Board approved the subcontractors, ATL and Argyle, and the updated Subcontracting Policy 2024/2025.	
6.4.5	5.55 pm At this point the Director of Quality left the meeting.	
7.	PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD	
7.1	The Principal presented on her report to the Board, circulated in advance of the meeting.	
7.2	The Board was updated on the main issues and challenges currently faced by the college. Two national challenges were about exam results and GCSEs post pandemic and attendance levels. The college had recently been asked to partake in an interview with the BBC about the steps being taken to improve attendance levels. Grateful thanks were expressed to the CLDOs (Debra Jory and Emma Lindsay) and all staff involved for the work being done to encourage students back into college. The current attendance rate at the college compared favourably against the national percentage.	
7.3	Student behaviour was also reported to be a national challenge. Additional resources had been put in place to assist with managing student behaviour eg CCTV installed across the college, increased rota for duty managers and an increased presence of site security staff. No concerns regarding behaviour at the College were reported. The Board was assured that the college continued to provide a safe, disciplined and positive environment for our students and any incidents of poor behaviour were dealt with promptly and effectively. One student who attended the recent Student Council meeting quoted that the college was <i>"the safest place in her whole life"</i> .	
7.4	The Chair reported on his recent Link Governor visit, focussed on SEND with the Lead of SEND and Student Inclusion, which had been very informative and highlighted the many initiatives being undertaken by the college to support students with high needs.	
7.5	A brief update was provided on the Blue/Green Skills Hub. It was noted the building was the first to come under the new Building Safety Act 2022, brought in since the Grenfell Tower tragedy. It was agreed a further update would be provided at the next meeting.	
7.6	Learning and Innovation – it was agreed a presentation on learning and teaching would be provided at a future meeting.	
7.7	The monthly EEDI Committee meetings continued to go from strength to strength. Since the Committee's inception a range of interventions had	

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	been put in place to provide effective solutions to support and promote diversity, inclusion and wellbeing at the college.	
7.8	Safeguarding continued to be a challenge due to the significance and scale of cases and increase in complex disclosures from students across the college. The Board was assured that safeguarding arrangements remained tight and student welfare paramount.	
7.9	The Executive of Technical Innovation provided a brief update on recent developments in the maritime, defence and nuclear sectors.	
7.10	The Executive for Health, Leisure and Public Services provided an update on the relationships being developed in the health and social care sector and the development of apprenticeships in active leisure and wellbeing.	
7.11	The Skilfully Speaking podcasts were proving to be popular, with 15,000 listeners.	
7.12	There were no questions arising from the report.	
7.2	i) Annual Accountability Statement and Local Needs Duty 2024/2025	
7.2.1	The draft Annual Accountability Statement and Local Needs Duty 2024/2025 circulated in advance of the meeting was taken as read. The rationale for this document was explained to the Board by the Executive for Business Intelligence, Growth and Skills.	
7.2.2	The Board approved the Annual Accountability Statement and Local Needs Duty 2024/2025.	
8.	CURRICULUM INTENT AND PLANNING FOR SEPTEMBER 2024 AND BEYOND	
8.1	The Board received a presentation entitled 'Curriculum Intent and Planning for September 2024 and Beyond', which was provided by the Executive of Curriculum, Quality and Student Experience and the Executive for Business Intelligence, Growth and Skills.	
8.2	Key highlights of the presentation included: <ul style="list-style-type: none"> • Curriculum intent • Qualification reforms • Growth and success • Strategic actions • Future plans • Community engagement 	
8.3	Emphasis was on a city-wide strategy to address skill gaps and support community needs, ensuring all curriculum changes and new programs aligned with broader strategic actions and future demands.	
8.4	A copy of the presentation is attached to these minutes.	
8.5	Questions	
8.5.1	There were several questions arising from the presentation as follows:	
8.5.2	T-Levels Recognition: <ul style="list-style-type: none"> • What concerns exist about the recognition of T-Levels? • How can we ensure our students' education remains relevant if there is a change in government? • Do T-levels enhance A-level qualifications and provide additional UCAS points? 	

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8.5.3	The Board was assured that T-levels were recognised qualifications. Whilst both political parties were committed to T-levels, it was acknowledged that future changes in government could impact these qualifications.	
8.5.4	16-18 Apprenticeships: <ul style="list-style-type: none"> What will happen if T-Levels are discontinued for 16-18 students? How do we legally provide alternative options for these students? 	
8.5.5	The Board was informed that if T-Levels were to be discontinued, the College would provide students with alternative options.	
8.5.6	Local Enterprise Partnership (LEP): <ul style="list-style-type: none"> What impact will the cessation of LEP have after 31 March? 	
8.5.7	With the LEP ceasing on 31 March, it was agreed a vacuum would be created and the LSIP would need to be developed to address this gap.	
8.5.8	College challenges and strategic actions: <ul style="list-style-type: none"> How have robust strategic actions and teamwork contributed to our current success? Do we have sufficient resources to implement our strategic plans whilst running the college? 	
8.5.9	A recent exercise undertaken by the Executive Leadership Team (ELT) was to act as a critical friend and evaluate each other's strategic actions to ensure they were robust.	
8.5.10	The Board was assured that sufficient resources were in place to implement the strategic plans. Governors were willing to support these efforts if needed.	
8.5.11	Employer-led curriculum: It was acknowledged that an employer-led curriculum added strength to the College's operations.	
8.5.12	National level and future directions: <ul style="list-style-type: none"> What are the next steps at national level for our strategic plans? How can we ensure the LSIP remains relevant and effective? Do we have the right people and skills in place for future challenges, particularly in areas like AI and cybersecurity? 	
8.5.13	At national level, maintaining confidence and support for the LSIP was crucial. Future plans included upskilling staff in AI and cybersecurity while ensuring the business areas were well covered. Continuous foresight and planning was essential for addressing future challenges.	
8.6	The Principal reported that the Executive Leadership Team had worked tirelessly over the past 5 years to develop this piece of work from robust strategic actions. The Board thanked the Executive Team for their outstanding work and presentation.	
8.7	6.41 pm - At this point Catherine Jacobs-Eke left the meeting due to internet connection issues.	
9.	FINANCE	
9.1	i) Management Accounts and Current Financial Position	
9.1.1	The report circulated in advance of the meeting was taken as read. Highlights from the report confirmed the current cash status, year-end surplus forecast and that the financial health score remained 'Good'.	

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9.1.2	Income from the adult education was tracking well, with English, Maths and Construction being the main areas of focus. Apprenticeships, whilst forecasting slightly below budget, were expected to recover by year-end to the forecast position.	
9.1.3	Staffing costs were down due to the current vacancies, which was being addressed and other costs were being affected by timing differences in expenditure and the increased student volumes as previously noted.	
9.2	ii) Corporate Performance Report for the Eight Months Ending 31 March 2024	
9.2.1	The report circulated in advance of the meeting was taken as read. There were no questions arising from the report.	
9.3	iii) Budget Objectives – Verbal Update	
9.3.1	The Board was provided with a high-level update, which highlighted the following key areas: <ul style="list-style-type: none"> Increased costs due to growth in 16-19 student numbers factored into the forecast Significant increase in high needs allocation for next year Pay increase forecast Consideration of a job evaluation to increase the base pay to the foundation living wage and maintain grade differentials Consolidation and review of financial position ongoing, aligning with Labour Market Information (LMI) Potential strategy for capital expenditure (capex) to support strategic actions and property investments 	
9.3.2	It was noted the strategic actions and operational plans would need to be reviewed and possibly updated at the July Corporation Board to include SEND, with an emphasis on maintaining financial benchmarks whilst making informed compromises and prioritising investments, which would require governance oversight to ensure alignment between executive decisions and strategic goals.	
9.3.3	It was noted that the budget costs had been considered on a line by line basis of the expected increases, rather than apply a blanket inflationary increase.	
9.3.4	It was agreed a detailed articulation of the capital budget and priorities would be provided once consolidation was complete.	
10.	GOVERNANCE REPORT	
10.1	i) Governance Report – May 2024	
10.1.1	The Governance Report circulated in advance of the meeting was taken as read.	
10.2	The Board and Committee Meetings Schedule for 2024/2025 was approved by the Board.	
10.3	The Cycle of Business for 2024/2025 was approved by the Board.	
10.4	Mandatory training	
10.4.1	The Board was reminded of its obligations to undertake annual mandatory training, which could be done via the new TES training platform. TES accounts had been set up for all governors, accessible via their College email address. Governors were invited to come into College to undertake the training or borrow a Chromebook/laptop for ease of access. Those	

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	experiencing difficulty accessing the training were advised to contact the Director of Governance in the first instance.	
10.5	1-1 Meetings with the Chair	
10.5.1	Governors wishing to have a 1-1 with the Chair were advised to make arrangements via the Director of Governance.	
10.6	i) External Board Review 2024 Outcome	
10.6.1	The External Board Review 2024 Summary Outcome Report, circulated in advance of the meeting, was taken as read. The report reflected very positively, which was testament to the governance framework in place at the College. There were no questions arising from the report.	
11.	SECTOR INFORMATION/ANNOUNCEMENTS	
11.	Not used.	
12.	ANY OTHER BUSINESS	
12.1	Grateful thanks were extended to the Executive Team for their dedication and congratulations were in order for the significant achievements made with the Curriculum Intent for September 2024 and beyond.	
12.2	There being no further business, the meeting ended at 7.40 pm.	
13.	DATE OF NEXT MEETING	
13.1	Monday 15 July 2024 at the earlier time of 4.00 pm. (The Board was made aware that this meeting would be preceded by LGBTQ+ Training for Governors, provided by Proud2Be.	

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):

2. Presentation: Autism in Girls (*copy circulated post meeting*)
3. Register of Interests
5. Corporation Minutes 250324 Draft
- 6i. Governor Subcontracting Report
- 6ii. Subcontracting Policy 2024/2025
7. Principal's Report
- 7i. Draft Annual Accountability Statement and Local Needs Duty 2024/2025
8. Presentation: Curriculum Intent and Planning for September 2024 and Beyond (*copy circulated post meeting*)
- 9i. Management Accounts and Current Financial Position Finance Report – March 2024
- 9ii. P08 2023 CCP Group Performance Report
10. Governance Report – May 2024
- 10i. EBR Summary Outcome Report – May 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.