

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

DATE:	25 March 2024	TIME:	4.00 pm
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PRESENT

Chair:	Richard Stevens	
Governors:	Adam Croney, Vice Chair Jackie Grubb, Chief Executive/Accounting Officer (Principal) Dickon Court Victoria Pomery Amanda Ratsey Sam Samuel Martin Boulter Chaz Talbot Jonathan Griffiths Catherine Jacobs-Eke	
Attendees:	Lorraine Hill, Chief Financial Operations Officer Ben Manning, Executive of Curriculum Quality & Student Experience Nadia McCusker, Director of Quality (<i>item 5 only</i>) Paul Fanshawe, Executive of Business Intelligence, Growth and Skills (<i>item 8 only</i>) Dominic Jennings, Head of Estates (<i>item 8 only</i>) Natalie Fallaize, Head of Special Educational Needs and Student Inclusion	
Governance Professional:	Laura Sadler, Director of Governance	
Apologies:	Sam Peach Rebecca Archer	

This meeting met its quorum and commenced at 4.00 pm

ITEM		ACTION
-	SEN BRIEFING FOR GOVERNORS	
	<p>The meeting was preceded by a SEN briefing for governors, presented by Natalie Fallaize, Head of Special Educational Needs and Student Inclusion, who talked about her experiences and some of the challenges currently facing SEND students and provisions across the city.</p> <p>The comprehensive services and outreach provided by the College to students and their families were highlighted.</p> <p>The current focus was on staff training, individual student support, stakeholder collaboration and a SEND review.</p> <p>Future plans included enhanced training for student independence, the establishment of a city-wide SEN network, enhanced transitions for students and personalised student reviews.</p> <p>Grateful thanks were extended to the Head of Special Educational Needs and Student Inclusion for their informative presentation.</p>	
1.	WELCOME AND APOLOGIES	
1.1	The Chair opened the meeting and welcomed those present.	

ITEM		ACTION
1.2	Apologies were received from Sam Peach and Rebecca Archer.	
1.3	In the absence of the Director of Governance due to illness, this meeting was clerked by the Executive Assistant to the Chief Financial Operations Officer.	
2.	DECLARATION OF INTERESTS	
2.1	Amanda Ratsey declared an interest in items relating to the Civic Blue/Green Skills Hub.	
2.2	Richard Stevens declared an interest in items relating to the South West Institute of Technology and/or Shared Prosperity Funding.	
2.3	No further 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	Key items for this meeting included the Institute of Technology (IoT) License renewal, Shared Prosperity Funding (SPF) and the Civic Centre update.	
4.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
4.1	The minutes of the previous meetings held on 11 January 2024 and 5 February 2024, as circulated, were agreed as accurate records.	
4.2	Matters arising from the minutes of the meeting held on 11 January 2024	
4.2.1	3.28.9 – It was noted that legal advice was sought on the legal perspective with regard to the need for a binding commitment and legal review prior to signing any documentation. This had also been included in the Risk Register.	
4.3	Matters Arising from the minutes of the meeting held on 5 February 2024	
4.3.1	10.1.2 – Governors enquired whether the advertisement for the recruitment of governors had been placed. It was noted the advertisement had been placed on the AoC website and LinkedIn and would also be placed on the College website.	
4.4	There were no further matters arising.	
5.	QUALITY IMPROVEMENT ACTION PLAN UPDATE	
5.1	An update on the Quality Improvement Action Plan was provided by the Director of Quality.	
5.2	Referring to the Operational Plan 2023-2024 circulated in advance of the meeting, governors were updated on the progress made to date on the key areas identified for improvement. All green actions had been completed, blue actions, whilst not due for completion, were in progress with no concerns highlighted and red actions were on track as per the Plan.	
5.3	The dashboard provided a comprehensive oversight of end point assessments and student progress, indicating a strong position in data metrics and system robustness. The Quality Manual had been observed in practical use.	
5.4	It was noted Engineering had been incorporated into end point assessment meetings.	

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5.5	Continuous Professional Development (CPD) opportunities had been extended to staff, covering areas such as AI integration in classrooms, mandatory training, staff training days and industry days.	
5.6	Eleven deep dives had been completed across all provision types for Adult and Professional Development, carried out by six reviewers, following which, positive feedback had been received.	
5.7	Positive feedback had also been received from the Curriculum Review, with the recent Adult Strategy implementation yielding favourable results.	
5.8	Recent facility enhancements included the opening of a new Students' Union at Piquet Barracks. A brief update was provided by Staff Governor, Chaz Talbot on the recent changes for 19+ and Hard Hat initiative. Resources were now in place for TIMMS and students were aware of where they could go to find the information or a member of the team.	
5.9	It was noted the Lighthouse Centre (Student Wellbeing) was now seeing waiting lists, which had never happened before.	
5.10	Challenges discussed included attendance, which remained a concern. Ongoing discussions were taking place on student engagement strategies, including the exploration of demographic-specific approaches and the creation of a micro community.	
5.11	The contributions made were gratefully recognised by the Board and the Director of Quality was commended for the tasks completed. The quality of the reports was noted and a recommendation made for the standardisation of colour usage.	
6.	PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD	
6.1	The Principal presented on her report to the Board, circulated in advance of the meeting.	DofG
6.2	The differing civic responsibilities between Plymouth and other neighbouring counties were observed, with noted progress in Plymouth's engagement with blue and green skills initiatives and emphasis on delivering high quality educational provision.	
6.3	Extending Maths education to the age of 18 was contemplated, pending Parliamentary decisions and resource allocation.	
6.4	Attendance issues were highlighted, which continued to be a cause for concern across the sector, particularly in English and Maths, prompting a call for action.	
6.5	The Principal reflected on the passionate SEN briefing given by the Head of Special Educational Needs and Student Inclusion at the beginning of the meeting and acknowledged the need for a dedicated SEND Hub in the City.	
6.6	Positive comments were made on the team dynamics and ongoing College activities promoting wellbeing and sustainability.	
6.7	Governors were invited to participate in external curriculum reviews. ACTION: DofG to find out dates of future reviews and send to governors.	
6.8	Recognition was given to the effective student engagement initiatives taking place across the College, including the "You Said, We Did" programme.	

ITEM		ACTION
6.9	The successful integration of different campus sites was acknowledged and the opening of the new facilities for the students at Piquet Barracks was a significant achievement.	
6.10	Positive feedback had been received on the transportation and bus route arrangements.	
6.11	Equity, Equality, Diversity and Inclusion groups were reported to be collaborating effectively to promote diversity and inclusion.	
6.12	Ongoing safeguarding challenges were acknowledged and praise was given to the Safeguarding Co-ordinator for their tireless efforts in managing the complexities of the students' needs.	
6.13	Past achievements and considerations for future award opportunities for the College was discussed.	
6.14	Successful partnerships and collaborations fostering institutional growth were recognised.	
6.15	Following the recent National College for Nuclear (NCfN) Board meeting, the Principal announced that the College was now a member of the National College for Nuclear network.	
6.16	Positive indicators on the dashboard data were noted, in particular the green status for adult provision and amber status for apprenticeships, which was nationwide across the sector.	
6.17	Grateful thanks were expressed to the Principal for her detailed report.	
7.	FINANCE	
7.1	i) Management Accounts and Current Financial Position	
7.1.1	The report circulated in advance of the meeting was taken as read. Since the previous meeting, the year end position, which saw a reduction in the end of year operating deficit had been reforecast to show a surplus for the year.	
7.1.2	The uplift in funding to support pay from the ESFA for the 16-19 provision had been reflected in the actual and forecast figures. It was noted the high needs top up funding had increased due to the number of students requiring support.	
7.1.3	The Financial Health Score remained Good at 190 points.	
7.2	ii) Corporate Performance Report for the Six Months Ending 31 January 2024	
7.2.1	The report was received and taken as read. There were no questions on the report.	
7.3	Grateful thanks were extended to the CFOO for their reports.	
8.	CIVIC BLUE/GREEN SKILLS HUB UPDATE	
8.1	Significant progress had been made since the previous meeting, with approval from the Cabinet and secured funding for the project. However, discussions on building outputs were ongoing, awaiting necessary documents for reporting.	
8.2	Whilst the project, though complex, was advancing, details of the footprint and floor plans remained unconfirmed and the project timeline on demolition was showing a 6 month delay. Grant applications were dependent on the	

ITEM		ACTION
8.3	confirmation of the building's design. Despite potential delays in capital funding due to an election; pre-allocated funds were in place. Efforts to raise funds were ongoing, with a focus on maintaining a strategic partnership and positive media reception.	
8.4	Encouragement and confidence in the project team's abilities were expressed, highlighting the significant achievement so far.	
9.	STATUTORY	
9.1	i) Gender Pay Gap Report 2022-2023	
9.1.1	The Gender Pay Gap Report for 2022-2023 was approved . ACTION: DofG to co-ordinate publication on the College website.	DofG
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	Grateful thanks were extended to the Director of Governance for supporting the recent external review process in February.	
10.1.3	New TES training platform – some governors had not received an email to confirm their account and password. ACTION: DofG to follow up.	DofG
10.1.4	Governors wishing to have a one to one meeting with the Chair were advised to contact the Director of Governance to arrange a convenient time.	
11.	SECTOR INFORMATION/ANNOUNCEMENTS	
11.1	Not used.	
12.	POLICIES	
12.1	The updated Equity, Equality, Diversity and Inclusion Policy circulated in advance of the meeting was approved .	
13.	ANY OTHER BUSINESS	
12.1	i) South West Institute of Technology (IoT) Licence Renewal	
12.1.1	The report circulated in advance of the meeting was taken as read. The Institute of Technology had issued a licence for renewal, which was noted and continuation of the college with SWIoT was endorsed by the Board.	
12.2	ii) Governor End of Term of Office	
12.2.1	The Chair announced that Dickon Court would be stepping down from his role as governor upon the completion of a four-year term at the end of April 2024 and therefore this would be his last Corporation meeting. Grateful thanks were extended to Dickon on behalf of the Board and the College for his commitment and support during this time.	
12.3	There being no further business, the meeting ended at 7.00 pm.	
14.	DATE OF NEXT MEETING	
13.1	Monday 20 May 2024, 5.00 pm	

These minutes were compiled by the Director of Governance from the notes taken by the Executive Assistant to the Chief Financial Operations Officer.

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.