

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

<b>DATE:</b>	15 July 2024	<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 ( <i>online</i> ) Sam Peach Victoria Pomery Amanda Ratsey ( <i>online</i> ) Sam Samuel Chaz Talbot Jonathan Griffiths
<b>Attendees:</b>	Lorraine Hill, Chief Financial Operations Officer Ben Manning, Executive of Curriculum Quality & Student Experience Dawn Ash, Head of Finance Justine Hardie, Prospective Governor ( <i>online</i> ) Sam Shattock, Prospective Governor Max Price, Co-founder and CEO, Proud2Be
<b>Governance Professional:</b>	Laura Sadler, Director of Governance
<b>Apologies:</b>	Adam Croney, Vice Chair Chris Saxby, Prospective Governor

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. A warm welcome was extended to prospective governors Justine Hardie and Sam Shattock and Max Price of Proud2Be. Introductions took place around the room.	
1.2	Apologies were received from Adam Croney, Vice Chair and prospective governor, Chris Saxby.	
<b>2.</b>	<b>DECLARATION OF INTERESTS</b>	
2.1	Richard Stevens, Director of Devon & Plymouth Chamber of Commerce, declared an interest in items relating to the Civic Centre.	
2.2	Amanda Ratsey, Head of Economy at Plymouth City Council, declared an interest in items relating to the Civic Centre.	
2.3	No further declarations of interest were made in respect of any item on the agenda.	
<b>3.</b>	<b>LGBTQ+ Training for Governors</b>	
3.1	This training preceded the main Board meeting and was presented by Max Price, Co-founder and CEO of Proud2Be.	

ITEM		ACTION
3.2	Grateful thanks were extended to Max Price for attending.	DofG
3.3	A brief discussion took place following the presentation and the Board felt it would be useful to have some example questions on how it could provide strategic challenge in this regard. <b>ACTION: DofG</b> to follow up with Proud2Be.	
4.	<b>CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING</b>	
4.1	<b>Student Governors - End of Term of Office</b>	
4.1.1	Grateful thanks were expressed to Jonathan Griffiths for serving as a Student Governor over the past two years and Catherine Jacobs-Eke for her contribution over the past year.	
5.	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>	
5.1	The minutes of the previous meeting held on 20 May 2024 as circulated, were <b>agreed</b> as an accurate record.	
5.2	There were no matters arising.	
6.	<b>PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD</b>	
6.1	The Principal presented on her report to the Board, as circulated, which covered several key topics, including quality assurance, curriculum review, safeguarding and stakeholder relationships.	
6.2	A governor reported positively on a recent Link Governor visit, where they had observed an excellent internal quality assurance process (Curriculum Quality Review Panel) and noted the strong evidence and effective relationship between the team being reviewed and the Quality Assurance process. The governor had been assured by the rigour of the process. Grateful thanks were extended by the Principal for their effort in thoroughly understanding the apprenticeships.	
6.3	A brief report was provided on the recent Hustings event, which was very successful, with a representative in attendance from almost every party (eight out of nine candidates in total). Good feedback was received from the candidates about the way the event was conducted, which had provided an amazing learning experience for the students. A verbal update on the successful event was given by Chaz Talbot.	
6.4	The Board was reminded of the likelihood of the College being Ofsted inspected between now and April 2025.	
6.5	Governors were updated on the safeguarding procedures in place to protect and ensure the welfare of students during the summer holiday period.	
6.6	Equity, Equality, Diversity and Inclusion (EEDI) Committee – governors were encouraged to join this committee going forwards. Any interested governors should contact the Director of Governance in the first instance.	
6.7	Significant progress had been made with curriculum planning, particularly regarding the national nuclear agenda, where the College had a key part to play in delivering the curriculum.	
6.8	Active Health and Wellbeing – extensive meetings with stakeholders supporting vulnerable community members had identified an opportunity to offer innovative training for those assisting people with complex needs. With support from stakeholders, the Partnership team had successfully secured funding for a complex needs bootcamp via Devon County Council.	

ITEM		ACTION
6.9	The Principal's Skilfully Speaking podcast series was gaining momentum, with 25k listeners. The next episode with the Theatre Royals' James Mackenzie-Blackman was due out on Friday 19 July.	CFOO
6.10	Referring to the dashboard data on the last page of the Principal's report, a governor sought clarification on the enrolments for Adult Education. An action was assigned to provide an additional column on the graph to show the figures for the previous year for comparison. <b>ACTION: CFOO</b>	
6.11	There were no further questions arising from the report.	
<b>7.</b>	<b>RISK MANAGEMENT</b>	
<b>7.1</b>	<b>i) Report from the Audit Committee held 24 June 2024</b>	CFOO
7.1.1	A brief update was provided by Sam Peach on behalf of the Audit Committee Chair following the recent Audit Committee meeting.	
7.1.2	There were no issues arising from the routine update provided by the Data Protection Officer (DPO) to be reported to the Board or any reportable data breaches that required contact to be made with the Information Commissioner's Office (ICO).	
7.1.3	The Committee had engaged in productive discussions on the Risk Register and agreed that the risks were appropriately mitigated and graded. There were no risks to be escalated to the Board.	
7.1.4	The Committee agreed to recommend the updated Risk Appetite Statement to the Board for approval (see agenda item 7iv).	
7.1.5	Bishop Fleming provided an update on the Internal Audit reports. The Committee noted that all audits had resulted in reasonable assurance and acknowledged the recommendations agreed with management. The scope of next year's internal audit for 2024/25 was also discussed and the Committee had agreed the areas of focus.	
<b>7.2</b>	<b>ii) Strategic Risk Register Update – July 2024</b>	
7.2.1	The Strategic Risk Register Update report as circulated was taken as read. No amendments had been made to this report since it was presented at the Audit Committee meeting on 24 June 2024.	
<b>7.3</b>	<b>iii) Strategic Action Risk Register – July 2024</b>	
7.3.1	Key updates to the Strategic Risk Register included the intellectual property rights awarded to the Caerus project, which mapped skills and career paths. This project had been significantly advanced by Tiffanie Linzell, Inspiring Futures Partnerships Officer, and would be presented to the Board at the next meeting prior to its major launch in October.	
7.3.2	Stakeholder engagement had been strengthened through events supporting SMEs. Student attendance continued to be closely monitored and a GCSE English and Maths attendance response package had been put in place for September.	
7.3.3	Relationships with health organisations remained stable, despite a leadership change at the NHS Trust.	
7.3.4	Whilst the new Google educator training program was being successfully implemented, concerns were raised about the fragility of the current IT equipment. It was felt that further clarification was required on the Risk Register to ensure the mitigation was adequately described and an action was assigned to revise and reissue the reassurance. <b>ACTION: CFOO</b>	

ITEM		ACTION
7.3.5	Student recruitment and numbers had already been discussed.	
7.3.6	This item was discussed in confidence and is recorded in Part 2 of these minutes.	
7.3.7	There were no further questions on the Risk Register.	
<b>7.4</b>	<b>iv) Risk Appetite Statement – June 2024</b>	
7.4.1	The updated Risk Appetite Statement and Threshold and Approval Matrix previously discussed by the Audit Committee was recommended to the Board for approval. It was noted the external materiality had been amended in line with the auditors' recommendations and the Board was assured that the Statement provided a robust framework of the risk appetite that remained fit for purpose.	
7.4.2	<b>The updated Risk Appetite Statement was approved by the Board.</b>	
<b>7.5</b>	<b>v) Risk Threshold and Approval Matrix</b>	
7.5.1	<b>The Risk Threshold and Approval Matrix was approved by the Board.</b>	
<b>8.</b>	<b>FINANCE</b>	
<b>8.1</b>	<b>i) Management Accounts and Current Financial Position</b>	
8.1.1	The discussion focused on comparing the 2023/2024 budget with the actual forecast for 2023/2024. Key revisions included increased 16-19 funding and higher pay costs due to unexpected growth in student numbers and a 6.5% pay increase, partially offset by ESFA support. Additional spending on estate and costs related to student growth (eg transport, consumables, exams etc) was noted, with plans for a proactive maintenance budget in the coming year.	
<b>8.2</b>	<b>ii) Corporate Performance Report for the Ten Months Ending 31 May 2024</b>	
8.2.1	The report circulated in advance of the meeting was taken as read. There were no questions arising from the report.	
<b>8.3</b>	<b>iii) Budget Detail Report – July 2024</b>	
8.3.1	The report as circulated was taken as read. There were no questions arising from the report.	
<b>8.4</b>	<b>iv) Budget 2024/2025 and Financial Forecast 2025/2026</b>	
8.4.1	This item was discussed in confidence and is recorded in Part 2 of these minutes.	
8.4.7	<b>The Board approved the Budget for 2024/2025 and Financial Forecast for 2025/2026.</b>	
<b>8.5</b>	<b>v) Proposed Capital Programme 2024/2025</b>	
8.5.1	Consideration was given to the proposed capital programme for 2024/2025. There were no questions arising from the programme.	
8.5.2	<b>The proposed Capital Programme 2024/2025 was approved by the Board.</b>	
<b>8.6</b>	<b>vi) Authorisation and Limits Matrix</b>	
8.6.1	The minor updates made to the Authorisation and Limits Matrix were noted.	
8.6.2	<b>The updated Authorisation and Limits Matrix was approved by the Board.</b>	

ITEM		ACTION
8.7	<b>vii) Financial Regulations</b>	
8.7.1	<b>The updated Financial Regulations, as circulated, were approved by the Board.</b>	
9.	<b>GOVERNANCE REPORT</b>	
9.1	<b>i) Governance Report – July 2024</b>	
9.1.1	The Governance Report circulated in advance of the meeting was taken as read. There were no questions arising from the report.	
9.2	<b>ii) Updated Instrument and Articles of Governance</b>	
9.2.1	Consideration was given to the updated Instrument and Articles of Governance circulated in advance of the meeting with tracked changes.	
9.2.2	<b>The Board approved the updated Instrument and Articles of Government.</b>	
9.3	<b>iii) Updated Standing Orders for the Corporation</b>	
9.3.1	Consideration was given to the updated Standing Orders of the Corporation, circulated in advance of the meeting with tracked changes.	
9.3.2	<b>The Board approved the updated Standing Orders for the Corporation.</b>	
9.4	<b>iv) Governors’ Residential, 19-20 November 2024</b>	
9.4.1	The Governors’ Residential was scheduled to take place over two half days with an overnight stay later this year from 19-20 November. Governors were asked to confirm their attendance to the Director of Governance for an early indication of numbers.	
9.5	<b>Governor Appointments</b>	
9.5.1	7.02 pm At this point Justine Hardie and Sam Shattock left the room.	
9.5.2	The Board considered the recommendations from the recruitment panel of the appointments of the two new governors in attendance, Justine Hardie, and Sam Shattock.	
9.5.3	Approval of the appointment of Justine Hardie was proposed by Victoria Pomery and seconded by Sam Peach.	
9.5.4	Approval of the appointment of Sam Shattock was proposed by Sam Samuel and seconded by Victoria Pomery.	
9.5.5	<b>The Board approved the new governor appointments of Justine Hardie and Sam Shattock.</b>	
9.5.6	7.06 pm at this point Sam Shattock re-entered the room.	
9.5.7	7.10 pm at this point Justine re-entered the room.	
9.5.8	The Chair congratulated the new governors on their appointments and welcomed them to the Board.	
9.5.9	<b>ACTION: DofG to progress recruitment process to the next stage.</b>	<b>DofG</b>
10.	<b>SECTOR INFORMATION/ANNOUNCEMENTS</b>	
10.1	Not used.	

ITEM		ACTION
<b>11.</b>	<b>POLICIES</b>	
<b>11.1</b>	<b>Supply Chain Fees and Charges Policy 2024/2025</b>	
11.1.1	The Head of Finance explained briefly the rationale for the updated policy, as circulated. It was noted that this mandatory policy was reviewed annually and applied to all subcontracting activity supported by funds from the Education and Skills Funding Agency (ESFA) or Department for Education (DfE) and must be in place prior to the commencement of any subcontracting work. The policy had been developed in line with the ESFA funding rules, ensured fairness and transparency and delivered high quality outcomes.	
11.1.2	<b>The Board approved the updated Supply Chain Fees and Charges Policy 2024/2025.</b>	
<b>12.</b>	<b>ANY OTHER BUSINESS</b>	
12.1	Grateful thanks were extended to the Executive Team for their hard work and dedication and congratulations were in order for the significant achievements made during the past academic year.	
12.2	Grateful thanks were extended to the Board by the Principal for their continued support and commitment.	
12.3	There being no further business, the meeting ended at 7.15 pm.	
<b>13.</b>	<b>DATE OF NEXT MEETING</b>	
13.1	Monday 14 October 2024 at the earlier time of 4.00 pm. (The Board was made aware that this meeting would be preceded by a presentation on the Caerus road map.)	

## 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. Register of Interests
5. Corporation Minutes 200524 Draft
6. Principal's Report – July 2024
- 7ii. Strategic Risk Register Update – July 2024
- 7iii. Strategic Action Risk Register – July 2024
- 7iv. Risk Appetite Statement – June 2024
- 7v. Risk Threshold and Approval Matrix – July 2024
- 8i. Management Accounts and Current Financial Position Finance Report – May 2024
- 8ii. P10 2023 CCP Group Performance Report
- 8iii. Budget Detail Report – July 2024
- 8iv. Budget 2024-25 and Financial Forecast 2025-26
- 8v. Capital Programme 2024-25
- 8vi. Authorisation and Limits Matrix for Approval – July 2024
- 8vii. Financial Regulations – July 2025
- 9i. Governance Report – July 2024
- 9ii. Updated Instrument and Articles of Government – July 2024
- 9iii. Updated Corporation Standing Orders – July 2024
11. Supply Chain Fees and Charges Policy – 2024-2025

### 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.