

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

DATE:	14 October 2024	TIME:	4.00 pm
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PRESENT

Chair:	Richard Stevens	
Governors:	Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer Justine Hardie Sam Peach Victoria Pomery Chris Saxby Sam Shattock Martin Boulter Chaz Talbot Humaira Rahman Holly Whittaker	
Attendees:	Lorraine Hill, Chief Financial Operations Officer Ben Manning, Executive of Curriculum Quality & Student Experience Dawn Ash, Head of Finance Nadia McCusker, Director of Quality Tiffanie Kavanagh, Inspiring Futures Partnership Officer	
Governance Professional:	Laura Sadler, Director of Governance	
Apologies:	Adam Croney, Vice Chair Amanda Ratsey Sam Samuel	

This meeting met its quorum and commenced at 4.00 pm.

ITEM		ACTION
1.	WELCOME AND APOLOGIES	
1.1	The Chair opened the meeting and welcomed those present. A warm welcome was extended to new governors, Chris Saxby and Student Governors, Humaira Rahman and Holly Whittaker. Introductions took place around the room.	
1.2	Apologies were received from Adam Croney, Vice Chair, Amanda Ratsey and Sam Samuel.	
2.	DECLARATION OF INTERESTS	
2.1	No declarations of interest were declared in relation to any item on the agenda.	
3.	CAERUS ROAD MAP PRESENTATION	
3.1	A warm welcome was extended to Tiff Kavanagh, Inspiring Futures Partnership Officer.	
3.2	A brief introduction regarding the background of how the skills road map initiative started was given by the Principal. Grateful thanks were extended to the Chair for his significant contribution to this initiative and Tiff Kavanagh	

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	and the Executive Leadership Team for their hard work, which had been instrumental in making this vision a reality.	
3.3	<p>Caerus is a skills routemap which has been developed by the College over the last 2 years and piloted in collaboration with local primary and secondary schools and employers. The vision for Caerus is to empower young people and adults in Plymouth and beyond, by realising their aspirations, strengths, interests and potential career pathways. Caerus offers a unique way to:</p> <ul style="list-style-type: none"> • Enhance understanding of industry-specific opportunities in sectors like healthcare, engineering and others • Support social mobility, equity and inclusion • Empower individuals to feel motivated and inspired to transform their lives • Consider various career paths and realise aspirations • Narrow key skills gaps in critical industries 	
3.4	During the two years, Caerus had shown significant positive impact on young people and adults in the City. Workshops and resources had helped people gain valuable insights into various industry sectors and understand the career paths available to them.	
3.5	It was noted that as a patented, interactive programme, Caerus provided a unique platform for schools, colleges and job centres etc to deliver impactful drive and guidance that was both engaging and informative.	
3.6	It was envisioned that Caerus would expand nationally, allowing providers across the country to benefit from its resources. However, to achieve this, it was noted the College would need government funding and support.	
3.7	For local and national rollout, funding would help make Caerus accessible to more schools and students, advancing social mobility and supporting skills development on a broader scale.	
3.8	As part of the presentation, governors were shown an animated film of the Caerus road map to demonstrate how it could be used. Following the presentation, there was an opportunity for governors to ask questions.	
3.9	A governor raised a question about how the skills road map initiative was integrated into the career planning system. It was noted that whole holistic piece had generated excitement from the students, who were currently working towards making it fully integrated at the College.	
3.10	Another governor raised a question about whether the animated film was audible, available in another language and accessible to those with special educational needs (SEN). It was noted the whole initiative was being piloted with specialist SEN groups and thought was also being given to piloting the initiative with ESOL students.	
3.11	A further question was raised as to whether the initiative was accessible to those students who were totally disengaged and did not know what they wanted to do. It was noted that the Caerus workbooks encouraged students to talk about themselves and reflect on where they were now and what they wanted to do in the future. The importance of Caerus being accessible to all students was emphasised.	
3.12	Governors had been formally invited to the official Caerus launch on 23 October 2024 and were encouraged to email any questions to Caerus@cityplym.ac.uk .	

ITEM		ACTION
4.	CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING	
4.1	Ratification of Governor Appointments	
4.1.1	5.08 pm At this point Chris Saxby left the room.	
4.1.2	The Board considered the recommendation from the recruitment panel of the appointment of Chris Saxby.	
4.1.3	Approval of the appointment of Chris Saxby was proposed by Rebecca Archer and seconded by Sam Shattock.	
4.1.4	The Board unanimously approved the appointment of Chris Saxby.	
4.1.5	5.09 pm At this point Chris Saxby re-entered the room.	
4.1.6	The Chair congratulated Chris on his appointment and welcomed him to the Board.	
4.2	Student Governor Appointments	
4.2.1	It was noted that the appointment of Student Governors was automatic following the Student Voice elections for the Student President and Chair of Council during the summer, in readiness for the new academic year.	
4.2.2	The appointment of the two Student Governors, Holly Whittaker and Humaira Rahman, were ratified by the Board.	
4.3	Governor Reappointments	
4.3.1	5.10 pm At this point Rebecca Archer left the room.	
4.3.2	The Board considered the information circulated in advance of the meeting regarding the reappointment of Rebecca Archer.	
4.3.3	Approval of the reappointment of Rebecca Archer was proposed by Sam Peach and seconded by Victoria Pomery.	
4.3.4	The Board approved the reappointment of Rebecca Archer for a second four-year term of office.	
4.3.5	5.14 pm At this point Rebecca Archer re-entered the room.	
4.3.6	The Chair congratulated Rebecca on her re-appointment.	
4.3.7	The Board considered the information circulated in advance of the meeting regarding the reappointment of Sam Samuel.	
4.3.8	Approval of the reappointment of Sam Samuel was proposed by Sam Shattock and seconded by Rebecca Archer.	
4.3.9	The Board approved the reappointment of Sam Samuel for a second four-year term of office.	
4.4	Committee Memberships	
4.4.1	The Chair approached the Board regarding the need for additional governors to join the Audit Committee and Remuneration Committee. Chris Saxby volunteered to join the Audit Committee and Sam Shattock volunteered to join the Remuneration Committee, which were supported by the Board.	

ITEM		ACTION
5.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
5.1	The minutes of the previous meeting held on 15 July 2024 as circulated, were agreed as an accurate record.	
5.2	Matters arising	
5.2.1	The Director of Governance had followed up and received example questions on how governors could provide strategic challenge in the area of LGBTQ+ from Proud2Be. ACTION: DofG to send example questions to the Chief Executive and Chair for review.	DofG
5.2.2	There were no further matters arising.	
6.	PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE, LEARNING AND TEACHING AND KEY AREAS FROM THE KPI DASHBOARD	
6.1	The Principal reported that the College had seen examples of positive enrolments for 16-18 students, exceeding targets unusually early in the year. There were no concerns raised at this stage regarding our enrolment position.	
6.2	The Principal's report included additional updates for the benefit of the new governors, who would have the opportunity to ask further questions at their induction meeting after the half term break. ACTION: DofG to confirm arrangements.	DofG
6.3	Through the Director of Governance, governors were encouraged to visit the college and engage in oversight of programmes such as apprenticeships, where compliance with employer standards and safeguarding was critical. The College was actively working to ensure high standards for apprenticeship placements, including regular checks and balances with employers and welcomed the challenge and scrutiny from governors in this regard. There was also a strong emphasis on how the College supported students with high needs, which was a notable strength of the College.	
6.4	Other key items discussed included the annual college pay award for 2024/2025 which was to implement the job evaluation and become a Foundation Living Wage employer.	
6.5	The Board sought clarification on whether this would cover the cost of living increases	
6.6	The Board sought clarification on whether the cost of living increases would be level with the annual pay award. It was noted that the Foundation Living Wage was calculated to cover the cost of living as a base salary.	
6.7	It was noted the newly refurbished Engineering and Nuclear Skills building was officially opened by the Rt Hon Maria Eagle MP, Minister of State for Defence Procurement and Industry on 12 September 2024.	
6.8	There were no further questions arising from the Principal's report.	
7.	STRATEGIC INTENT OPERATIONAL PLAN	
7.1	At 5.40 pm Nadia McCusker was welcomed to the meeting and invited to provide an update to the Board on the Strategic Intent Operational Plan.	
7.2	The Principal explained that the Governors' role was to provide strategic oversight of the College, guided by its vision, purpose and eight strategic actions and the Director of Quality was responsible for ensuring accountability and adherence to strategic milestones. These milestones, initially set in 2021 for a ten-year period, had recently been reviewed by the	

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	strategic action owners to assess their relevance given recent changes and progress.	
7.3	The Director of Quality reported that work had been undertaken on the targets within the Strategic Intent to ensure currency within the ever changing landscape. One hundred percent of the targets had been met as reported in the Strategic Intent Operational Plan. One of the exciting developments was the introduction of a SEND hub as a strategic target within the opportunities strategy and the Strategic Intent update booklet celebrating the College's progress to date.	
7.4	The Board expressed interest in clearly seeing their influence on the strategy's evolution. It was noted that this was where the impact of the Link Governor role came in and the Board felt it would be useful to apply the Link Governor methodology to strategic actions. ACTION: DofG to include as an additional area of focus in the Link Governor Role document.	DofG
7.5	The Chair acknowledged the presentation and looked forward to further contributions from the Board at the forthcoming Strategy Day in November.	
7.6	Sub-groups within strategic areas, such as digital, had been created to broaden staff involvement in meeting targets.	
7.7	Grateful thanks were expressed to the Director of Quality for the update.	
7.8	5.51 pm At this point the Director of Quality left the meeting.	
8.	PEOPLE MANAGEMENT UPDATE	
8.1	This item was discussed in confidence and is recorded in Part 2 of these minutes.	
9.	FINANCE	
9.1	A verbal update was provided to the Board by the Chief Financial Operations Officer.	
9.2	It was noted the auditors were currently on site completing their review. Preliminary figures indicated an increase in total income. The budget surplus and cash position, pending audit confirmation, was communicated to the Board, resulting in the financial health score remaining 'Good'.	
9.3	Subsidiary ATL was reported to have performed above budget.	
9.4	Pension liabilities were minimal this year, compared to the previous year's significant charges.	
9.5	Student recruitment for 2024-25 was strong, especially in construction and hair. Whilst there were no immediate concerns reported, the increased enrolment and high number of students enrolling in English and Math resits had resulted in the recruitment of additional staff, which had put a strain on facilities. Temporary accommodation had been put in place to mitigate the additional students in construction.	
9.6	Looking forward, the College was mindful of expansion limitations and plans for further facility expansion at the Civic Centre. Support from the Local Authority was anticipated, with discussions planned to address potential space and resource challenges if student numbers continued to grow whilst the space at the Civic Centre was being developed.	
9.7	There were no further questions arising from the report.	

ITEM		ACTION
10.	QUALITY PROCESSES/CYCLE UPDATE	
10.1	It was noted that the College Self-Assessment Report (SAR) would be presented to the Board at its meeting in December 2024.	
10.2	Student outcomes, especially for apprenticeships and 16-18 programmes were reported to be on a very positive trajectory, which in part, was due to updated and streamlined quality processes.	
10.3	Key documents, including the Quality Improvement Manual, Internal Quality Assurance and Self-Assessment Process had been shared with staff.	
10.4	Monitoring student attendance and progress in English and Maths had been prioritised with daily checks.	
10.5	Additionally, the College's quality cycle had shifted to begin performance monitoring in August to better support the academic cycle. Simplified documentation had been well-received, with the quality cycle diagram and manual providing clearer, more concise guidance.	
10.6	A systems working group led by managers had helped to reduce traditional workloads and the use of AI tools such as 'Teachermatic', had helped save teaching staff time by four hours per week.	
10.7	It was noted the Executive Team was attentive to potential risks regarding reliance on key personnel for quality management, ensuring robust knowledge transfer and business continuity for leadership resilience, which was acknowledged by the Board.	
10.8	Grateful thanks were extended to the Executive of Curriculum, Quality and Student Experience for the comprehensive update.	
11.	GOVERNANCE	
11.1	i) Report from Director of Governance	
11.1.1	The Governance Report circulated in advance of the meeting was taken as read.	
11.1.2	The Link Governor role was discussed and new governors were asked to indicate their preferred area of focus to the Director of Governance. It was noted the next round of link governor visits would take place during the second half of the Autumn term.	
11.1.3	Governors were strongly reminded to complete the mandatory training on the TES portal. Any governor experiencing difficulty accessing the portal were advised to contact the Director of Governance.	
11.1.4	There were no further questions arising from the report.	
12.	SECTOR INFORMATION/ANNOUNCEMENTS	
12.1	Not used.	
13.	POLICIES	
13.1	i) Health and Safety Policy annual review, including Corporate H&S Statement update	
13.1.1	The updated Health and Safety Policy and Corporate Health and Safety Statement, as circulated, was considered by the Board.	
13.1.2	The Board approved the updated Health and Safety Policy and Corporate Health and Safety Statement.	

ITEM		ACTION
13.2	ii) Updated Safeguarding Children, Young People and Adults at Risk Policy	
13.2.1	The updated Safeguarding Children, Young People and Adults at Risk Policy, as circulated, was considered by the Board.	
13.2.2	The Board approved the updated Safeguarding Children, Young People and Adults at Risk Policy.	
13.3	iii) Updated Framework for the Appointment, Pay and Appraisal of Senior Post Holders	
13.3.1	This policy, approved by the Remuneration Committee on 30 September 2024, was recommended by the Committee to the Board for ratification.	
13.3.2	The updated Framework for the Appointment, Pay and Appraisal of Senior Post Holders was ratified by the Board.	
14.	AOB	
14.1	Subcontracting arrangements	
14.1.1	In light of the growth seen in ATL and Plymouth Argyle Community Trust, the Board was informed by the Chief Financial Operations Officer that the College had taken 100 more students into ATL and 25 more into Plymouth Argyle Community Trust as part of their contract.	
15.	REMUNERATION COMMITTEE	
15.1	In line with Clause 16 of the Remuneration Committee Terms of Reference, staff, student governors and staff governors left the meeting at 6.49 pm for this item, which was discussed in confidence.	
15.2	There being no further business, the meeting closed at 7.15 pm.	
16.	DATE OF NEXT MEETING	
16.1	Monday 16 December 2024 at the earlier time of 4.00 pm.	

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 150724 Draft
6. Principal's Report – October 2024
7. Strategic Intent Operational Plan Update – Board Report
8. People Management Update – Confidential
- 10i. Quality Improvement Processes and Cycle Update – Governor Report
- 10ii. Quality Cycle 2024-25
- 10iii. Continuous Quality Improvement Manual 2024-25
- 10iv. IQA of Assessment Handbook 2024-25
- 11i. Governance Report – October 2024
- 11ii. Updated Remuneration Committee Terms of Reference – Sep 24
- 13ia. Health & Safety Policy – Sep 25
- 13ib. Corporate Health, Safety and Welfare Policy Statement – Oct 25
- 13ii. Safeguarding Children, Young People and Adults at Risk Policy and Procedure – Sep 25
- 13iii. Updated Framework for the Appointment, Pay and Appraisal of Senior Post Holders – Sep 24

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.