

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

DATE:	16 December 2024	TIME:	4.30 pm
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PRESENT

Chair:	Richard Stevens	
Governors:	Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer (<i>online</i>) Justine Hardie Sam Peach Victoria Pomery Chris Saxby Sam Samuel Sam Shattock Martin Boulter Chaz Talbot Holly Whittaker	
Attendees:	Lorraine Hill, Chief Financial Operations Officer Ben Manning, Executive of Curriculum Quality & Student Experience Dawn Ash, Head of Finance Louise Bridgett, PKF Francis Clark	
Governance Professional:	Laura Sadler, Director of Governance	
Apologies:	Amanda Ratsey	

This meeting met its quorum and commenced at 4.30 pm.

ITEM		ACTION
1.	WELCOME AND APOLOGIES	
1.1	The Chair opened the meeting and welcomed those present. A warm welcome was extended to Louise Bridgett of PKF Francis Clark, who was introduced to the newly appointed governors.	
1.2	Apologies were received from Amanda Ratsey.	
2.	DECLARATION OF INTERESTS	
2.1	Sam Peach declared a new interest in the capacity of Vice-Captain of Cornwall County Ladies Golf Association, which was not deemed to conflict with any items on the agenda. Sam Peach also confirmed that her role of Captain at St Mellion Golf Club had ceased.	
2.2	At this point Louise Bridgett left the room briefly to allow the Chair to consult with the Board regarding the declaration made at the Audit Committee meeting on 25 November 2024 by Louise Bridgett that going forwards, they would also be managing the audit for South Devon College.	
2.3	The Board discussed the audit arrangements and agreed to continue with PKF Francis Clark as auditors for the third and final year and re-tender the audit services at the end of the three-year term. The Board acknowledged and appreciated Louise Bridgett's transparency regarding their upcoming role as Auditor for South Devon College.	
2.4	Louise Bridgett re-entered the room.	

ITEM		ACTION
2.5	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	Ofsted update	
3.1.1	A brief and confidential update was provided to the Board by the Principal regarding the recent Ofsted inspection. It was noted the draft report would not be available until mid-January 2025.	
3.2	Governor resignation	
3.2.1	The Board acknowledged the resignation of Adam Croney, Vice-Chair and Chair of the Audit Committee with effect from 17 December 2024. Grateful thanks were extended to Adam by the Board for his stewardship on the Audit Committee and commitment to the College during their extended term of office.	
4.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
4.1	Subject to the amendment of 4.1.3 to read ' <i>...seconded by Sam Shattock</i> ', the minutes of the previous meeting held on 14 October 2024, including the confidential Part 2 minutes, as circulated, were agreed as an accurate record.	
4.2	Matters arising	
4.2.1	5.2.1 - Proud2be questions to be recirculated to the Chair and Principal.	DofG
4.2.2	7.4 – The Link Governor role description had been updated to include 'Life at College – Strategic Action'.	
4.2.3	There were no further matters arising.	
5.	YEAR END FINANCIAL STATEMENTS AND ASSOCIATED REPORTS FOR 2023/2024	
5.1	The Chair invited Louise Bridgett from PKF Francis Clark LLP to present the year-end financial statements and associated reports.	
5.2	It was noted that unqualified audit opinions would be issued for both the College and ATL, with a clean irregularity report for the College.	
5.4	The year-end financial statements and associated reported for 2023/2024 were approved by the Board.	
5.2	i) Regularity Self-Assessment Questionnaire	
5.2.1	The Board considered the Regularity Self-Assessment Questionnaire, as circulated, which had been reviewed by the Audit Committee at its meeting on 25 November 2024. The Board approved the Regularity Self-Assessment Questionnaire, which was signed at the meeting by the Chair and Accounting Officer.	
5.2.2	The Regularity Self-Assessment Questionnaire was approved by the Board.	
5.3	ii) Audit Completion Reports	
5.3.1	The Audit Completion reports for CCP and ATL had been discussed in detail at the recent Audit Committee meeting on 25 November 2024.	
5.3.2	There being no further comments, assurance was received that the Audit Completion Reports for CCP and ATL would be signed.	

ITEM		ACTION
5.4	<p>iii) Letters of Representation</p> <p>The routine letters of representation for CCP and ATL, as circulated, were approved by the Board and signed by the Chair (CCP) and Executive of Curriculum, Quality and Student Experience (ATL).</p>	
5.5	<p>iv) Members' Report and Financial Statements 2023/2024</p>	
5.5.1	Referring to the Annual Report and Financial Statements for the year ended 31 July 2024, as circulated, some minor internal control findings were reported, as set out in the report; the auditors had been satisfied with the management responses. Significant audit risks revealed no material findings.	
5.5.2	The Chair of the Audit Committee confirmed the accounts and associated reports had been discussed at length at the recent Audit Committee meeting held on 25 November 2024 and the Committee was content with the reports.	
5.5.3	There being no further comments, the approval and signing of the Annual Report and Financial Statements for the year ended 31 July 2024 for City College Plymouth and ATL were proposed by Adam Croney and seconded by Chris Saxby.	
5.5.4	The Annual Report and Financial Statements for the year ended 31 July 2024 were approved by the Board and signed on behalf of the Board at the meeting by the Chair and Accounting Officer (CCP) and the Executive of Curriculum, Quality and Student Experience (ATL).	
5.5.5	Grateful thanks were extended to Louise Bridgett for their auditing services over the past year.	
5.5.6	At this point Louise Bridgett left the meeting.	
5.5.7	At this point Sam Samuel joined the meeting and was updated confidentially regarding the recent Ofsted inspection by the Principal.	
5.6	<p>v) Audit Committee Annual Report to the Corporation</p>	
5.6.1	The Board considered the Audit Committee Annual Report to the Corporation, as circulated, which had been reviewed by the Audit Committee at its meeting on 25 November 2024.	
5.6.2	On behalf of the Committee, the Audit Committee Chair assured the Board that the Committee was satisfied with the adequacy and effectiveness of the College's systems of internal control.	
5.6.3	There being no further comments, the Audit Committee Annual Report to the Corporation was approved by the Board.	
6.	<p>PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE, LEARNING AND TEACHING AND KEY AREAS FROM THE KPI DASHBOARD</p>	
6.1	<p>The Principal presented on her report, as circulated, to the Board. Highlights of the report included:</p> <ul style="list-style-type: none"> • Student numbers and performance – strong growth in 16-18 and adult student numbers, with a significant increase in college size over the past year. • HE numbers remained static, aligned with national trends. • Apprenticeship onboarding continued successfully. • Attendance and retention – attendance considered good at 80% compared to lower norms in other institutions. Retention rates were 	

ITEM		ACTION
	<p>also strong at 98% despite challenges earlier in the year. It was noted that student demographics, including the number of home-educated students could impact attendance trends.</p> <ul style="list-style-type: none"> Celebrations and achievements - <ul style="list-style-type: none"> Piquet Barracks Program marked the first anniversary and was praised for the transformative impact on students' lives. Supported internships – successful partnerships with local hospitals and authorities had led to job opportunities for students. Awards – the College had been shortlisted for AoC FE Beacon awards for digital innovation, highlighting an app that saved an average of 6 hours per week of staff time and boosted productivity by 20%. Students' achievements – a student had received recognition at the House of Lords for their contributions, including Gold DofE, an ambassador for the South West for great work on the Student Council and advocating for autism in girls. Praise was given for their achievements and progression from skills development to Level 3 Patisserie. ACTION: DofG to send a formal acknowledgement of their accomplishments on behalf of the Board. 	DofG
6.2	Governors challenged the fluctuations in attendance, which was attributed to demographic changes and increased student intake.	
6.3	There were no further questions arising from the report.	
7.	FINANCE	
7.1	i) Year End Management Accounts as at the end of July 2024	
7.1.1	The Group financial position as at the end of July 2024 was discussed and the Board was updated regarding the operational deficit, current forecast and surplus. Whilst costs were reported to have exceeded the budget, this correlated with supporting student growth (eg transport costs). The management accounts reported an operational surplus after adjustments, which was discussed.	
7.1.2	The Board was updated regarding the financial performance of ATL, which also reported an operational surplus, driven by growth in adult and 16-18 funding.	
7.1.3	The Board challenged whether the anticipated surplus could have been invested. The Chief Financial Operations Officer reported that a number of good capital investments had been made throughout the year.	
7.1.4	There were no further questions arising from the report.	
7.2	ii) CCP Group Performance Report for the Three Months Ending 31 October 2024	
7.2.1	The Board was introduced to a new dashboard style report, inspired by recommendations received following the external governance review. It was noted that future enhancements would include comparison tables for income and pay costs versus budget, prior year data and an operating surplus trend graph. The Board was encouraged to suggest additional features or improvements.	
7.2.2	A financial overview of the Year-to-Date was provided. A strong performance in adult and 16-19 student numbers was reported. Apprenticeship income was reported to be above budget due to recruitment progress. Staff costs were under budget due to vacancies and delayed pay increases.	

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7.2.3	A query was raised by the Board regarding cover for vacancies in substantive roles. The Board was assured that such instances were carefully managed through role prioritisation.	HoF
7.2.4	Increased costs for student growth included marquee hire and furniture purchases. Governors felt it would be helpful to include a summary of unprogrammed work in future reports. ACTION: Head of Finance	
7.2.5	It was noted the document format and clarity would continue to evolve. In summary, the financial report reflected a better than budgeted performance, with careful management of costs and growth-related challenges, whilst the new format aimed to improve transparency and insight.	
8.	GOVERNANCE	
8.1	i) Report from Director of Governance	
8.1.1	The Governance Report, as circulated, was taken as read.	
8.2	ii) Updated Policy Management Framework	
8.2.1	With the exception of an amendment to update the policy review date for the Equity, Equality, Diversity and Inclusion Policy on page 2, approval of the Framework as proposed by Victoria Pomery and seconded by Sam Peach.	
8.2.2	The Board approved the updated Policy Management Framework.	
8.3	iii) Updated Audit Committee Terms of Reference	
8.3.1	The updated Audit Committee Terms of Reference approved by the Audit Committee at its meeting on 25 November 2024 were recommended to the Board for ratification.	
8.3.2	The Board approved the updated Audit Committee Terms of Reference.	
8.4	iv) Succession Planning	
8.4.1	In light of the resignation of Adam Croney, Vice-Chair and Chair of the Audit Committee the Board acknowledged the need to recruit a new member with a background in financial planning, audit and risk management. The draft governor advertisement was approved , subject to paragraph three being moved to become the first paragraph. It was agreed the recruitment process would take place early in the New Year.	
8.4.2	The requirement to appoint an interim Chair for the Audit Committee was discussed. Chris Saxby volunteered to take on this role, which was proposed by Sam Shattock and seconded by Rebecca Archer.	
8.4.3	The Board approved the appointment of Chris Saxby as Interim Chair of the Audit Committee.	
9.	SECTOR INFORMATION/ANNOUNCEMENTS	
9.1	Not used.	
10.	POLICIES	
10.1	i) Data Protection Policy	
10.1.1	The updated Data Protection Policy, as circulated, with updates highlighted in yellow, was considered by the Board. Approval of the policy was proposed by Victoria Pomery and seconded by Justine Hardie.	
10.1.2	The Board approved the updated Data Protection Policy.	

ITEM		ACTION
10.2	ii) Freedom of Information Policy	
10.2.1	The updated Freedom of Information Policy and procedure for Making a Request for Information, as circulated, was considered by the Board. Approval of the policy was proposed by Victoria Pomery and seconded by Justine Hardie.	
10.2.2	The Board approved the updated Freedom of Information Policy.	
11.	AOB	
11.1	End of year announcements	
11.1.1	Grateful thanks were extended by the Board to the Skills Development Team for the beautiful Christmas wreath gifts.	
11.1.2	The Chair and Principal conveyed grateful thanks to the Board for their time, wisdom and support over the past year and wished everyone a very happy Christmas.	
11.2.3	There being no further business, the meeting ended at 1753 hours.	
12.	DATE OF NEXT MEETING	
12.1	Monday 17 March 2025, 4.30 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
4. Corporation Minutes 141024 Draft
- 5i. Regularity Self-Assessment Questionnaire 2023-2024
- 5iia. ATL ACR 2024
- 5iib. CCP ACR 2024
- 5iia. ATL 2024 Letter of Representation
- 5iib. CCP 2024 Letter of Representation
- 5iv. Members Report and Financial Statements 2023-2024
- 5iva. ATL Accounts filleted FINAL
- 5ivb. ATL Accounts full FINAL
- 5v. Audit Committee Annual Report to the Corporation 2023-2024
6. Principal's Report – December 2024
- 7i. Year End Management Accounts as the end of July 2024
- 7ii. CCP Group Performance Report – new layout
- 8i. Governance Report – December 2024
- 8ii. Updated Policy Management Framework – November 2024
- 8iii. Update Audit Committee Terms of Reference – November 24 with tracked changes
- 10i. Data Protection Policy – November 2024
- 10iia. Freedom of Information Act Policy – November 2024-2027
- 10iib. Freedom of Information – Making a Request for Information

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.