

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

|              |               |              |         |
|--------------|---------------|--------------|---------|
| <b>DATE:</b> | 17 March 2025 | <b>TIME:</b> | 4.30 pm |
|--------------|---------------|--------------|---------|

**PRESENT**

|                                 |                                                                                                                                                                                                                                                                                                   |
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| <b>Chair:</b>                   | Richard Stevens                                                                                                                                                                                                                                                                                   |
| <b>Governors:</b>               | Jackie Grubb, Chief Executive/Accounting Officer (Principal)<br>Rebecca Archer ( <i>online</i> )<br>Justine Hardie<br>Sam Peach<br>Amanda Ratsey<br>Sam Shattock<br>Martin Boulter<br>Chaz Talbot<br>Holly Whittaker                                                                              |
| <b>Attendees:</b>               | Lorraine Hill, Chief Financial Operations Officer<br>Dawn Ash, Head of Finance<br>Paul Fanshawe, Executive for Business Intelligence, Growth and Skills<br>Nadia McCusker, Director of Quality Improvement<br>Charlotte Corfield, Interim Executive of Curriculum, Quality and Student Experience |
| <b>Governance Professional:</b> | Laura Sadler, Director of Governance                                                                                                                                                                                                                                                              |
| <b>Apologies:</b>               | Victoria Pomery, Sam Samuel, Chris Saxby, Humaira Rahman                                                                                                                                                                                                                                          |

This meeting met its quorum and remained quorate for the duration of the meeting.

| ITEM      |                                                                                                                                                                                                                                                                                                                       | ACTION |
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| <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 Charlotte Corfield, recently appointed Interim Executive of Curriculum, Quality and Student Experience, who provided governors with a brief account of their career history to date. Introductions took place around the room |        |
| 1.2       | Apologies were received from Victoria Pomery, Sam Samuel, Chris Saxby and Humaira Rahman.                                                                                                                                                                                                                             |        |
| <b>2.</b> | <b>DECLARATION OF INTERESTS</b>                                                                                                                                                                                                                                                                                       |        |
| 2.1       | Sam Shattock declared new interests in the Merchant Navy Training Board and National Council for Maritime UK in the capacity of a board member.                                                                                                                                                                       |        |
| 2.2       | Amanda Ratsey declared new interests in Maritime UK South West and Zero USV in the capacity of a board member.                                                                                                                                                                                                        |        |
| 2.3       | These declarations were not deemed to conflict with any items on the agenda. There were no further declarations of interest.                                                                                                                                                                                          |        |

| ITEM       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ACTION           |
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| <b>3.</b>  | <b>CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
| <b>3.1</b> | <b>i) Appointment of Chair</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |
| 3.1.1      | The Chair left the room briefly for this item. The Director of Governance reported that the Chair's current term of office was due to expire on 31 March 2025 and four nominations had been received in advance of the meeting in support of the Chair's re-appointment. A recommendation was made for the Chair to be re-appointed, which was proposed by Sam Shattock and seconded by Sam Peach.                                                                                                                                                                                                                                                                                                                                                               |                  |
| 3.1.2      | Those present voted unanimously in favour of Richard Stevens continuing in the role of Chair, which it was <b>agreed</b> would continue for a further 2 year period until 31 March 2027.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |
| 3.1.3      | The Chair re-entered the room and was congratulated on their re-appointment to the role of Chair for a further 2-year term of office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  |
| <b>4.</b>  | <b>MINUTES OF THE PREVIOUS MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |
| 4.1        | The draft minutes of the previous meeting held on 16 December 2024, as circulated, were <b>agreed</b> as an accurate record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |
| 4.2        | There were no matters arising.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |
| <b>5.</b>  | <b>PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |
| 5.1        | The Principal presented on her report to the Board, as circulated and was proud to announce that the College had won the prestigious Beacon Award for Digital Technology, sponsored by JISC, in recognition of its innovative use of a Google App sheet-based tool that enabled staff to easily build apps for classroom observations. The tool supports quality education, integrates AI, directs users to online resources and is accessible for adoption by other institutions. The College had had the privilege of hosting a table at the National Digifest and received high praise from the Head of JISC who highlighted the work as exemplary. Feedback noted the College's outstanding performance, which set a standard difficult for others to match. |                  |
| 5.2        | Reference was made to Appendix 1 – Governors' Data Report. Governors were invited to share feedback on the information they would like to see and how it should be presented. <b>ACTION: Governors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Governors</b> |
| 5.3        | Noting the College's city skills focus on health, construction, engineering, business and digital skills and the current decline in apprenticeship numbers, the Board enquired about the 5-year projection for apprenticeships in each of the aforementioned areas, whether any investments were envisaged and whether there were any areas/companies where market penetration was proving difficult.                                                                                                                                                                                                                                                                                                                                                            |                  |
| 5.4        | It was noted the Executive Team had set specific growth targets for apprenticeships across the five areas of focus, which included resource needs and were reviewed annually to check progress. Aligned to the apprenticeship growth strategy was the Civic Centre; it was acknowledged the current site would not be sufficient long-term. Governors were updated on the current status of the apprenticeship growth targets.                                                                                                                                                                                                                                                                                                                                   |                  |
| 5.5        | A new approach had been taken to cyber security and data analytics with the intention of expanding the IT support contract and growing the College's digital footprint, through active engagement with large local companies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
| 5.6        | Two members of the Board requested a separate meeting outside of the Board with the Executive of Business Intelligence, Growth and Skills to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |

| ITEM        |                                                                                                                                                                                                                                                                                                                                                                                   | ACTION      |
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|             | discuss growth and skills. <b>ACTION: DofG</b> to coordinate.                                                                                                                                                                                                                                                                                                                     | <b>DofG</b> |
| 5.7         | There were no further questions arising from the report.                                                                                                                                                                                                                                                                                                                          |             |
| <b>6.</b>   | <b>POST OFSTED ACTION PLAN</b>                                                                                                                                                                                                                                                                                                                                                    |             |
| 6.1         | This item was discussed in confidence and is recorded in Part 2 of these minutes.                                                                                                                                                                                                                                                                                                 |             |
| <b>7.</b>   | <b>STRATEGIC OVERVIEW OF THE CIVIC CENTRE DESIGN PRINCIPLES</b>                                                                                                                                                                                                                                                                                                                   |             |
| 7.1         | This item was discussed in confidence and is recorded in Part 2 of these minutes.                                                                                                                                                                                                                                                                                                 |             |
| <b>8.</b>   | <b>FINANCE</b>                                                                                                                                                                                                                                                                                                                                                                    |             |
| 8.1         | <b>Corporate Performance Report for the Six Months Ending 31 January 2025</b>                                                                                                                                                                                                                                                                                                     |             |
| 8.1.1       | This item was discussed in confidence and is reported in Part 2 of these minutes.                                                                                                                                                                                                                                                                                                 |             |
| <b>9.</b>   | <b>STATUTORY</b>                                                                                                                                                                                                                                                                                                                                                                  |             |
| <b>9.1</b>  | <b>i) Gender Pay Gap Report 2023-2024</b>                                                                                                                                                                                                                                                                                                                                         |             |
| 9.1.1       | The Gender Pay Gap Report for 2023-2024, as circulated, was considered. It was noted the gender pay gap difference related mainly to staff on lower pay grades. The mean and median gender pay gaps had dropped and were reported to be lower than the national and public sector levels.                                                                                         |             |
| 9.1.2       | A governor asked whether it was feasible to project forward to when the College might close its gender pay gap. Management replied that the timeline depended on future recruitment patterns. The Board was assured that the current initiatives were effective and the male/female ratios in all pay quartiles were converging, with noticeable narrowing in the third quartile. |             |
| 9.1.3       | There being no further questions, the Gender Pay Gap Report was approved by the Board. <b>ACTION: DofG</b> to co-ordinate publication on the College website.                                                                                                                                                                                                                     | <b>DofG</b> |
| 9.1.4       | 6.15 pm Holly Whittaker left the meeting.                                                                                                                                                                                                                                                                                                                                         |             |
| 9.1.5       | The Board felt it would be helpful to receive information on the ethnicity gap. It was <b>agreed</b> this would be included in the People Management report presented at the next meeting. <b>ACTION: CFOO</b>                                                                                                                                                                    | <b>CFOO</b> |
| <b>10.</b>  | <b>GOVERNANCE</b>                                                                                                                                                                                                                                                                                                                                                                 |             |
| <b>10.1</b> | <b>i) Governance Report</b>                                                                                                                                                                                                                                                                                                                                                       |             |
| 10.1.1      | The report, as circulated, was taken as read. There were no questions arising from the report.                                                                                                                                                                                                                                                                                    |             |
| <b>10.2</b> | <b>Cyber Security Training</b>                                                                                                                                                                                                                                                                                                                                                    |             |
| 10.2.1      | The Director of Governance noted the DfE's guidance that at least one governor complete cyber security training, available on the TES training platform. Two governors had already completed this training, one through TES and another through their MoD training. <b>ACTION: JH</b> to forward copies of certificates to the Director of Governance to keep on file.            | <b>JH</b>   |
| <b>11.</b>  | <b>SECTOR INFORMATION/ANNOUNCEMENTS</b>                                                                                                                                                                                                                                                                                                                                           |             |
| <b>11.1</b> | <b>NHS England</b>                                                                                                                                                                                                                                                                                                                                                                |             |
| 11.1.1      | The Board enquired whether the latest announcement by the Prime Minister regarding the abolishment of NHS England funding would affect the hub.                                                                                                                                                                                                                                   |             |

| ITEM        |                                                                                                                          | ACTION |
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|             | The Board was assured that the hub would continue to run as normal and would not be impacted.                            |        |
| <b>12.</b>  | <b>ANY OTHER BUSINESS</b>                                                                                                |        |
| <b>12.1</b> | <b>i) Staff Development Day</b>                                                                                          |        |
| 12.1.1      | Feedback was received on the recent Staff Development Day held on Tuesday 11 March 2025 focusing on SEND and High Needs. |        |
| 12.2        | There being no further business, the meeting ended at 6.35 pm.                                                           |        |
| <b>13.</b>  | <b>DATE OF NEXT MEETING</b>                                                                                              |        |
| 13.1        | Monday 19 May 2025, 4.30 pm.                                                                                             |        |

#### **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.