

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

<b>DATE:</b>	19 May 2025	<b>TIME:</b>	4.30 pm
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**PRESENT**

<b>Chair:</b>	Richard Stevens
<b>Governors:</b>	Jackie Grubb, Chief Executive/Accounting Officer (Principal) Rebecca Archer Justine Hardie Victoria Pomery Amanda Ratsey Sam Samuel Chris Saxby Sam Shattock ( <i>online</i> ) Martin Boulter Chaz Talbot Humaira Rahman Holly Whittaker
<b>Attendees:</b>	Lorraine Hill, Chief Financial Operations Officer Dawn Ash, Head of Finance Bailey Tasker, Student
<b>Governance Professional:</b>	Laura Sadler, Director of Governance
<b>Apologies:</b>	Sam Peach

This meeting met its quorum and commenced at 4.30 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 Bailey Tasker.	
1.2	Apologies were received from Sam Peach.	
<b>2.</b>	<b>DECLARATION OF INTERESTS</b>	
2.1	Amanda Ratsey declared an interest in discussions related to the Civic Centre and Defence Industrial Strategy, noting it directly related to their day job. The declaration was noted and Amanda Ratsey continued to contribute insights but did not partake in any decision-making.	
2.2	No further declarations of interest were declared in relation to any item on the agenda.	
<b>3.</b>	<b>CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING</b>	
3.1	The Board formally ratified the Written Resolution previously circulated to members in accordance with the College's governance procedures. The resolution, which related to the acceptance of a tender quotation submitted by Ideal Lifts Service Ltd, had been unanimously approved by the required majority of members. This ratification was noted for the record to ensure transparency and compliance with statutory and regulatory requirements.	

ITEM		ACTION
<b>4.</b>	<b>STUDENT VOICE PRESENTATION: <i>Sustainability</i></b>	
4.1	<p>Bailey Tasker, Student Eco Association lead and member of the Student Council presented ideas to the Board to promote sustainability at the College. These included:</p> <ul style="list-style-type: none"> <li>• Appointing a dedicated Student Union sustainability lead to work with the Student Eco Association to collaborate on plans for extra support</li> <li>• Enhancing staff training on sustainability</li> <li>• Improving communication with students and staff to improve awareness</li> <li>• Integrating sustainability into tutorials</li> <li>• AI Bot to let students know about College events etc</li> <li>• Community garden – promote use of the mental health garden</li> <li>• Affordable local trips eg in Devon and Cornwall to allow more students access (subsidised trips abroad still expensive)</li> <li>• Expansion of the Lighthouse to provide eco therapy</li> <li>• Better use of green spaces (mental health garden, allotments etc)</li> <li>• Incorporating sustainability into course content through practical experiences eg assist with on-site developments by teaching how to undertake environmental impact assessments/green skills etc which would be very useful in the coming years</li> <li>• Estates person to specialise in sustainability</li> </ul>	<b>Executive of Curriculum, Quality and Student Experience</b>
4.2	A discussion followed about the need for more support and engagement within the Eco Association. Suggestions included giving the group specific problems to solve, presenting to the Student Union and encouraging staff and departments to provide more guidance and opportunities. Communication channels, the impact of Covid-19 on mental health and the potential for interactive or gamified sustainability content in tutorials were also highlighted.	
4.3	There being no further questions, grateful thanks were extended to Bailey for his inspiring presentation and Holly Whittaker for assisting with the presentation content. <b>ACTION: Executive of Curriculum, Quality and Student Experience to take forward the suggestions under a ‘you said, we did’ approach with the Executive Team and update the Board on developments at a future meeting.</b>	
4.4	Bailey Tasker left the meeting.	
<b>5.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
5.1	The minutes of the extraordinary meeting held on 6 March 2025 (excepting an amendment to remove Sam Samuel from the list of governors attending) and the Corporation meeting held on 17 March 2025, as circulated, were <b>agreed</b> .	
5.2	The confidential minutes of the meeting held on 17 March 2025, as circulated, were <b>agreed</b> .	
<b>6.</b>	<b>SUBCONTRACTING</b>	
<b>6.1</b>	<b>i) Governor Subcontracting Report</b>	
6.1.1	The Board received the report, as circulated, which was taken as read. The report clarified the rationale for this mandatory policy and that subcontracting involved outsourcing aspects of provision the college could not deliver, with Achievement Training Limited (ATL) and Plymouth Argyle Community Trust (Argyle) being the main subcontractors.	
<b>6.2</b>	<b>ii) Subcontracting Policy 2025-2026</b>	
6.2.1	The updated Subcontracting Policy for 2025-2026, as circulated, was taken as read. It was noted that a tender process had been undertaken. The	



ITEM		ACTION
	clarified, noting that the College was streamlining roles for effectiveness. External verification remained in place and was not seen as a barrier to quality.	
7.10	The Board asked whether there would be an audit trail to show that feedback from the recent Ofsted inspection was being addressed; the Board was assured there was. An update on progress against the Ofsted Action Plan was requested. <b>ACTION: Executive of Curriculum, Quality and Student Experience</b>	<b>Executive of Curriculum, Quality and Student Experience</b>
7.11	<b>i) Annual Accountability Agreement and Local Needs Duty 2025/2026</b>	
7.11.1	The draft Accountability Agreement, as circulated, was taken as read. Governors were invited to give feedback on the content and layout of the document. The proposal to approve the Agreement was put forward by Justine Hardie and seconded by Chaz Talbot.	
7.11.2	<b>The Accountability Agreement and Local Needs Duty 2025/2026 was approved by the Board.</b>	
7.11.3	Grateful thanks were extended to Paul Fanshawe, Executive of Business Intelligence, Skills and Growth, in his absence, for his significant work on this document.	
<b>8.</b>	<b>SAFEGUARDING ANNUAL REPORT</b>	
8.1	The report, as circulated, outlined the current state and strategic approach to safeguarding taken within the College, emphasising that safeguarding was a collective responsibility. The report highlighted the complex and evolving challenges faced by the college in protecting students, including how different college departments and services worked together to maintain a safe environment.	
8.2	Minutes 8.2 to 8.6 of this item were discussed in confidence and are recorded in Part 2 of these minutes.	
8.7	Positive outcomes in managing mental health issues via the Lighthouse had allowed the reclassification of some cases from safeguarding to wellbeing. However, rising homelessness and housing concerns remained a priority.	
8.8	A new triage system had been implemented to support the flow of concerns from pastoral support (low-level) to Lighthouse (complex/wellbeing) and the safeguarding team (serious cases).	
8.9	In conclusion, the report highlighted a rising complexity and seriousness in safeguarding issues, requiring adaptable systems, intelligence sharing and enhanced staff support across all levels.	
<b>9.</b>	<b>FINANCE</b>	
9.1	Minutes 9.1 to 9.4 of this item were discussed in confidence and are recorded in Part 2 of these minutes.	
9.5	The Board felt it would be useful for governors to understand the FHS mechanics and financial independencies and it was agreed a dedicated session should be arranged outside the main board to discuss FHS trigger points and strategy. <b>ACTION: DofG/CFOO</b> to arrange a meeting on FHS understanding and implications.	
9.6	6.25 pm Dawn Ash, Head of Finance left the meeting.	
<b>10.</b>	<b>PEOPLE MANAGEMENT</b>	
10.1	This item was discussed in confidence and is recorded in Part 2 of these minutes.	

ITEM		ACTION
<b>11.</b>	<b>REPORT FROM THE AUDIT COMMITTEE</b>	
11.1	<p>The Audit Committee Chair provided a verbal update to the Board following the recent Audit Committee meeting held on 31 March 2025, summarised below:</p> <ul style="list-style-type: none"> <li>• Strategic Risk Register: Reviewed. Two risks remain partly unmitigated: <ul style="list-style-type: none"> <li>○ Apprenticeship changes</li> <li>○ Pay differentials – active work underway to resolve</li> </ul> </li> <li>• No escalations required for the Board</li> <li>• Internal Audit: <ul style="list-style-type: none"> <li>○ Two completed reports received with positive outcomes and no major concerns reported</li> <li>○ Audit tracking report - no issues reported</li> </ul> </li> <li>• Report from the Data Protection Officer (DPO) received with no questions or concerns arising from the report</li> </ul>	<b>Audit Chair</b>
11.2	Time was allocated to reflect on the performance of the Committee and quality of the papers presented; assurance received. The positive contributions of auditors and staff were acknowledged.	
11.3	<p>Committee membership was discussed. The need for 1-2 additional governors to serve on the Committee was required to ensure quoracy and governors were encouraged to self-nominate if interested in joining.</p> <p><b>ACTION:</b> Committee to clarify whether additional members are needed for skills or to meet minimum numbers.</p>	
<b>12.</b>	<b>GOVERNANCE</b>	
<b>12.1</b>	<b>i) Governance Report</b>	
12.1.1	The Governance Report, as circulated, was taken as read.	
<b>12.2</b>	<b>ii) Board and Committee Meetings Schedule for 2025/2026</b>	
12.2.1	The proposal to move board and committee meetings to Tuesday was discussed; the Board preferred to keep them on Mondays.	
12.2.2	The Board asked about a date for a board residential. It was noted that previous arrangements had been cancelled due to low numbers, incurring costs. A half day/evening event was suggested instead, to which most members agreed.	
12.2.3	<b>The Board approved the Board and Committee Meetings Schedule for 2025/2026 on the basis meetings continued to take place on Monday.</b>	
<b>12.3</b>	<b>iii) Cycle of Business 2025/2026</b>	
12.3.1	The draft Cycle of Business for 2025/2026, as circulated, was considered.	
12.3.2	<b>The Board approved the Cycle of Business 2025/2026.</b>	
<b>13.</b>	<b>SECTOR INFORMATION/ANNOUNCEMENTS</b>	
13.1	Not used.	
<b>14.</b>	<b>POLICIES</b>	
<b>14.1</b>	<b>i) Equity, Equality, Diversity and Inclusion Policy</b>	
	The updated Equity, Equality, Diversity and Inclusion Policy, as circulated, was considered by the Board.	

ITEM		ACTION
14.1.1	<b>The Board approved the updated Equity, Equality, Diversity and Inclusion Policy.</b>	
<b>14.2</b>	<b>ii) Disciplinary Policy for Senior Post Holders</b>	
14.2.1	The updated Disciplinary Policy for Senior Post Holders, as circulated, was considered by the Board.	
14.2.2	<b>The Board approved the updated Disciplinary Policy for Senior Post Holders.</b>	
14.3	The Board requested that all future updated policies included a document control page to clearly track and audit any changes made. <b>ACTION: DofG</b>	<b>DofG</b>
<b>15.</b>	<b>AOB</b>	
15.1	There being no further business, the Chair closed the meeting and expressed grateful thanks to governors for their engagement and continued commitment to the College.	
15.2	The meeting ended at 7.15 pm.	
<b>12.</b>	<b>DATE OF NEXT MEETING</b>	
12.1	Monday 7 July 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.