

**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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<b>PRESENT</b>	
<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.

<b>ITEM</b>		<b>ACTION</b>
<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
6.2.2	<p>Board was asked to approve the two subcontractors, ATL and Argyle and the updated Subcontracting Policy 2025/2026. The proposal to approve the subcontractors and updated policy was put forward by Chris Saxby and seconded by Rebecca Archer.</p> <p><b>The Board approved the subcontractors, ATL and Argyle and the updated Subcontracting Policy 2025/2026.</b></p>	
7.	<p><b>PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE AND KEY AREAS FROM THE KPI DASHBOARD</b></p>	
7.1	<p>The Principal reported on her recent engagement with the DfE about a potential construction college for Plymouth and expressed enthusiasm about the city's momentum.</p>	
7.2	<p>Recent recognitions included a visit to Buckingham Palace (grateful thanks were expressed for the nomination) and being shortlisted for a People Management award.</p>	
7.3	<p>Highlights of the cross-city collaboration led by the Plymouth Area Business Council (PABC) focused on breaking down barriers and improving social mobility.</p>	
7.4	<p>Discussion turned to the Civic Centre redevelopment, a major city project that would unlock 10,000 homes, which had recently featured on the local news. It was noted the project had now reached RIBA Stage 2, with planning progressing and key documentation (eg 3D visualisations and fire reports) in development and would be progressing to RIBA Stage 3.</p>	
7.5	<p>Funding strategies included three pathways: bidding with strategic partnerships (transport, housing, skills), using limited internal funds and attracting private investment, particularly via major employers and connections to the green and blue skills centre. The Board highlighted a timely opportunity linked to the FRD and Defence Industrial Strategy, stressing the importance of a unified message to attract investment and make the case for central city development that supports career visibility and defence activity. The Board felt it would be helpful to support the Executive Team in shaping the narrative to align with broader programmes.</p> <p><b>ACTION: Amanda Ratsey</b> agreed to discuss further with the Executive Team at a separate meeting.</p>	AR
7.6	<p>The Skills Development department was in the process of being restructured and rebranded as 'Pathways and Progression', reflecting a newly designed progressive curriculum developed with input from students, the local authority and parents. The aim was to provide clearer routes for student development and broaden opportunities. A formal rebrand and relaunch was planned and the Board would be given insight into the changes in due course. A peer review was scheduled for Wednesday 21 May with external support and it was noted this new approach would link into the Caerus initiative.</p>	
7.7	<p>Recruitment was reported to be going well. The Board noted the positive trends in retention compared to the previous year.</p>	
7.8	<p>Student absence highlighted persistent challenges, which the Principal acknowledged was a national issue. The Interim Executive of Curriculum, Quality and Student Journey was exploring additional attendance strategies. The Board requested to see attendance and enrolment data trended over the academic year. <b>ACTION: Executive of Curriculum, Quality and Student Experience.</b> This information to be included in all future reports to the Board from the Principal.</p>	Executive of Curriculum, Quality and Student Experience
7.9	<p>The Board asked about the quality of learning and external verification. The distinction between internal quality processes and Ofsted expectations was</p>	

ITEM		ACTION
7.10	clarified, noting that the College was streamlining roles for effectiveness. External verification remained in place and was not seen as a barrier to quality.  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.