



**MINUTES OF THE MEETING OF THE CORPORATION BOARD
HELD AT CITY COLLEGE PLYMOUTH, PL1 5QG, ROOM KI205**

DATE:	13 October 2025	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 Amanda Ratsey Chris Saxby Sam Shattock (<i>online</i>) Martin Boulter
Attendees:	Lorraine Hill, Chief Financial Operations Officer Charlotte Corfield, Interim Executive of Curriculum, Quality and Student Experience Paul Fanshawe, Executive of Business Intelligence, Growth and Skills Nadia McCusker, Director of Quality Dawn Ash, Head of Finance
Governance Professional:	Laura Sadler, Director of Governance
Apologies:	Sam Samuel, Chaz Talbot

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 the wider Executive Team.	
1.2	Apologies were received from Sam Samuel and Chaz Talbot.	
2.	DECLARATION OF INTERESTS	
2.1	Amanda Ratsey and Richard Stevens declared an interest in Team Plymouth (featured in the Principal's report on page 2).	
2.2	No further declarations of interest were declared in relation to any item on the agenda.	
3.	CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING	
3.1	Appointment of Vice-Chair	
3.1.1	The Chair recalled a previous discussion about the appointment of a Vice-Chair and nominations, following which Chris Saxby had volunteered to undertake this role. The Chair invited Chris to update the Board on why he wished to become Vice-Chair. A brief update was provided before Chris Saxby left the room for the election process.	

ITEM		ACTION
3.1.2	Upon the proposal of Rebecca Archer and seconded by Sam Shattock, it was resolved unanimously that Chris Saxby be appointed as Vice-Chair of the Corporation Board for a term of 2 years, commencing on 13 October 2025 and ending on 12 October 2027.	DofG
3.1.3	Chris Saxby re-entered the room at 4.45 pm.	
3.1.4	The Chair congratulated Chris Saxby on the appointment and thanked them for their continuing contribution to the Board's leadership and governance.	
3.1.5	The Board unanimously agreed Chris Saxby be appointed as Vice-Chair of the Corporation Board for the term specified. ACTION: DofG to update records and website.	
3.2	Appointment of Remuneration Committee Chair	
3.2.1	The Chair reported the need to elect a Chair of the Remuneration Committee, as the term of office of the existing Chair, Victoria Pomery, had come to an end. Prior to the meeting Victoria had been approached and had indicated their willingness to continue in the role if no one else came forward.	
3.2.2	At this point Victoria Pomery left the room.	
3.2.3	The Chair invited any other nominations for the position; none were received. The Board expressed their appreciation for Victoria's continued leadership and contribution to the Committee's work.	
3.2.4	The Chair noted that Victoria Pomery's term of office as a Governor was due to end in March 2026, at which point both their membership of the Corporation Board and their role as Chair of the Remuneration Committee would cease and it may become necessary to appoint another chair. Sam Shattock expressed an interest in becoming chair of this committee in the future if required.	
3.2.5	Upon proposal by Justine Hardie and seconded by Amanda Ratsey, it was resolved unanimously that Victoria Pomery be re-appointed as Chair of the Remuneration Committee until the end of their term of office in March 2026.	
3.2.6	The Board unanimously agreed to the re-appointment of Victoria Pomery as Chair of the Remuneration Committee for the term specified.	
4.	MINUTES OF THE PREVIOUS MEETING	
4.1	The minutes of the previous meeting held on 7 July 2025, as circulated, were agreed .	
4.2	The confidential part 2 minutes of the meeting held on 7 July 2025, as circulated, were also agreed .	
4.3	There were no matters arising.	
5.	PRINCIPAL'S PRESENTATION INCLUDING EEDI, SAFEGUARDING UPDATE, KEY AREAS FROM THE KPI DASHBOARD AND STRATEGIC UPDATE	
5.1	This item was discussed in confidence and is recorded in Part 2 of these minutes.	
6.	POST OFSTED ACTION PLAN AND SEND UPDATE	
6.1	This item was discussed in confidence and is recorded in Part 2 of these minutes.	

ITEM		ACTION
7.	LEARNING, TEACHING AND ASSESSMENT	
7.1	This item was discussed in confidence and is recorded in Part 2 of these minutes.	
8.	QUALITY PROCESSES/CYCLE UPDATE	
8.1	The Quality Cycle 2025-2026, Quality Manual 2025-2026 and Internal Quality Assurance of Assessment (IQA) Handbook 2025-2026 circulated in advance of the meeting were taken as read.	
8.2	An update was provided to the Board by the Director of Quality. The College had streamlined its quality processes, integrating quality and teaching and learning functions into a single framework. The Quality Cycle had been simplified, with general curriculum expectations removed and a new focus on learning walks and target reviews, which formed part of the observation processes, incorporating SEND and High Needs provision throughout.	
8.3	The Quality and IQA manuals had been issued; these were supported by a training cycle rather than requiring full staff familiarity. Key quality priorities had been established and the Executive Leadership Team (ELT) had engaged directly with students and staff on expectations around ownership, engagement, punctuality and behaviour.	
8.4	<p>Progress included:</p> <ul style="list-style-type: none"> • Ongoing review of Self-Assessment Reports (SARs). • Enhanced attendance monitoring and analysis, recognising national post-16 challenges (particularly linked to English and Maths resits). • Development of a College Improvement Plan, including initiatives on attendance, behaviour and engagement. • Introduction of a new Behaviour Management Procedure (replacing the Student Disciplinary Policy) and a Code of Conduct focused on positive habits; staff have been trained accordingly. • Substantive investment in English and Maths, including new dedicated spaces, additional staff recruitment and leadership under CLDO, Emma Lindsay. • Continued focus on supporting new teachers through structured training and professional development. 	
8.5	Governors discussed evidencing impact, particularly for SEND learners and agreed to receive regular updates on progress against the key priorities, including student data, feedback, attendance and behaviour. The importance of establishing clear KPIs and consistent reporting was noted with an emphasis on measuring cultural change and longer-term adoption.	
8.6	The Board commended the significant progress achieved in a short period and requested continued updates showing outcomes, including areas of strength and those requiring development. ACTION: Provide regular updates with measurable outcomes and evidence of impact (attendance, behaviour, student feedback).	Interim Executive of Curriculum
8.7	Grateful thanks were expressed by the Board to the Interim Executive of Curriculum, Quality and Student Experience and Director of Quality for the update.	
8.8	6.07 pm At this point the Director of Quality left the room.	

ITEM		ACTION
9.	EQUITY, EQUALITY, DIVERSITY AND INCLUSION REPORT	
9.1	The newly developed EEDI document was presented by the Interim Executive of Curriculum, Quality and Student Experience. The aim this year was to bring the information to life creating a vivid picture and genuine sense of the College's culture and community.	
9.2	The document reflects EEDI as a core element of what the College stands for, showcasing the respect and value placed on the experiences of both students and staff. It is designed to be shared widely, with plans for publication as an interactive page-turner on the College website and as a display copy in Reception.	
9.3	The document celebrates the college community (students and staff) through examples, data and case studies and highlights key areas such as safeguarding, SEND, apprenticeships and enrichment activities.	
9.4	It also showcases partnership work across Plymouth, charity and cultural initiatives and includes annual objectives for ongoing review. The document will be available as an online page-turner and displayed in Reception. It was noted that while the report highlights successes, it also recognises areas of vulnerability that require continued attention.	
9.5	The Board commended the EEDI report as an excellent and inspiring document that reflected pride in the College.	
9.6	<p>Questions arising from the report included:</p> <ul style="list-style-type: none"> • Target audience and use - this is a public facing document suitable for meetings with governors and parents and funding bids. • Ethnicity pay gap reporting – to be included in the next report. • Progress for SEND students – attendance and inclusion data currently being reviewed to assess impact. • Objectives for 2023/24 – this is a multi-year document and an interim update would be provided. • Data comparisons – tables to be reviewed to ensure proportional representation. Recommended for incorporation in future reports. • Diversity of the Board – this was to be developed in future versions. 	
9.7	It was noted the College continued to grow in diversity, success and opportunity, with further refinement to follow in future EEDI reporting.	
9.8	The EEDI Annual Report 2023/2025 was approved by the Board.	
10.	FINANCE	
10.1	The Board received a high-level update on the financial figures submitted to the auditors for 2024/25.	
10.2	It was noted that the Group moved from a planned deficit to a positive year-end position, reflecting the College's consistent prudent forecasting approach. Variance on the income line was confirmed as not material. The College also reported an improved outturn compared with that forecast. The Board noted that ATL continued to be supported through Adult Skills and the 16-18 subcontract. The Financial Health Score (FHS) remained 'Good'.	
10.3	The Board received a high-level update on income and student recruitment. It was noted that forecast income for the year reflected both higher than expected enrolments and additional funding streams, including top-up and	

ITEM		ACTION
10.4	<p>grant income. Forecasts for the next financial year assumed continued growth across the Group.</p> <p>The Board discussed financial forecasting in the context of future investment decisions. It was noted that recent forecasting had been closely aligned to outturn with the aim of balancing prudence with the need to take opportunities and invest early where appropriate. The Board acknowledged the volatility of the operational environment and emphasised the importance of ensuring that investment decisions supported organisational capacity and staff wellbeing. The Board reiterated that financial considerations should not impede essential resourcing; management confirmed that investment in staffing was being prioritised where needed. The Board noted the Chief Financial Operations Officer's advice that financial decisions must prioritise long-term sustainability.</p>	
10.5	<p>The Board considered recent reporting matters, noting that certain reporting processes had identified issues prior to governors being aware of them. The discussion addressed forthcoming developments, including defence initiatives, representing a fundamental shift in the city's perception and strategic positioning, which the Board felt it should proactively leverage. It was further observed that assumptions from the previous year may require adjustment to reflect the significant changes in the external environment.</p>	
10.6	<p>As a governing body, the Board felt it was well-positioned to anticipate and respond effectively to these developments. Grateful thanks were expressed to all participants for their contributions.</p>	
11.	<p>ESTATES AND ASSETS UPDATE, INCLUDING CIVIC BLUE/GREEN SKILLS HUB</p>	
11.2	<p>At this point Amanda Ratsey and Dawn Ash left the meeting 6.47 pm.</p>	
11.2	<p>An update on the Civic Centre project was presented to the Board by the Executive of Business Intelligence, Growth and Skills. Due to the residential design requirements and building regulations mandating full separation between residential and non-residential areas, the building footprint had been revised.</p>	
11.3	<p>It was noted that previous RIBA Stage 1 proposals were developed before the Council appointed its own design team and following that appointment design requirements had changed, resulting in a return to an earlier stage of work and associated programme delays. The Council's design team had now progressed to RIBA Stage 2, creating schedule pressure.</p>	
11.4	<p>The Board highlighted the importance of ensuring continued involvement in key discussions, noting risk around potential cost pressures and accountability. Notwithstanding the challenges, the revised plans provided increased space.</p>	
11.5	<p>The project was at RIBA Stage 2, with curriculum consultation meetings scheduled for next week. Progress remained on track.</p>	
11.6	<p>The Board received an update on the Heads of Terms (HoTs) for the project. The previously agreed HoTs had been revised to reflect recent changes, particularly regarding shared and communal spaces. Work was ongoing with the Council to finalise these details. An updated version of the HoTs would require signature prior to planning submission, expected in early December 2025. The Chief Financial Operations Officer assured the Board that no material changes to the previously agreed and approved HoTs were expected and therefore no further Board approvals were required at this stage. Should any significant changes arise, the matter would be referred back to the Board for consideration.</p>	

ITEM		ACTION
11.7	<p>Basic RIBA Stage 2 floor plans for the basement, ground level (with Plaza) and first floor were presented. It was noted that increased floor area had enabled an improved layout, with enhanced basement space usability. ACTION: DofG to circulate a copy of the presentation to all governors.</p> <p>The presentation included the revised front elevation, Royal Parade frontage and the rear of the building. The internal layout included a shared front lobby and spiral staircase. All three floors were shown.</p>	DofG
11.8	Sam Shattock left the meeting at 7 pm.	
11.9	There were no further questions arising from the presentation. Grateful thanks were expressed by the Board for the update.	
12.	GOVERNANCE REPORT	
12.1	<p>The Governance report, as circulated, was taken as read. Key items for Board members to note included:</p> <ul style="list-style-type: none"> • Read Part 2 of KCSIE September 2025 • Complete Annual Skills Audit • Complete Annual Declarations form 2025/26 • Review mandatory training expectations • Legislative updates within the report (eg new Ofsted Inspection Framework, Senior Pay approval limits, implications of the Economic Crime and Corporate Transparency Act 2023 (ECCTA) and Freedom of Speech Act 2023. 	DofG
12.2	The Board enquired when the College would be audited under ECCTA. It was noted this was likely be in the 2026/27 year.	
12.3	Student Governors	
12.3.1	It was noted the student governor election process was underway. The newly elected student governors would be attending and introduced to the Board at the December meeting, where their appointments would be formally ratified.	
12.4	Mandatory Training	
12.4.1	<p>Governors were reminded of the importance of completing all mandatory training on an annual basis, as this formed an essential part of their responsibilities as members of the Corporation Board. Key mandatory training included:</p> <ul style="list-style-type: none"> • Safeguarding • Prevent • Data Protection • Cyber Security 	
12.5	<p>In line with the expectations of staff, it was noted all mandatory training would become annual from 1 March 2026, with the aim of all training being completed during the month of March. This year there would be a six-month grace period to allow a smooth transition and any training completed after 1 September 2025 would remain valid for 2026 only. Governors requested an update on their respective training records. ACTION: DofG to circulate.</p>	
12.6	Link Governors	
12.6.1	<p>It was noted a link governor was required for the College's subsidiary ATL. Governors were given the opportunity to volunteer for this role, which Chris Saxby agreed to undertake. ACTION: DofG to update Link Governor information.</p>	
12.7	There were no further questions arising from the report.	

ITEM		ACTION
13.	SECTOR INFORMATION/ANNOUNCEMENTS	
13.1	Not used.	
14.	POLICIES	
14.1	i) Health and Safety Policy Annual Review, including Corporate Health and Safety Statement Update	DofG
14.1.2	The updated Health and Safety Policy and Corporate Health and Safety Statement, as circulated, was considered by the Board. A minor post circulation amendment was noted on page 29.	
14.1.2	The Board agreed that the Corporate Health and Safety Statement should be updated to include reference to the frequency of the Health, Safety and Welfare Committee meetings, to provide greater clarity on governance and the College's commitment to health and safety. The Board also felt it appropriate for governors to be invited to attend these meetings. ACTION: DofG to invite governors to future meetings of this committee.	
14.2	The Board approved the updated Health and Safety Policy and Corporate Health and Safety Statement, which was signed by the Chair and Chief Executive/Principal.	
14.2.1	ii) Updated Safeguarding Children, Young People and Adults at Risk Policy	
14.2.2	The updated Safeguarding Children, Young People and Adults at Risk Policy, as circulated, was considered by the Board.	
14.2.3	The Board approved the updated Safeguarding Children, Young People and Adults at Risk Policy.	
15.	ANY OTHER BUSINESS	
14.1	There being no further business, the meeting ended at 7.10 pm.	
16.	DATE OF NEXT MEETING	
16.1	Monday 15 December 2025, at the earlier time of 4.00 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.