



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

DATE:	15 December 2025	TIME:	4.00 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 (<i>online</i>) Victoria Pomery Sam Shattock Chris Saxby Martin Boulter Chaz Talbot Liam Ashby Ella Marley
Attendees:	Lorraine Hill, Chief Financial Operations Officer Charlotte Corfield, Interim Executive of Curriculum Quality and Student Experience Paul Fanshawe, Executive for Business Intelligence, Growth and Skills Pauline Hands, Executive of Strategic Communications and Stakeholders Nadia McCusker, Director of Quality Improvement (<i>agenda item 8 only</i>) Dawn Ash, Head of Finance Louise Bridgett, PKF Francis Clark James Harrison, Atkins Realis
Governance Professional:	Laura Sadler, Director of Governance
Apologies:	Amanda Ratsey, Sam Samuel, Kayleigh Avey, Atkins Realis

This meeting met its quorum and commenced at 4.00 pm.

ITEM		ACTION
1.	WELCOME AND APOLOGIES	
1.1	The Chair opened the meeting and welcomed those present. A warm welcome was extended to James Harrison of Atkins Realis and Louise Bridgett of PKF Francis Clark.	
1.2	A warm welcome was also extended to the newly appointed Student Governors, Liam Ashby and Ella Marley.	
1.3	Apologies were received from Sam Samuel and Kayleigh Avey of Atkins Realis.	
2.	DECLARATION OF INTERESTS	
2.1	No new declarations of interest were made outside of those detailed on the Register of Interests, in respect of any item on the agenda.	
3.	CIVIC BLUE/GREEN SKILLS CENTRE UPDATE (ATKINS REALIS)	
3.1	This item was discussed in confidence and is recorded in part 2 of these minutes.	

ITEM		ACTION
4.	CHAIR'S INTRODUCTORY REMARKS AND KEY ITEMS OF BUSINESS FOR THE MEETING	
4.1	<p data-bbox="316 327 735 360">Student Governor Appointments</p> <p data-bbox="201 371 1203 528">4.1.1 The Chair welcomed the newly appointed Student Governors. Introductions were made around the room, with Governors introducing themselves to the student members. The Chair invited the new student members to introduce themselves. It was noted that Ella Marley had previously served as a Student Governor and had returned to the College.</p> <p data-bbox="201 551 1066 584">4.1.2 The Board welcomed the Student Governors to their new roles.</p> <p data-bbox="201 618 1203 775">4.1.3 It was noted the appointment of Student Governors was automatic (<i>ex officio</i>) following the Student Voice elections for the Student President and Chair of Council, which took place in October 2025. In line with the Corporation's Standing Orders, ratification of their respective appointments was proposed by Chaz Talbot and seconded by Sam Shattock.</p> <p data-bbox="201 797 1203 864">4.1.4 The appointments of the two Student Governors, Liam Ashby and Ella Marley, were ratified by the Board.</p>	
5.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING	
5.1	The minutes of the previous meeting held on 13 October 2025, including the confidential part 2 minutes, as circulated, were agreed .	
5.2	There were no matters arising.	
6.	YEAR END FINANCIAL STATEMENTS AND ASSOCIATED REPORTS FOR 2024/2025	
6.1	The Chair invited Louise Bridgett from PKF Francis Clark LLP to present the year-end financial statements and associated reports.	
6.2	It was noted that unqualified audit opinions would be issued for both the College and ATL, with a clean irregularity report for the College.	
6.3	i) Regularity Self-Assessment Questionnaire	
6.3.1	The Board reviewed the routine Regularity Self-Assessment Questionnaire, previously scrutinised by the Audit Committee at its meeting on 24 November 2025. The Board was assured that post-Audit Committee there were no material issues or significant changes to the prior year.	
6.3.2	The Regularity Self-Assessment Questionnaire was approved by the Board and signed at the meeting by the Chair and Accounting Officer.	
6.4	ii) Audit Completion Reports	
6.4.1	The Audit Completion reports for CCP and ATL had been discussed in detail at the recent Audit Committee meeting on 24 November 2025.	
6.4.2	<p data-bbox="316 1771 1203 1895">Highlights from the Audit Completion Reports were presented. It was noted the audit scope was substantially complete and post-balance sheet reviews would continue until account submission. Key audit risk areas reviewed included:</p> <ul data-bbox="316 1906 1203 2096" style="list-style-type: none"> <li data-bbox="316 1906 1203 1973">• Management override of controls and fraud – no material irregularities or non-compliance identified. <li data-bbox="316 1984 1203 2051">• Regularity testing (including MPM/travel expenses) – no irregularities noted. <li data-bbox="316 2063 1203 2096">• Related party disclosures – no issues identified. 	

ITEM		ACTION
	<ul style="list-style-type: none"> • Going concern – reviewed through sensitivity testing; auditors confirmed no concerns and supported the College’s going concern status for the next 12 months. • IT controls/ILR – no concerns identified. • Local Government Pension Scheme (LGPS) – surplus position correctly recognised yet capped at nil; this had been accounted for correctly. 	
6.4.3	<p>Section 3 adjustments were consistent with expectations, reflecting strong financial control; no significant issues were highlighted. Unadjusted differences, principally holiday accrual methodology differences, were noted and the Board confirmed satisfaction with them. Internal control recommendations were housekeeping in nature, with no regularity exceptions; most previous issues had been closed. Appendix 3 changes to accounting standards (mainly revenue recognition) effective from January 2026 were noted, which would come into effect for the College in the January 2027 accounts.</p>	
6.4.4	<p>For ATL the audit opinion remained clean. VAT risks relating to partial exemption had been proactively addressed through engagement with the audit team. No concerns were identified relating to regularity, MPM compliance, IT controls or ILR. The longer adjustment list was attributed to staff turnover. The Board was assured an action plan was in place. One internal control matter relating to opening balances was noted for future correction.</p>	
6.4.5	<p>The CFOO reported that since the Audit Committee meeting a change requested by the DfE required colleges to reclassify any restricted grant funds held in year-end cash balances, removing these from reported cash. The Board was assured this adjustment had been reflected in the statutory accounts.</p>	
6.4.6	<p>There being no further comments, assurance was received that the Audit Completion Reports for CCP and ATL would be signed.</p>	
6.5	iii) Letters of Representation	
6.5.1	<p>The routine letters of representation for CCP and ATL, as circulated, were approved by the Board and signed by the Chair (CCP) and Chief Financial Operations Officer (ATL).</p>	
6.6	iv) Members’ Report and Financial Statements 2024/2025	
6.6.1	<p>The Annual Report and Financial Statements for the year ended 31 July 2025, as circulated, were considered.</p>	
6.6.2	<p>The Chair of the Audit Committee confirmed the accounts and associated reports were discussed at the recent Audit Committee meeting held on 24 November 2025. No concerns were reported and the Committee was content with the reports.</p>	
6.6.3	<p>There being no further comments, the approval and signing of the Annual Report and Financial Statements for the year ended 31 July 2025 for City College Plymouth and ATL were proposed by Chris Saxby and seconded by Sam Shattock.</p>	
6.6.4	<p>The Annual Report and Financial Statements for the year ended 31 July 2025 were approved by the Board and signed on behalf of the Board at the meeting by the Chair and Accounting Officer (CCP) and the Chief Financial Operations Officer (ATL).</p>	
6.6.5	<p>Grateful thanks were extended to Louise Bridgett for their auditing services over the past year.</p>	

ITEM		ACTION
6.7	<p>v) Audit Committee Annual Report to the Corporation</p> <p>6.7.1 The Audit Committee Chair reported it had been a demanding year from an audit perspective, with internal and external audit requirements and regularity work undertaken. The Audit Committee had reviewed all audit activity and noted the professional presentation and thoroughness of the work.</p> <p>6.7.2 On behalf of the Committee, the Audit Committee Chair assured the Board, that the Committee was satisfied that governance, risk management and internal control arrangements for the College were adequate and effective for the year ending 31 July 2025.</p> <p>6.7.3 There being no further comments, the Audit Committee Annual Report to the Corporation was approved by the Board.</p>	
7.	FINANCE	
7.1	<p>i) Year End Management Accounts as at the end of July 2025</p> <p>7.1.1 The Group financial position as at the end of July 2025, as circulated, was taken as read.</p> <p>7.1.2 There were no questions arising from the report.</p> <p>7.2 ii) CCP Group Performance Report for the Three Months Ending 31 October 2025</p> <p>7.2.1 The Board received the management accounts and financial dashboard for the three months ending 31 October 2025. It was reported that performance was slightly behind budget, although ahead of the same period last year. Cost lines, including pay and non-pay, were tracking below budget year-to-date. Apprenticeship income was temporarily understated due to delays in paperwork being processed through ILR, with funds expected to flow through in the coming months. This was noted as a timing and cashflow reporting issue only.</p> <p>7.2.1 The Chair invited feedback from Governors on the new financial metrics and graphical reporting format. Governors confirmed the visuals provided a clearer understanding of the financial position.</p> <p>7.2.2 There were no questions arising from the report.</p>	
8.	College SAR	
8.1	<p>The Board received a comprehensive presentation on the 2024/2025 College Self-Assessment Report and quality performance. It was noted the SAR process commenced in the summer, following the Reflect and Improvement Day (RAID) day and curriculum and corporate managers produced SARs for their respective areas. Grateful thanks were expressed to Governors for their engagement and attendance at the SAR validation meetings over recent weeks.</p> <p>8.2 5.20 pm Ella Marley left the meeting.</p> <p>8.3 Key themes and findings were highlighted:</p> <ul style="list-style-type: none"> • Context and challenge: high levels of deprivation, low prior attainment and attendance among 16-18 learners and adult learners from deprived areas. The College continued to place learners on the right programmes. • Ofsted headline feedback: ambitious and inclusive curriculum intent, strong industry links and growing T-level provision; staff subject expertise; positive apprenticeship outcomes above national average 	

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8.4	<p>and strong standards of behaviour. Coaching model introduced to support teaching practice.</p> <ul style="list-style-type: none"> • SEND, High Needs and Inclusion: strong enrichment and support; examples of innovation (eg Hard-Hat Ready ESOL project). Further work required to strengthen progression pathways, align LSAs to teaching and embed ambition for higher progression. • Adult provision: strong outcomes and curriculum growth, supported by improved data systems; further consistency across all areas needed to grow. • Apprenticeships: aligned to skills needs and predominantly delivered on campus. National retention challenges reflected locally. Further work needed on engagement with employers and teacher training for industry entrants. Excellent behaviour of students and apprentices was recognised in the College's Ofsted report. • Pastoral support and free food provision: high number of student interactions with pastoral support recorded, resulting in 90% retention. • Leadership and Management: strengths included wellbeing, national award recognition, leadership development and safeguarding culture. Even better if areas included centralised data, simplified quality cycle and strengthened accountability. Safeguarding referrals were reported to be up 15% since the previous year of 2023/24. Strong culture of safeguarding across the College. • Stakeholder feedback: positive employer, parent and learner feedback noted, with areas for improvement aligned to Ofsted themes. • Grading and performance variation: provisional 2024/25 grades were reviewed and discussed, including areas requiring improvement. It was noted the scale and proportionality of curriculum areas should be considered when interpreting results. <p>The Board recognised and acknowledged the extensive work undertaken to produce the College SAR and noted alignment with the new Ofsted framework and grading language.</p>	
8.5	<p>The College SAR 2024/2025 was approved by the Board.</p>	
8.6	<p>Items 8.6-8.8 were discussed in confidence and are recorded in part 2 of these minutes.</p>	
8.9	<p>6.10 pm Dawn Ash left the meeting.</p>	
9.	<p>PRINCIPAL'S PRESENTATION, INCLUDING EEDI, SAFEGUARDING UPDATE, LEARNING AND TEACHING AND KEY AREAS FROM THE KPI DASHBOARD</p>	
9.1	<p>The Principal's report, as circulated, was taken as read.</p>	
9.2	<p>The Principal presented an update, noting the most significant development as the introduction of the new Ofsted framework.</p>	
9.3	<p>In response to a question from the Board regarding self-evaluation, oversight and Governor assurance, the Principal and Interim Executive of Curriculum, Quality and Student Experience confirmed that alignment of reporting and internal evaluation to the new Ofsted framework was underway. Governors already received regular data on inclusion, SEND and staff and student wellbeing through standard reporting. To strengthen oversight further, future Board reporting would make these links more explicit and include illustrative examples to evidence impact.</p>	

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9.4	Governors were directed to the end-of-term update circulated earlier in the day, which highlighted substantial achievements this term, including winning Best Employer in the South West.	
9.5	There were no further questions arising from the report.	
10.	STRATEGIC INTENT, STRUCTURE AND GROWTH	
10.1	This item was discussed in confidence and is recorded in part 2 of these minutes.	
11.	GOVERNANCE	
11.1	i) Governance Report	
11.1.1	The Governance Report was taken as read. The Chair recommended that Governors read Appendix 3 – The Three Pillars of Educational Governance, on page 15 of the Governance Report; a very interesting article.	
11.1.2	There were no questions arising from the report.	
11.2	ii) Updated Audit Committee Terms of Reference	
11.2.1	The Board reviewed the updated Audit Committee Terms of Reference presented for ratification. Attention was drawn to proposed amendments to membership and quoracy. While previously permitting up to three members with a quoracy of two, the Committee considered this insufficient to provide appropriate scrutiny. It was proposed that membership be increased to four once appointments were confirmed, with quoracy adjusted accordingly.	
11.2.2	Sam Peach proposed adoption of the revised Terms of Reference, which was seconded by Rebecca Archer.	
11.2.3	The updated Audit Committee Terms of Reference were ratified by the Board.	
11.3	iii) Update from Audit Committee	
11.3.1	An update from the recent Audit Committee meeting held on 24 November 2025 was provided by the Audit Committee Chair.	
11.3.2	Francis Clark presented the substantive external audit work for both the College and ATL. The Audit Committee had completed its annual review of its Terms of Reference, which had been significantly updated into simpler terms to improve clarity for users. The Board recorded grateful thanks to the Director of Governance for this work. Enhancements to the risk management framework were noted, with no matters requiring inclusion in the Annual Governance statement.	
11.3.3	The audit strategies for 2025/2026 and 2026/2027 were agreed. Within the report from the Data Protection Officer, the percentage of cyber security training compliance was reported. The Committee had requested confirmation on whether the College's cyber-insurance policy mandated a higher compliance threshold; an update will be brought back to the Committee.	
11.3.4	The Audit Committee Annual Report to the Corporation was reviewed and recommended to the Board.	
11.3.5	The Audit Committee Annual Report to the Corporation was approved by the Board.	
12.	SECTOR INFORMATION/ANNOUNCEMENTS	
12.1	Not used.	

ITEM		ACTION
13.	POLICIES	
13.1	i) Staff Disciplinary Procedure and Policy	
13.1.1	The updated Staff Disciplinary Procedure and Policy, as circulated, was considered; the only change being the inclusion of a revision log on page 2. Approval of the policy was proposed by Victoria Pomery and seconded by Sam Shattock.	
13.1.2	The Board approved the Staff Disciplinary Procedure and Policy.	
14.	AOB	
14.1	There being no further business the meeting closed at 7.10 pm.	
14.2	Board extended seasonal good wishes, thanking the Executive Leadership Team and wishing all a restful Christmas break.	
15.	DATE OF NEXT MEETING	
15.1	Monday 9 March 2026, 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.