

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON TUESDAY 4th
OCTOBER 2017 AT 5PM IN THE STEM CONFERENCE ROOM**

Minutes of the Meeting of the Corporation held at 5pm on Tuesday 4th October 2017.

THOSE PRESENT: Mr Nick Holman – NH - Chair
Mr Phil Davies – PD – Principal
Mr William Woyka - WW
Mr Andrew Ashley – AA
Mr Mike Jones – MJ
Mrs Emma Tringham - ET
Ms Cheryl Powell – CP
Mrs Sue McDonald - SM
Prof Pauline Odulinski – PO

IN ATTENDANCE: Ms Nicola Cove – Deputy Principal - NC
Mrs Sam Abbott – Vice Principal – Resources – SA
Mr Ben Manning – Vice Principal Curriculum & Quality – BM
Ms Dianne Evans – Head of Student Journey – DE-
(Items 2.1, 2.2 and 2.3 only)
Ms Bridgette Henry – Safeguarding Coordinator – BH
(Items 2.2 and 2.3 only)
Mrs Julia Tindall-Jones – Clerk

G17/083 Apologies

Apologies had been received from Martyn Starnes, Hilary Duckett and Iain Perring.

G17/084 Minutes

RESOLVED that the minutes of the Meeting of the Corporation held on the 12th July 2017, which had been previously circulated, be approved and signed as a correct record.

G17/085 Matters Arising

The Clerk summarised the Corporation Action Grid and reported that there were no actions outstanding.

There were no other matters arising which were not addressed elsewhere on the agenda.

G17/086 Confidential Items

RESOLVED that, in accordance with Minute G03/09, agenda item 6.1 requires to be dealt with as In Commercial Confidence and items 9.1 and 9.2 require to be dealt with as Part II and that the relevant papers and Minutes be withheld from the published records for the prescribed period (unless a longer period is prescribed for certain items).

The Chair declared an interest in Item 6.1. No other declarations of interest were made with reference to the items on the agenda for this meeting.

ITEMS PRESENTED BY EXTERNAL STAFF

G17/087 ITEM 2.1 – E&D TERMLY REPORT AND END OF YEAR REPORT

DE reported on the achievement gaps for 2016/17 asking Governors to note that the young female learners' achievement rate had improved and the gap between their male counterparts had decreased by 0.7% to 3.2%. This gap remains a matter for concern and will continue to be closely monitored and support strategies put in place.

DE informed the Board that the student survey question regarding student safety had been amended to include online and digital safety and that 93% of students provided a good/better response. Analysis identified adult learners had some of the lower response rates and work with this cohort to build resilience will form part of the 17/18 action plan.

DE reported that the number of students reporting mental health issues has continued to increase and that a College-Wide Mental Health Strategy and associated action plan was in place to address these issues.

Governors discussed the key actions for 2017/18 and agreed that the College's plans to provide greater support for at risk students were appropriate and timely.

The Board NOTED the E&D Termly and Annual Report.

G17/088 ITEM 2.1 – SAFEGUARDING TERMLY REPORT

BH reported that she had carried out an analysis of safeguarding incidents 2016/17 and confirmed that mental health issues were a common factor. BH informed the Board that additional mental health first aid training had been provided to staff and this enabled support to be given to students to help them self-refer to external agencies.

BH commented that additional training and clarified job descriptions and responsibilities had been received positively by the College's volunteer Safeguarding Officers

BH then informed the Board that she had been working with the Virtual School on providing a single record for CLs (Care Leavers) and CLAs (Children who are Looked After) for which the College had the biggest uptake in Plymouth and also includes CLs and CLAs from Cornwall.

BH referred to the support she had received from ET, the Board's Safeguarding Champion. ET confirmed that BH and her Safeguarding Officers had put in significant work to develop the action plan going forward. PD commented that the College's approach to safeguarding overall was now more strategic in nature and facilitated a more joined – up approach to safeguarding.

SM asked whether the Personal Education Plan for CLs and CLAs included health elements and special needs and BH confirmed that this was indeed the case.

The Chair asked a question regarding the online safeguarding quiz and BH responded that the results were not yet known but would be included in the next report to the Board.

The Board NOTED the Termly Safeguarding Report

G17/089 Item 2.3 – College Safeguarding Policies and Procedures

SA reported that, as a result of governor feedback, the College's Safeguarding Policies and Procedures and the Student Disciplinary Procedure had been reviewed and amended over the summer to ensure that Safeguarding Principles were better articulated and fully embedded and that the voice of the child was reinforced, ensuring that all staff respond and act appropriately regardless of the individuals concerned. SA explained that there had been a need for greater consistency of language within the policies and procedures and that the changes had been discussed by ET, the SLT and CMT.

Governors discussed the proposed changes and agreed that the changes made to both the safeguarding and disciplinary procedures reflected the importance of listening to the voice of the child. PO commented that it was crucial that care was taken in appointing investigating officers to ensure that no unconscious bias was present.

PD commented that the outcomes of the review was clear evidence of the College learning from recent experiences and developing safeguarding and disciplinary procedures and practice accordingly.

The Board NOTED the Review of the College Safeguarding Policies and Procedures and APPROVED the changes made.

BH and DE then left the meeting, (5.30pm).

G17/090 Item 3 – Governor Development

The Board Members were given a guided tour of the new Regional Centre of Excellence for STEM. All Governors expressed their delight in the new building and praised College staff for the work that had enabled the centre to open on time and in budget. The Chair added that particular thanks and congratulations should go to Sam Abbott and the SLT for their work on making the project such a success

CURRICULUM, STUDENT AND QUALITY FOCUS

G17/091 Item 4.1 – Key Strengths and Areas for Improvement 2016/17

BM introduced a summary of key strengths and areas for improvement (AFIs) which had been collated from the departmental Self-Assessment Reports (SARs). BM confirmed that the College as a whole had self-assessed as Good overall with 50% of its provision assessing as Outstanding and the remaining as Good. Governors discussed the large number of strengths outlined in the report and recognised the hard work that had been put in to achieve them.

Moving to AFIs, BM explained that, although improvements had been made in these areas, further scope for improvement was evident. Governors discussed the AFIs and, in particular, the importance of increasing attendance in English and maths and improving value added scores for 16-18 provision. BM finalised his report by saying that the P&S Committee would be looking in detail at both strengths and AFIs at their next meeting.

PO asked that governors be included in the paragraph referring to sharing an ambitious vision and this was taken for action by BM.

- **Action: BM to amend strength paragraph referring to sharing an ambitious vision.**

The Board NOTED the Report on Key Strengths and Areas for Improvement 2016/17.

G17/092 Item 4.2 – 2016/17 Highlights

BM then introduced a paper on the 2016/17 Highlights asking Governors to note that it had been an exceptionally good year on all fronts with the College achieving Good or Outstanding in all its SSAs. The Principal commented that the College's overall achievement of 86.3% should compare very favourably against other college results in the region and nationally. AA asked when these results would be

published. PD responded that different results came out at different times but should be known by spring 2018. The Chair commented that it was good to see that the College had performed very well compared to its own performance and targets as well as the external view.

PO praised the College for a very good year's results and recognised the hard work that had been put in by the staff. The Principal commented that the league tables dispelled the myth that the College was not doing as well as some other colleges in the region. The Principal then emphasised the importance of the Governors' ambassadorial role and said the evidence in this report should be used to support their advocacy of the College. The Principal further commented that the College was bordering on the edge of Outstanding and this message should be disseminated throughout the City.

PO commented that it was good to see such a steady increase in all areas and PD agreed that there has been a gradual increase since 2013/14. The Chair then asked whether there were any key lowlights to be addressed and BM responded that areas for improvement had been identified and would be presented to next P&S Committee for scrutiny.

SM then commented that it was good to see the College's success particularly as school results had dropped by 10% this year. SM then asked a question regarding the gender split and BM responded that this information was in the more detailed SAR which would be reviewed by the P&S prior to going to Corporation in December.

The Board NOTED the 2016/17 Highlights.

KPIs

G17/093 Item 5.1 – End of Year KPIs

NC reported that the end of year KPIs were in line with the last report and delivered no surprises with the College's recruitment of Adult learners reaching its target overall but with the balance towards loan bearing provision. There had been good growth demonstrated in 16-18 learner numbers in-year although still falling short of the original target by a small margin. NC highlighted the end of year financial position for the College entity and commented that the deficit position achieved was significantly better than forecast, and would be discussed in more detail by the Finance Committee.

BM informed the Board that retention and attendance had exceeded College targets and achievement in the areas specifically monitored by the P&S committee had improved.

The Board NOTED the End of Year KPIs

STRATEGIC

G17/094 Item 6.1 – Capital Project Update – In Commercial Confidence

G17/095 Item 6.2 – Area Based Review – Final Report

The Principal introduced the Final Report from the Area Based Review and said that no changes had been made to the draft report that had been presented to the Board in March.

The Board discussed the potential opportunity for an Institute of Technology (IoT) but agreed that there was too little information at the moment to do more than speculate. The Principal agreed and informed the Board that the IoT prospectus was due out before Christmas and would be discussed both in the College, the Devon Colleges Group and other stakeholders before any future plans were considered.

The Board NOTED the Final Report from the Area Based Review

G17/096 Item 6.3 – Summary of Performance against 2016/17 Operational Plan Milestones and Proposed Milestones for 2017/18.

NC informed the Board that 83% of the targets set for the 2016/17 Operational Plan had been achieved and that progress had been made in the remaining 17% (6 actions) but these would be updated and rolled into the 2017/18 Operational Plan. NC reminded the Board that it had designated 11 indicators as high priority strategic 'key' targets and commented that 77% has been achieved and that the remaining 23% (3) had only been partially met. In all three instances, the College had made progress over its baseline, but had not reached the 'stretch' target.

NC referred to examples of progress identified in the Operational Plan including the high level of student and employer satisfaction.

NB: Post Meeting Note – FE Choices Employer Satisfaction Survey rated City College Plymouth as the highest in the country.

NC then highlighted the planned key themes and their associated milestones for the 2017/18 Operational Plan which reinforce the Year 3 targets towards attainment of the 2020 indicators of success laid out in the current Strategic Plan. Governors then discussed the themes and agreed that they contributed significantly towards the long term aims of Strategic Plan and that progress to date was very positive.

The Board NOTED the Summary of Performance for 2016/17 and APPROVED the proposed key operational milestones for 2017/18.

FINANCE & RESOURCES

G17/097 Item 7.1 – Recruitment Update

NC updated the Board on the recruitment paper issued last week. The College is now 100 16-18 learners up from last year with noticeable growth around science and full time engineering provision in both 16-18 and adult areas. NC continued that Healthcare recruitment had also risen despite the advent of a new studio school specialising in this area. NC then confirmed that the College expects to meet its 16-18 contracted numbers but its internal stretch targets remain ambitious.

Moving to Adult recruitment NC reported that it was down on last year and in particular in the Access to HE (Nursing), ESOL and English and maths areas. The College is concentrating on providing shorter, more focussed provision to improve the position but NC informed the Board that there was a significant risk that adult funding targets will not be met.

NC then reported that HE recruitment was 6% up on last year and that new apprenticeships had increased by 4% with recruitment rebalancing across 16-18 and adult age groups.

Referring to international recruitment NC reported that numbers currently stood at 111 with the number of Chinese students reducing as expected and in line with budget assumptions.

NC commented that the overall recruitment position was healthy although adult recruitment remained a concern and was being closely monitored with actions being put in place to widen the number of shorter adult course provision.

Governors then discussed the detailed recruitment analysis and WW asked whether Hospitality and Hair and Beauty remained a problem. The Principal responded that the Hospitality offer was in the process of being totally refreshed and best practice from other colleges noted and it was hoped that recruitment would improve going forward. NC, referring to H&B, commented that recruitment tended to be cyclical and that recruitment plans for groups starting later in the year were often successful.

The Board NOTED the Recruitment Update.

G17/098 Item 7.2 – HR Report

SA introduced the six monthly HR report and highlighted the fact that the College had retained its Investors in People (IiP) accreditation with assessors being particularly impressed with the positive culture within the College.

SA then referred to the staff survey results which had been analysed and benchmarked by York College and showed a significant improvement from last year. PO asked how the College intended to encourage greater participation in the future noting that only 54% of the staff had responded. SA replied that the College would continue to encourage staff to participate but asked the Board to note that 54% was classified as a good response rate nationally. PO then referred to the 17% annual turnover of staff and asked whether exit interviews were carried out. SA responded that they were and no obvious trends had been identified.

The Board then noted that the re-structure that had taken place as a result of the move from Goschen had resulted in no compulsory redundancies although 11 staff had elected to leave through voluntary severance.

Moving to pay, WW asked whether there was a gender pay gap. SA responded that this will be reported upon at the March Board meeting.

Governors then discussed the importance of teaching staff maintaining their currency in the subjects they taught and BM confirmed that the timetable had been developed to allow time for CPD. SM commented that it was very important that staff kept up with industry. PO agreed that it was a requirement on staff to keep up to date and asked how this was monitored. The Principal confirmed that this was included as part of the appraisal process in the Lecturer Competency Framework (LCF).

The Principal then informed the Board that two members of staff had been selected to undertake the Advanced Teacher Status training provided by the Education & Training Foundation (ETF) as part of the second cohort which had been heavily over-subscribed.

SA concluded her report by informing the Board that a selection of policies had been reviewed and minor amendments made but that no significant changes requiring Board approval had been made.

The Board NOTED the HR Report.

G17/099 Item 7.3 – Draft Lockdown Procedure

SA presented the draft Lockdown Procedure for the Board's information saying that the final version would be brought to the Board for approval in December. SA informed the Board that the College Management Team was scheduled to undertake a table top exercise led by Counter Terrorism Security Advisers and that this would inform the finalisation of the procedure. WW asked whether students had been involved in the creation of the procedure. SA responded that there would be focus groups and training for student reps once the exercise had been carried out.

The Board NOTED the progress of the Draft Lockdown Procedure.

G17/100 Item 7.4 – HSW Annual Report

SA introduced the Annual HSW Report and asked Governors to note the reduction in the number of accidents and the increased near miss reporting which reflected greater awareness of the importance of reporting incidents.

The Board NOTED the HSW Annual Report

GOVERNORS' BUSINESS

G17/101 Item 8.1 – Clerk's Report

The Clerk gave her annual report and asked Governors to note that attendance had declined over the last year and that action was in train to address the issue with individual governors. The Clerk then referred to the annual self-assessment of governance process and informed the Board that a draft action plan to address any areas for improvement would be circulated to governors for approval prior to the governance section of the College Self-Assessment Report being finalised.

The Clerk then gave a report on the complaints received over the last year and how they were resolved in accordance with the requirements of the Code Good Governance.

The Board NOTED the Clerk's Report and AGREED that the December meeting of the Corporation should be followed by a self-funded Christmas meal in PL1 on completion.

G17/102 Item 8.2 – Search Committee Recommendations

The Clerk briefed the Board on the email discussions that had taken place regarding the extension of Emma Tringham's term of office for a second term of four years and the decision of the Search Committee to recommend to the Board that she should be offered a further four year term.

The Board APPROVED the re-appointment of Emma Tringham for a second four year term ending 20th October 2021.

G17/103 Item 8.3 – Governor Feedback from Learning Walks and Developmental Opportunities

The Clerk informed the Board that no learning walks had been carried out since the last meeting but that several Governors had been

involved in departmental SAR validation panels. The Governors concerned who were present, WW, PO, AA and ET, commented positively on the experience and BM confirmed that the staff involved had also commented on the usefulness of having Governors who were familiar with their departments as part of the validation process.

The Board NOTED Governors' feedback.

The meeting then moved to Part II and staff governors left the meeting. Members of the SLT were invited to remain by the Chair.

The following minute is not for general circulation.

G17/104 Item 9.1 - Part II Item

G17/105 Item 9.2 – Part II Item

G17/106 Item 10 – Date of Next Meeting

The next full Meeting of the Corporation will take place on Wednesday 13th December 2017 commencing at 4pm in Room K021 followed by the annual self-funded Christmas Dinner.

There being no other business, the meeting closed at 7.45pm.

SIGNED _____ DATE _____