

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON WEDNESDAY
12th JULY 2017 AT 4.30PM IN ROOM K021**

Minutes of the Meeting of the Corporation held at 4.30pm on Wednesday 12th July 2017.

THOSE PRESENT: Mr Nick Holman – NH - Chair
Mr Phil Davies – PD – Principal
Mr William Woyka - WW
Mr Andrew Ashley - AA
Ms Cheryl Powell – CP
Dr Hilary Duckett – HD
Mrs Sue McDonald - SM
Prof Pauline Odulinski – PO
Mr James Venning - JV
Mr Matt Callaghan - MC

IN ATTENDANCE: Ms Nicola Cove – Deputy Principal - NC
Mrs Sam Abbott – Vice Principal – Resources – SA
Mr Ben Manning – Vice Principal Curriculum & Quality – BM
Mrs Julia Tindall-Jones – Clerk

G17/064 Apologies

Apologies had been received from Martyn Starnes, Mike Jones, Emma Tringham and Iain Perring.

G17/065 Minutes

RESOLVED that the minutes of the Meeting of the Corporation held on the 6th June 2017, which had been previously circulated, be approved and signed as a correct record.

G17/066 Matters Arising

The Clerk summarised the Corporation Action Grid and reported that there were no significant actions outstanding apart from the requirement to identify a date in September for the PSWG to meet.

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

G17/067 Confidential Items

RESOLVED that, in accordance with Minute G03/09, agenda items 3.1 and 4.2 require to be dealt with as In Commercial Confidence.

The Chair declared that he wished to introduce a Part II item as Item 8 to the agenda and it was agreed that this Agenda Item requires 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).

No other declarations of interest were made with reference to the items on the agenda for this meeting.

CURRICULUM, STUDENT AND QUALITY FOCUS

G17/068 Item 2.1 – Report from Performance & Standards Committee

PO gave a brief résumé of the business covered by the Performance and Standards Committee at its last meeting. PO commented that it had been a very positive meeting with much to celebrate and that the Committee had been very happy with the evidence of progress made and the impact of actions put in place.

The Board NOTED the Report from Performance & Standards Committee.

G17/069 Item 2.2 – Quality Improvement Plan (QIP) Progress Report

BM introduced the QIP Progress Report reminding Governors that it covered the main AFIs identified last year, namely English and maths, Tutorial (at risk learners), Work Experience, TLA and three specific under-performing curriculum areas.

Regarding English and maths (E&M), BM gave examples of a series of initiatives set in place to promote them including faculty timetabling and the further embedding of E&M in the vocational curriculum. BM reported that there has been improved engagement in E&M but attendance remains a challenge in comparison with main study attendance, particularly in VEPSS Sport and Construction. Governors discussed the initiatives put in place to encourage participation in E&M and PO commented that the College was doing its utmost to improve E&M but there was a concern that this focus and effort may not necessarily be wholly reflected in student achievement and this should be recognised by the Board.

Moving to the specific under-performing areas, BM reported that all three areas had improved in terms of attendance, retention and student satisfaction and it was expected that this would be reflected in the students' final outcomes. BM highlighted the impact of the new Academy Manager in Engineering where BTEC subsidiary diploma results have increased significantly exceeding national benchmarks. With GCSE Science BM commented that a temporary Academy Manager had been instrumental in improving exam preparedness and, as a result, 57 out of 61 students attended the exams.

BM then confirmed that measures had been put in place to improve the early identification of at risk learners and to introduce new intervention support strategies. BM informed the Board that more rigorous assessment tracking and closer liaison with the Student Liaison Team had led to improved attendance and retention and that this focus would continue going forward.

Moving to Work Experience (WE) BM reported that the vast majority of study programme learners had successfully participated in relevant, meaningful and substantial work experience or work related learning and that feedback had, in general been very positive. Governors discussed the mechanisms for feeding back and noted that the eILPs had been modified to ensure that learners were able to reflect on their experiences. BM then informed Governors that a selection of students had presented their experiences to the Academic Board and had been very positive about the impact it had had on them. WW asked how many students had not participated as described and BM responded that it was 58 learners although approximately 20 of these had withdrawn from studies during the year, therefore less than 1% overall. BM continued that the majority of these were from Science where meaningful work experience was often difficult to access. PO commented that the College's success in this area was laudable and significantly better than most colleges and staff should be congratulated. The Principal commented that the College had put considerable effort into its provision of meaningful WE as it knows that the requirement for it would increase exponentially when T- Levels are introduced.

PO commented that the QIP clearly demonstrated the impact of the work put in place and did not focus on the process which made it a very useful document indeed. AA commented that greater staff motivation was apparent and it was good to see the high level focus on the AFIs identified.

The Principal then stated that a summary of College achievement highlights would be brought to Corporation in October.

HD commented that she was impressed with the standard of data analysis prepared by the College and that it compared very favourably with other education sectors. NC responded that the College chose to involve itself in Ofsted and AoC policy groups which increased its exposure to best practice.

The Board NOTED the QIP Progress Report.

G17/070 Item 2.3 – Quality of Teaching, Learning and Assessment (TLA) Update Report

BM introduced an update of the activities put in place over 2016/17 to improve and enhance TLA. BM informed the Board that learner

satisfaction with the quality of TLA, enjoyment of learning and satisfaction with feedback on work and how to improve has increased in all areas since last year, exceeding College targets by between 5-10%.

BM proceeded to outline some of the activities put in place including:

- the use of peer observations
- increased use of technology
- E&M strategies
- uses of the Teacher Space for the sharing of best practice
- enhanced progress tracking
- classroom walkthroughs which had been themed on such things as attendance and behaviour
- CPD on 9-1 GCSE
- TLA Forums
- Internal curriculum inspections both graded and ungraded

BM summarised his report to say that it had been a very good year for staff involvement and for the improvement of TLA and the positive student feedback reflected this.

The Chair echoed this view and commented that the Governor Learning Walks had also been of great benefit to the Governors and complemented the positive actions from both the QIP and the TLA update.

The Board NOTED the Quality of Teaching, Learning and Assessment Update

STRATEGIC

G17/071 Item 3.1 – Capital Project Update – In Commercial Confidence

FINANCE & RESOURCES

G17/072 Item 4.1 – Report from Finance Committee

In the absence of Emma Tringham, NC gave a brief résumé of the business covered at the recent Finance Committee meeting. In accordance with its delegated powers, the Committee approved the annual report on procurement activities for 2016/17 and the Annual Report on Treasury Activities for 2016/17. The Budget and Financial Forecast were scrutinised closely and recommended to the Board for approval along with the sub-contracting arrangements for 2017/18.

The Board NOTED the Report from Finance Committee.

G17/073 Item 4.2 – Draft Budget for 2017/18 and Draft Financial Forecast

To 2018/19 – In Commercial Confidence.

G17/074 Item 4.3 – Proposed Capital Schedule – 2017/18

NC introduced the proposed Capital Schedule for 2017/18 and asked Governors to note that it had been recommended to Corporation for approval by the Finance Committee. NC confirmed that the schedule had been limited to absolute essentials around maintenance of the Kings Road site and small enhancements to current equipment. NC further confirmed that the College's investment in the new STEM building had already enabled significant improvement to teaching space and equipment.

The Board APPROVED the Proposed Capital Schedule for 2017/18.

G17/075 Item 4.4 – Sub-contracting arrangements – 2017/18

NC introduced the Sub-contracting arrangements for 2017/18 reminding Governors that this was considered a high risk area by the ESFA and that it was a requirement for the arrangements to be reviewed and approved by Corporation annually. NC confirmed that no changes had been made to the arrangements.

The Board APPROVED the Sub-Contracting Arrangements for 2017/18

AUDIT

G17/076 Item 5.1 – Report from Audit Committee

WW, as Chair of Audit Committee, gave a brief report on the business covered at the recent Audit Committee meeting. WW confirmed that internal audit reports on Strategic and Operational Planning and Follow Up had both resulted in green assurance and the report on a LEAN Review of Internal Assessment had resulted in an action plan which the staff concerned have taken ownership of and are progressing. WW confirmed that the committee had approved the Internal Audit Plan for 2017/18 and agreed the External Audit plan for their audit of the Financial Statements noting that the audit risks outlined were deemed a low probability.

The Board NOTED the Report from Audit Committee.

G17/077 Item 5.2 – Biennial Review of Audit Committee Terms of Reference

NC introduced the biennial review of the Audit Committee Terms of Reference for approval. NC informed the Board that the amendments incorporated the changes required by the publication of the Post 16

ACOP which replaced the JACOP because of the merger of the EFA and SFA.

The Board APPROVED the Biennial Review of the Audit Committee Terms of Reference.

GOVERNORS' BUSINESS

G17/078 Item 6.1 – Governor Feedback from Learning Walks and Developmental Opportunities

SM informed the Board that she had carried out a learning walk with BHCS and found it to be very interesting and informative. The Chair encouraged all Governors to make time to carry out regular learning walks as they provided an excellent background to better understand the core business of the College, namely the student experience.

The Board NOTED Governors' feedback.

G17/079 Item 6.2 – Review of Classified Papers

The Clerk introduced the six-monthly review of classified papers for Corporation approval.

The Board APPROVED the declassification of Part A papers and minutes and AGREED that Part B papers and minutes should remain in confidence for a further year.

G17/080 Item 6.3 – Farewell to Student Governors

The Chair, on behalf of the Board, thanked James Venning and Matt Callaghan for their contribution to the Board as Student Governors over the last three years and one year respectively and presented each of them with a certificate and voucher. He wished them well in their future careers.

G17/081 Item 7 – Date of Next Meeting

The next full Meeting of the Corporation will take place on Tuesday 10th October 2017 at 4.30pm in Room K021.

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

The following minute is not for general circulation.

G17/082 Item 8 - Part II

There being no other business, the meeting closed at 6pm.

SIGNED _____ DATE _____