

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON WEDNESDAY  
13<sup>th</sup> DECEMBER 2017 AT 3PM IN K021**

**Minutes of the Meeting of the Corporation held at 3pm on Wednesday 13<sup>th</sup>  
December 2017.**

**THOSE PRESENT**

**(PART II):**

Mr Nick Holman – NH - Chair  
Prof Pauline Odulinski – PO  
Mr William Woyka - WW  
Mr Martyn Starnes – MS  
Dr Hilary Duckett - HD  
Mrs Emma Tringham – ET (Not Part II at start)

**THOSE PRESENT  
(NOT PART II)**

Mr Phil Davies – PD – Principal  
Mr Mike Jones – MJ  
Ms Cheryl Powell – CP  
Mr Liam Souter – LS  
Ms Cheryl Hext - CH

**IN ATTENDANCE**

**(PART II):**

Mr Matt Atkinson – MA – Joint CEO of FE Associates  
(Not Part II at end)  
Mrs Sam Abbott – Vice Principal – Resources – SA (Not  
Part II at start)  
Mrs Julia Tindall-Jones – Clerk

**IN ATTENDANCE:**

**(NOT PART II)**

Ms Nicola Cove – Deputy Principal - NC  
Mr Ben Manning – Vice Principal Curriculum & Quality –  
BM

**The following minute is not for general circulation.**

**G17/107     Item 1 - PART II**

**Matt Atkinson then left the meeting and the meeting then moved to Part I (4pm)  
and the Principal and all staff and student governors joined the meeting.**

**G17/108     Item 2.1 - Apologies and Welcome**

Apologies had been received from Andrew Ashley, Sue McDonald and  
Iain Perring. The Chair welcomed Liam Souter and Cheryl Hext, the  
new student governors to their first meeting of the Board. The Chair  
then informed Governors that Iain Perring had left the Board.

**G17/109     Item 2.2 - Minutes**

RESOLVED that the minutes of the Meeting of the Corporation held on the 4<sup>th</sup> October 2017, which had been previously circulated, be approved and signed as a correct record.

**G17/110      Item 2.3 - 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.

**G17/111      Item 2.4 - Confidential Items**

RESOLVED that, in accordance with Minute G03/09, item 7.2 requires to be dealt with as In Commercial Confidence and agenda items 1.1 and 12.1 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).

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

**G17/112      Item 3.1 – Chair’s Action Report – HEFCE Assurance Annual Report**

The Principal informed the Board that the Annual HEFCE Assurance report had been presented to Performance & Standards Committee by Dr Kat Jones, the Head of Higher Education, and that they had approved it for signature by the Principal in time to meet the 1<sup>st</sup> December submission deadline.

**The Board ENDORSED the APPROVAL of the Annual HEFCE Assurance Report.**

**CURRICULUM, STUDENT AND QUALITY FOCUS**

**G17/113      Item 4.1 – Report from Performance & Standards Committee**

PO, as Chair of Performance & Standards Committee, briefed the Board that the SAR had been closely scrutinised and was recommended to the Board for approval. PO added that it was a very positive report and that the College should be proud of its achievements over the year 2016/17. PO then referred to the P&S KPI Dashboard and said that everything was progressing well including retention at 99% at the end of November. BM clarified that the current retention was 99.5% which the Governors commented upon very favourably.

**The Board NOTED the Report from the Chair of Performance & Standards Committee.**

**G17/114 Item 4.2 – College Self-Assessment Report (CSAR) 2016/17 and Accompanying Quality Improvement Plan (QIP)**

BM introduced the College SAR and accompanying QIP for approval, reminding Governors that the SAR had been drafted in line with the Common Inspection Framework (CIF) used by Ofsted and that the QIP included actions to address the Areas for Improvement (AFIs) that had been discussed at the October meeting of the Board. BM highlighted the positive statistics associated with the academic year including the fact that 100% of classroom based learning is graded as Good or Outstanding and 84% of Work Place learning is graded as Outstanding. BM then referred to the improvement trend over the last 4 years where across the board there has been a 6 – 41% improvement. Governors asked why some areas had been graded as Good when the data showed them to be Outstanding. BM responded that the College was rigorous in its validation of self-assessment through its validation panels, some of which had been attended by Governors, and said that the areas referred to still had capacity for improvement and gave Business as an example where results had been high but attendance for E&M and FS was low.

BM then highlighted the fact that all qualification types had achieved above the available national average and that all SSAs (Subject Sector Areas) had been self-assessed as either Good (50%) or Outstanding (50%).

BM then referred to the E&D data which highlighted that achievement gaps were mostly within the tolerance level +/-2%. BM continued that the gap between males and females, although improved from last year, still remains with females achieving 2.5% less than their male counterparts and the College was addressing this variation through its QIP.

In conclusion BM referred to the FE Choices survey results in which the College was ranked 2<sup>nd</sup> overall for learner satisfaction and 1<sup>st</sup> in the country for employer satisfaction. The FE Week League Tables were also discussed by governors and the overall placing of 6<sup>th</sup> nationally applauded. The Principal confirmed that 2016/17 had been a very good year and the College was on the cusp of Outstanding but the challenge the College now faced was to sustain and improve further. The Chair asked for the Board's congratulations to be cascaded throughout the College.

**The Board APPROVED the College Self-Assessment Report 2016/17 and APPROVED the accompanying Quality Improvement Plan 2017/18.**

## **KPIs**

### **G17/115 Item 5.1 – KPIs - October**

NC introduced the KPIs for October saying that Adult Learner Numbers were down and that there was a negative variance this month and it was unlikely now that the College target would be achieved despite the actions in place to increase recruitment in this area. NC confirmed that the College had made provision for clawback within the budget. Moving to 16-18 Learner Numbers (LN), NC confirmed that recruitment was on target and that it was likely that the contracted LN would be met. With funding paid on the lagged methodology, there is no impact on funding.

Referring to the Finance KPIs NC confirmed that four were graded green and one amber; the latter being the fall in income associated with adult recruitment but that the College was still on track to achieve the predicted outturn.

BM then referred to the high retention rate which is currently 4.7% above target and informed Governors that attendance at 92.3% was above target with attendance for E&M improving. BM then commented that the support provided by the Student Liaison Team was very good and had helped to keep attendance on track. PO commented that the figures were remarkable and that many colleges would be envious.

**The Board NOTED the KPIs for October**

## **PRINCIPAL'S REPORT**

### **G17/116 Item 6.1 – Principal's Report**

The Principal introduced his report and the Board agreed that the College, staff and students had had a fantastic year. When asked, the Principal informed Governors that the report would be cascaded to staff through the intranet.

The Chair and PO then asked the Principal what his main concerns were going forward. The Principal responded with the following list:

- Apprenticeship Levy
- ITT Apprenticeship Non-Levy
- Cashflow
- Increasing Value Added
- "Maintain, sustain and improve"

**The Board NOTED the Principal's Report.**

## **FINANCE & RESOURCES**

### **G17/117      Item 7.1 – Report from Finance Committee including ESFA Letter**

ET, as Chair of Finance Committee, gave a brief report on the work conducted by the Finance Committee at its meeting in November including the Financial Dashboard, the ESFA Letter and the Financial Statements. ET assured the Board that the Committee had scrutinised the Annual Report and Financial Statements closely and were therefore able to recommend to the Board that they be approved. ET further informed the Board that the Committee had also had the opportunity to scrutinise the Audit completion report and associated audit papers.

NC, at ET's request, then introduced the expected financial plan letter from the ESFA agreeing the College's self-assessment of financial health for both 2016/17 and the 2017/18 budget going forward as Satisfactory. NC informed the Board that a further letter from the ESFA would arrive in March to confirm the grading once the College's Financial Statements for 2016/17 had been scrutinised. ET then highlighted to the Board that the ESFA's dashboard indicated that the number of Inadequate colleges had dropped and asked NC's comment on this. NC responded that raw data indicated that the number of colleges graded Inadequate was, in fact, rising but that it was apparent that significant moderation was taking place.

**The Board NOTED the Chair of Finance Committee's Report.**

### **G17/118      Items 7.2 – Annual Report and Financial Statements for year ended 31<sup>st</sup> July 2017 – In Commercial Confidence**

### **G17/119      Item 7.3 – CEO of ESFA Letter**

NC then introduced the CE of ESFA's letter to all Principal and Chairs referring to the standards of governance and accountability in colleges. NC commented that it was a standard, generalised letter that was not necessarily fully relevant to the College. However, NC assured the Board that the College met the requirements of each of the relevant areas and this had been confirmed by the Finance Committee. The Board discussed the points made in the letter and agreed that the KPIs and data brought to both Committees and the Board allowed the Board to meet fully the standards of governance and accountability required.

**The Board NOTED the contents of the ESFA Letter.**

### **G17/120      Item 7.4 – Cyclical Renewal of Overdraft Facility**

There was produced to the meeting a document containing the commercial terms as well as standard terms for a sterling overdraft

facility (together the "Facility Agreement") from Barclays Bank PLC (the "Bank") to the College setting out the terms and conditions upon which the Bank is prepared to make available to the College, a sterling overdraft facility (the "Facility").

There was produced to the meeting a document containing the key terms of a facility as well as terms and conditions (together the Facility Agreement) from Barclays Bank PLC (the Bank) to the College, as accepted for and on behalf of the College by Philip Davies and Nicola Cove (the Signatories) on 23 November 2017 (the Acceptance), setting out the terms and conditions upon which the Bank is prepared to make available to the College an overdraft facility (the Facility) in the maximum principal sum of £800,000 (subject to the terms of the Facility Agreement).

#### **IT WAS RESOLVED**

- 1. That the borrowing by the College of up to the full amount of the Facility on the terms and conditions set out in the Facility Agreement was at the time of the Acceptance, and continues to be, in the interests of and for the benefit of the College and most likely to promote the success of the College for the benefit of the members as a whole and that such terms and conditions be and are approved and accepted with retrospective effect.**
- 2. That the Acceptance by the Signatories of the Facility Agreement is hereby ratified and confirmed with retrospective effect.**
- 3. That the Bank is authorised to act in all matters concerning the Facility upon instruction from the College, in its capacity as Borrower of the Facility, signed in accordance with the Bank's mandate for any of the accounts of the College held with the Bank current from time to time and any such instructions given prior to the date of this meeting are hereby ratified and confirmed with retrospective effect.**

#### **AUDIT**

##### **G17/121 Item 8.1 – Report from Audit Committee**

WW, as Chair of Audit Committee, gave a brief summary of the work carried out by the Audit Committee in November and recommended that the Board approve the papers at Items 8.2 to 8.5 inclusive.

##### **The Board NOTED the Chair of Audit Committee's Report**

##### **G17/122 Item 8.2 – External Audit College Group Audit Completion Report for year ended 31<sup>st</sup> July 2017.**

NC introduced Francis Clark's College Group Audit Completion Report and informed the Board that it had been brought to both the Audit and

Finance Committees for scrutiny. NC stated that there were no mis-statements of a material nature and that unqualified opinions for both audit and regularity work had been given.

**The Board APPROVED the External Audit College Group Audit Completion Report for Year ended 31<sup>st</sup> July 2017.**

**G17/123 Item 8.3 – Risk Management Framework Update**

NC then introduced the review of the Risk Management Framework informing Governors that a few amendments and additions had been made to the risk register to reflect changes in the College's risk profile.

**The Board APPROVED the Risk Management Framework Update**

**G17/124 Item 8.4 – Risk Management Annual Report**

NC then asked the Board to approve the Risk Management Annual Report in line with the Audit Committee's recommendation.

**The Board APPROVED the Risk Management Annual Report.**

**G17/125 Item 8.5 – Internal Audit Annual Report**

NC then introduced the Internal Audit Annual Report and asked the Board to approve it in line with the Audit Committee's recommendation.

**The Board APPROVED the Internal Audit Annual Report**

**G17/126 Item 8.6 – Audit Committee Annual Audit Report**

NC then presented the annual summary report of the Audit Committee activities and asked for approval for the Chair of Audit to sign it as part of the submission to the ESFA at year end.

**The Board APPROVED the Audit Committee Annual Audit Report and AUTHORISED the Chair of Audit Committee to sign it.**

**G17/127 Item 9.1 – Standing Item - Governor Feedback from Learning Walks and Developmental Opportunities**

The Clerk reported that AA had attended the SW AOC Governance Seminar in October but was not present to give a report.

**GOVERNORS' BUSINESS**

**G17/128 Item 10.1 – Code of Good Governance – Annual Compliance Report**

The Clerk introduced the Code of Good Governance Annual Compliance Report asking Governors to note that the College complied with all the 'musts' in the code and the vast majority of the 'shoulds' and indicated what action was being taken to address the small number of areas where the College was not fully compliant.

### **The Board NOTED the Code of Good Governance Annual Compliance Report**

#### **G17/129 Item 10.2 – Governance Annual Self-Assessment and Action Plan**

The Clerk outlined the governance self-assessment process that had been carried out over the autumn term and identified a small number of actions that have been included in a governance action plan. Governors discussed the results of the various surveys that had been carried out and agreed that they should assess their effectiveness as Good. Governors then discussed what action should be taken to move their assessment to outstanding and agreed that the action plan provided a good basis on which to work.

The Clerk then asked Governors to debate how to improve, in particular, the governor recruitment process. PO commented that it was important that the Board should be inclusive and diverse and that it should not display any unconscious bias. PO added that diversity of thinking should be the Board's aim and that this could be sought from a wide range of backgrounds, community and socio-economic levels to ensure a richness of skills and experience that reflects the student body and the community.

The Clerk then informed the Board that the AOC was running a SW project to look at best practice for how to recruit a diverse and effective governing body and that she would like to join this project to bring back ideas and processes that the Board could experiment with. The Chair agreed that this project was timely as the Board would be recruiting at least three new governors over the next year and that it would be useful to review the Search Committees Terms of Reference and processes. The Chair, with the Board's agreement, approved the Clerk's participation in the project.

#### **➤ Clerk to participate in SW AOC Diversity Project**

HD then suggested that there was a need for focussed governor training to ensure critical challenge of data so that the right questions could be asked. Governors then discussed this suggestion, the work required to improve the transparency of the recruitment process and the importance of the governor ambassadorial role as the main areas for improvement. The Principal then suggested that the next Strategic Planning Day in April might be a suitable venue to take these discussions further, perhaps with the new Principal designate if available.

**The Board AGREED to Self- Assess its performance as GOOD and APPROVED the governance insertion into the College Self-Assessment Report.**

**The Board further APPROVED the Governance Action Plan for 2017/18**

**G17/130      Item 11 – Date of Next Meeting**

The next full Meeting of the Corporation will take place on Tuesday 6<sup>th</sup> February 2018 commencing at 4.30pm in Room K021.

**The meeting then moved to Part II and all students and staff including the Principal left the meeting.**

**The following minute is not for general circulation.**

**G17/131      Item 12.1 – Additional Part II Item (not on Agenda but carrying on from Item 1)**

There being no other business, the meeting closed at 5.45pm.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_