

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON THURSDAY
14th JULY 2016 AT 4.30PM IN ROOM K021**

Minutes of the Meeting of the Corporation held at 4.30pm on Thursday 14th July 2016.

THOSE PRESENT: Mr Nick Holman – NH – Chair
Mr Phil Davies – PD – Principal
Mr William Woyka – WW – Vice Chair
Prof Paul Brunt – PB
Mr Mike Jones – MJ
Ms Cheryl Powell – CP
Ms Emma Tringham - ET
Mr James Venning - JV

IN ATTENDANCE: Ms Nicola Cove – Deputy Principal - NC
Mrs Sam Abbott – Vice Principal – Resources – SA
Mr Ben Manning – Vice Principal Curriculum & Quality – BM
Ms Pauline Hands – Director of Marketing, Corporate Relations and Enterprise – PH – (Item 2.1 only)
Ms Louise Greenleaf – Head of Marketing – LG – (Item 2.1 only)
Mrs Julia Tindall-Jones – Clerk

G16/057 Apologies

Apologies had been received from Martyn Starnes, Pauline Odulinski, Andrew Ashley, Iain Perring and Brandon Davies the new SU President.

G16/058 Minutes

RESOLVED that the minutes of the Meeting of the Corporation held on the 6th June 2016, which had been previously circulated, be approved and signed as a correct record.

G16/059 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.

G16/060 Confidential Items

RESOLVED that, in accordance with Minute G03/09, Agenda Items 4.1, 4.2, 6.1, 6.2 and 7.2 require to be dealt with as In Commercial Confidence and Agenda Item 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).

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

G16/061 Item 2.1 – Recruitment and Marketing Update

PH and LG gave a short presentation to the board detailing the successes to date in converting enquiries to applications to accepted offers for 2016-17 and the actions that were being taken to ensure that all current students were being given appropriate IAG and encouraged to progress to higher levels in their studies with the College if they wished to do so. Governors noted that applications for full-time FE, Apprenticeships, HE and international were on a par with 2015-16 but recognised that the demographic challenges plus increasing competition from schools made the market increasingly difficult. The Principal added for the Board's information that the usual report on recruitment would be brought to the meeting in October.

LG proceeded to detail the actions the College was taking regarding its marketing initiatives including reference to its traditional advertising campaigns, various new digital media campaigns using Facebook, Instagram, YouTube and alike, and sponsorship of city events.

Governors discussed the importance of maintaining the College's high profile in the City and making its offer as attractive as possible to potential students. LG informed the Board that many students now made multiple applications to the College, other training organisations and schools and so acceptance of a place at the College was no absolute guarantee that they would turn up in September. It was therefore crucial that the College continue to interact with these students throughout the summer to ensure their arrival in September.

The Chair thanked PH and LG for their useful presentation and they then left the meeting (4.50pm).

G16/062 Item 3.1 – Governor Feedback from Learning Walks And Development Opportunities – Standing Item

PB reported that he had attended the Student of the Year Awards on behalf of both the Corporation and Plymouth University and had found it an inspirational event where students who have faced many barriers to learning have succeeded and had their lives and future transformed by studying at the College.

PB went on to say that he had also visited the College with the Dean of Science from Plymouth University to discuss the STEM Centre and

how stronger STEM links could be created with the College in the future.

GOVERNOR DEVELOPMENT

G16/063 Item 4.1 – In Commercial Confidence

G16/064 Item 4.2 – In Commercial Confidence

CURRICULUM, STUDENT AND QUALITY FOCUS

G16/065 Item 5.1 – Report from Performance and Standards Committee

BM, on behalf of PO, the Chair of P&S Committee, gave a brief summary of the business conducted by the committee over the last year. BM said that the introduction of a dashboard had been found particularly useful and had helped to focus the Committee on the most crucial areas of curriculum, attendance and retention. The Committee has looked at learner views and how they are analysed and actions taken to address any areas for improvement. BM highlighted the following areas that had been addressed by the Committee:

- English and Maths attendance and success
- Teaching, Learning and Assessment (TLA)
- Post Inspection Action Plan (PIAP)
- Committee Business Cycle to dovetail with Corporation Cycle
- Curriculum Directors attending one meeting a year to be questioned directly on one of the topical areas within their faculty remit

The Board NOTED the Report from the Performance and Standards' Committee.

STRATEGIC

G16/066 Item 6.1 – In Commercial Confidence

G16/067 Item 6.2 – In Commercial Confidence

FINANCE & RESOURCES

G16/068 Item 7.1 – Report from Finance Committee

ET, as Chair of Finance, gave a brief summary of the business covered by the Finance Committee at the end of June. ET highlighted the introduction of a new finance dashboard that had been created as a direct result of the recent SPD. ET commented that the Committee had found it useful and endorsed its appearance at future committee meetings. ET continued that the Committee had received and discussed a detailed report on the introduction of FRS102, its impact

on the appearance of the College accounts going forward and NC had provided a clear comparator between the new and the old accounting policies which had been very useful. ET proceeded to assure the Board that the Committee had closely scrutinised both the Budget for 2016/17 and the Forecast for 2017/18 and were happy to recommend their approval.

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

G16/069 Item 7.2 – In Commercial Confidence

G16/070 Item 7.3 – Proposed Capital Schedule – 2016/17

NC introduced the proposed Capital Schedule for 2016/17 and asked Governors to note that it had been divided into Minor Capital Works and ancillary works for the STEM Centre. ET commented that the question had been asked at Committee whether any works had been declined and the response had been that requests for works had been reasonable and been agreed.

The Board APPROVED the Proposed Capital Schedule – 2016/17

G16/071 Item 7.4 – Sub-contracting arrangements – 2016/17

NC introduced the Sub-Contracting Arrangements for 2016/17 and asked Governors to note that no significant changes had been made since last year. NC informed Governors that the arrangements had been made in line with SFA requirements and that the EFA had just (14 Jul 16) issued their requirements which matched those of the SFA and so no additional changes were required. NC continued to say that the College planned to add Plymouth Argyle Football in the Community Trust to its list of sub-contractors for EFA provision in 2016-17 subject to acceptance onto the Register of Training Organisations (RTO).

The Board APPROVED the Sub-contracting arrangements – 2016/17

AUDIT

G16/072 Item 8.1 – Report from Audit Committee

WW, as Chair of Audit, ET, gave a brief summary of the business covered by the Audit Committee at the beginning of July. WW informed the Board that the Committee had discussed and agreed the internal audit strategy for the coming year with RSM and had scrutinised the proposed external audit plan with Francis Clark and approved it.

The Board NOTED the Chair of Audit Committee's report.

The Meeting then moved to Part II and the Chair asked the Staff and Student Governors to withdraw. At the request of the Principal, NC, SA and BM remained. The following minute is not for general circulation.

PART II

G16/073 Item 9.1 – Part II Item

G16/074 Item 9.2 – Part II Item

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

The next full Meeting of the Corporation will take place on Monday 17th October 2016 at 4.30pm in Room K021.

SIGNED _____ DATE _____