

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON MONDAY 17th
OCTOBER 2016 AT 4.30PM IN ROOM K021**

**Minutes of the Meeting of the Corporation held at 4.30pm on Monday 17th
October 2016.**

THOSE PRESENT: Mr Nick Holman – NH – Chair
Mr Phil Davies – PD – Principal
Prof Pauline Odulinski – POB
Mr Mike Jones – MJ
Ms Cheryl Powell – CP
Ms Emma Tringham - ET
Mr James Venning – JV
Ms Sue McDonald – SD (after Item 2)

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

G16/075 Apologies

Apologies had been received from William Woyka, Martyn Starnes,
Paul Brunt, Andrew Ashley and Iain Perring.

G16/076 Minutes

RESOLVED that the minutes of the Meeting of the Corporation held on
the 14th July 2016, which had been previously circulated, be approved
and signed as a correct record.

G16/077 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.

G16/078 Confidential Items

RESOLVED that, in accordance with Minute G03/09, Agenda Items 5.1
and 8.1 require to be dealt with as In Commercial Confidence and no
Agenda Items 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.

G16/079 Item 2.1 – Report from Search Committee

NH as Chair of Search Committee briefed the Board on the email discussions that had taken place regarding the appointment of Sue McDonald as a General Governor and the extension of Emma Tringham's term of office for a further year. NH explained that, as the appointment of a representative from PCC was an informal condition of the STEM Centre funding it had not been deemed necessary to interview Sue McDonald formally and that members of the committee had unanimously agreed to recommend her appointment to the Board. Further, members had discussed Emma Tringham's contribution to the Board to date and agreed that she should be offered a further one year term.

Governors discussed the recommendations and AGREED that:

Sue Mc Donald be appointed as a General Governor for a four year term with immediate effect.

Emma Tringham's term of office be extended by a further year to date 21st October 2016.

G16/080 Item 3.1 – Safeguarding Termly Report

SA presented the termly Safeguarding Report in Phil Smale's absence and highlighted the following points:

- The number of CLA (Children Looked After) and CL (Care Leavers) continues to rise. This reflects the pattern identified by the Local Authority that more children are taken into care at an older age and the fact that children and young people have to be in education and training until they are older. The College is reinforcing its "Corporate parent" responsibilities.
- Information sharing is improving and is an important part of a new working sub-group that has been set up by the PCSB.
- All safeguarding incidents are recorded on the existing College OSHENS system which enables themes to be identified and a chronology to be established.
- Reinforcement of the College's anti-bullying policy has resulted in a continuing low level of reported incidents and it should be noted that staff are dealing with incidents earlier before they escalate.

NH commented that he believed that the letter sent by the Board highlighting the lack of information sharing had contributed to the setting up of the new working group and SA confirmed that information sharing was a standing part of its agenda.

PO asked how the Board can know that the policies in place are adequate and provide a safe environment. SA responded that the summer's student survey indicated that 95% felt safe and that the College was working hard to increase this confidence and would never be complacent as there is always more that could be done. CP commented that one of the new plans introduced which was working effectively, was by asking students to suggest survey questions that should be asked. The Principal commented that the College has invested heavily in the safeguarding agenda over the years and now had a very experienced team working with PS and the Student Journey Team.

The Board NOTED the Termly Safeguarding Report.

G16/081 Item 3.2 – E&D Termly Report

NC presented the E&D Termly Report in the absence of Dianne Evans. NC reported that the majority of achievement gaps narrowed in 2015/16 with the achievement of young white females the only exception. This gap has widened over the last year and the College is taking action to address this by closer monitoring of attendance and progress and identifying appropriate strategies to support them to succeed.

Governors discussed the report noting that, vocationally, any gaps were marginal and that functional skills remained the area to focus upon to narrow achievement gaps further.

NH asked whether the College would receive any feedback on the SEND Inspection of PCC. PD responded that no grade would be awarded and that the report would not necessarily be a balanced report as it would concentrate on the areas for improvement. PO asked whether the College had prepared a press release in the unlikely event that there is any adverse publicity and PD responded that this was in hand.

NC concluded her report by informing the Board that the E&D Committee had decided to focus on mental health this year and is developing a college-wide strategy to support students who experience mental ill health.

The Board NOTED the Termly E&D Report

G16/082 Item 4.1 - Governor Feedback from Learning Walks And Development Opportunities – Standing Item

ET reported on her link visit to WBL informing the Board that it had been very useful and that her knowledge of this area of the College was growing and making her a more effective governor as a result. NH

commented that AA and PB had also undertaken learning walks in their respective areas and had commented that the embedding of maths and English in the curriculum is working well and examples had been observed. NH also commented that PB had observed a difficult class where behaviour of the students had been challenging but managed effectively by the lecturer demonstrating that directors were not cherry picking the areas shown to Governors. MJ commented that he had accompanied AA on his learning walk and had observed good engagement from male students in an English class.

GOVERNOR DEVELOPMENT

G16/083 Item 5.1 – In Commercial Confidence

CURRICULUM, STUDENT AND QUALITY FOCUS

G16/084 Item 6.1 – Indicative Success Rates 2015/16

BM briefed the Board on the Indicative Success Rates 2015/16 asking governors to note that overall and timely achievement is good and improving (83.1% and 82.9% respectively) and above the national averages. BM highlighted the fact that all SSAs are graded as good or better with 11% of the College provision being assessed as Outstanding. Apprenticeships are graded as 81% good or better with overall and timely achievement being significantly above the national average with the College's performance being in the top 10% of high performing colleges nationally. Governors noted that Construction apprenticeships require improvement.

BM then outlined the areas for improvement (AFIs) identified and confirmed that these had been scrutinised closely by the P&S Committee. PO, as Chair of P&S, commented that the results were very positive and that the P&S committee would be focusing on the actions put in place to address the AFIs.

The Board NOTED the Indicative Success Rates 2015/16

G16/085 Item 6.2 - Recruitment Update 2016/17

NC introduced the Recruitment Update for 2016/17 as at 30 Sep 2016. Recruitment for 16-18 is likely to fall short of contracted target for funding by about 100 learners although this is dependent on the retention at the census date. The College has introduced short taster courses to encourage progression onto full-time course, traineeships or apprenticeships and effort to recruit into key areas will continue. Governors asked what the impact of this under recruitment would be and NC responded that under the lagged funding methodology there

would probably not be any clawback in year but that it would affect funded numbers for 2017/18.

Moving to the Adult Education Budget (AEB) NC informed the Board that the College recruitment target for full time adult learners was likely to be met although this would be dependent on the number of early withdrawals. The College continues to prioritise the recruitment of part time adult learners and, to date, numbers have been encouraging and are on track to meet the autumn term target.

NC informed the Board that where appropriate, those hard to recruit areas will have their resource allocations reviewed. NC also highlighted that some rebalancing across age groups had occurred with apprenticeship recruitment.

SD referred to the skills shortages in the city and asked whether planned learner number in construction were a match between classroom and apprenticeship offer. NC responded that there wasn't an absolute match, with numbers in classroom based construction decreasing and not being totally matched by a commensurate rise in apprenticeships. NC continued that it was difficult to identify patterns of demand on a yearly basis as there is always a lag between training and demand. This is seen in the cyclical recruitment across the different trade areas. The Principal commented that the College works hard to ensure its offer is matched to local economy needs and this recognition of construction and engineering requirements has led to the STEM centre and the recent refurbishment of the existing Construction and Engineering facilities. The College is actively promoting opportunities like Sherford to parents and young people but is often hampered by the lack of independent IAG in schools. Governors agreed that truly independent IAG is critical to meeting the skills needs of the local economy.

The Board NOTED the Recruitment Position and the actions in hand to maximise learner numbers against allocations for 2016/17.

G16/086 Item 6.3 - Feedback from Student Enrolment Week

BM informed the Board that a survey on the student enrolment process had been carried out and that 738 responses had been received with 99% rating the experience good or better. The College has followed up the 7 negative responses received and is now looking towards 2017/18 to improve the process and support students with the move from Goschen.

The Board NOTED the Feedback from the Student Enrolment Week.

G16/087 **Item 6.4 - SAR – Emerging Areas for Improvement and Key Strengths**

BM presented his report on emerging AFIs and Key Strengths informing the Board that it had been closely scrutinised by the P&S Committee. BM highlighted the following key strengths identified in the College SAR:

- Apprenticeships are outstanding, with the College performing in the top 10% nationally
- Effectiveness of Leadership and Management, particularly when setting expectations and raising standards
- Effectiveness of Safeguarding
- Effectiveness of Governance
- Teaching and Learning is good with some examples of outstanding practice
- Resource investment and development

BM then detailed the smaller list of AFIs identified by the College SAR:

- The variance between attendance at English and maths GCSE or functional skills lessons when compared to students' main programmes remains too high
- Further work required to move T&L from good to outstanding
- Small number of curriculum sections are under-performing
- Tutors need to identify students at risk earlier so that support mechanisms can be put in place
- There needs to be consistent completion of work experience logs so that learners gain maximum benefit from their meaningful work placements

ET asked whether the problems associated with attendance and therefore achievement in English, maths and functional skills was a local or national issue. BM responded that it was a problem nationally but the College was working very hard to ensure that students attended lessons and achieved excellent outcomes.

The Board NOTED the Emerging Areas for Improvement and Key Strengths.

KPIs

G16/088 **Item 7.1 – End of Year KPIs**

NC introduced the year end KPIs and commented that there were no substantial variations to the KPIs reported at the July Corporation other than to say that the College entity's final deficit position of £325k was £438k better than budget, which itself was a further improvement over the draft position reported in the KPI paper arising due to a release of grant income.

The Board NOTED the End of Year KPIs.

STRATEGIC

G16/89 Item 8.1 – In Commercial Confidence

G16/090 Item 8.2 – Strategic Plan Milestones 2016-17

NC informed the Board that 78% of the milestones in the 2015/16 operational plan had been achieved and 22% had only been partially achieved and would roll over to 2016/17. Of the 11 Strategic Key targets identified in the last Governors' Strategic Planning session in April, 8 have been achieved and 3 partially met. NC assured Governors that SLT focus would remain on achieving these business critical milestones.

NC proceeded to identify the key themes for the Year 2 operational plan and the proposed milestones for 2016/17 explaining that each theme was underpinned by sharper SMART targets in the operational plan itself. The Chair commented that the themes identified were an appropriate contribution to the College's progress towards attaining the 2020 indicators of success laid out in the Strategic Plan and commended the SLT for their work in identifying them.

NC informed the Board that an internal audit of Long Term Planning and Risk Management would be carried out in 2016/17 and the result brought to the Audit Committee.

ET asked whether the outcome of the Area Review process would affect the strategic milestones. NC responded that both the operational plan and the associated milestones would be amended if required.

The Board AGREED the progress made against the 2015/16 operational plan and APPROVED the key operational milestones for 2016/17.

FINANCE & RESOURCES

G16/091 Item 9.1 – Estates Update

NC presented the Estates Update detailing the minor works carried out over the summer and the energy management processes which have resulted in significant savings over the last 15 years. NC commented that in the recent JARDU report the estates costs were calculated as £45 per m² whereas the sector average is over £50 per m² thus contributing positively to the Area Review statistics.

NC proceeded to outline the College's work in ensuring that Estates related procurement is compliant with the Public Contracts Regulations Act 2015 and introducing 'closed lists' for tendering where only contractors on an Approved Contractors List may submit mini quotes.

A number of Key Service Contracts are due to finish in summer 2017 and NC commented that it is hoped that the Cleaning Contract may be tendered in partnership with at least one of the other colleges in the Devon Colleges Group in order to enhance opportunities for greater savings through economies of scale.

NC concluded her report by assuring Governors that an annual Condition Survey is carried out to identify and prioritise maintenance works and outlined the key projects planned for 2016/17.

The Board NOTED the Estates Update.

G16/092 Item 9.2 - HR Report (including Staff Survey Benchmark Report)

SA introduced the HR Report and highlighted the following points:

- Staff Survey has been benchmarked by York College and indicates an improvement over last year, both overall and against each of the six categories.
- Response rate to the survey decreased from 62% to 57%.
- More positive responses generally.
- Staff Awards very successful and well received.
- No non-standard variations to pay since the last report.

Governors discussed the results of the staff survey and ET asked whether it was possible to identify any particular curriculum or business area where feedback was less positive. SA responded that there was a certain level of granularity available in the data collected, however on initial analysis, there was no area that particularly stood out. The drop in response rate was then discussed and PO suggested that some form of incentivisation could be investigated to encourage responses in the future. Governors agreed that a greater response would be useful but noted the comment that happier staff were less inclined to complete satisfaction surveys.

Governors then discussed the report on staff training and CPD and PO asked how the College measured the impact on staff performance and value for money. BM commented that staff training was now very focussed on identified areas of need and the impact was closely monitored by curriculum heads with best practice being promulgated and encouraged.

The Board NOTED the HR Report.

G16/093 Item 9.3 - H&S Annual Report to the Board

SA presented the Health & Safety Annual Report asking governors to note that progress in proactively managing safety had slowed because of the gap necessitated by the resignation of the old H&S manager and the appointment of a new one. SA confirmed that measures had been

put in place to manage this transition period and to catch up on any required progress. In particular, SA highlighted the continued development of the OSHENS online risk and COSSH assessment systems as priorities. Governors discussed the importance of risk assessments particularly in the area of student work experience and MJ assured the Board that no student is allowed to carry out a work placement without a comprehensive risk assessment in place. CP commented that H&S training at the College was very good and that staff were well supported in preparing risk assessments by the H&S Manager.

The Board NOTED the Annual H&S Report.

GOVERNORS' BUSINESS

G16/094 Item 10.1 – Clerk's Report

The Clerk presented her report and highlighted the following points:

- Attendance has improved over the last year but continues to be an issue.
- Changes to Committee membership as a result of governor departures and arrivals include a reduction in the number of governors from 6 to 5 on Finance and Audit Committees
- The biennial review of the Governors' Allowances Policy has been carried out with no significant amendments.
- The annual self-assessment of governance is in train and a draft action plan to address any areas for improvement will be circulated to governors for approval.

The Clerk then informed the Board that IP had not yet agreed to move from the Finance Committee to the Audit Committee so the proposal to do so was subject to his agreement.

Governors NOTED the report and APPROVED the amended committee membership proposal (subject to IP's agreement) and the consequent changes to committee terms of reference.

Further the Board APPROVED the Governors' Allowances Policy for a further two years and AGREED that the December meeting of the Corporation should be followed by a self-funded Christmas meal in PL1 on completion.

G16/095 Item 10.2 – Sealings Report

The Clerk presented a Sealings Report for the Board to note. The College seal had been applied three times with all applications relating to the STEM facility.

The Board NOTED the Sealings Report

The Principal asked the Board to note that the Devon Colleges Group would be launched officially on Thursday 20th October and that any governor would be welcome to attend.

There being no other business, the meeting closed at 7pm.

The next full Meeting of the Corporation will take place on Wednesday 14th December at **4pm (please note earlier time)** in Room K021 followed by Dinner in PL1.

SIGNED _____ DATE _____