

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON TUESDAY  
20<sup>th</sup> MARCH 2018 AT 4.30PM IN K021**

**Minutes of the Meeting of the Corporation held at 4.30pm on Tuesday 20<sup>th</sup> March 2018.**

**THOSE PRESENT**            Mr Nick Holman – NH - Chair  
                                 Mr Phil Davies – PD – Principal  
                                 Mr William Woyka - WW  
                                 Prof Pauline Odulinski – PO  
                                 Dr Hilary Duckett - HD  
                                 Mrs Emma Tringham – ET  
                                 Cllr Sue McDonald – SM  
                                 Mr Andrew Ashley – AA  
                                 Mr Mike Jones - MJ  
                                 Ms Cheryl Powell – CP  
                                 Mr Liam Souter - LS

**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

**G18/021      Item 1.1 - Apologies**

Apologies had been received from Cheryl Hext. Martyn Starnes did not attend.

**G18/022      Item 1.2 - Minutes**

RESOLVED that the minutes of the Meeting of the Corporation held on the 6<sup>th</sup> February 2018, which had been previously circulated, be approved and signed as a correct record after one typing error was amended.

**G18/023      Item 1.3 - Matters Arising**

The Clerk summarised the Corporation Action Grid and reported that there were three actions currently on-going.

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

**G18/024      Item 1.4 - Confidential Items**

RESOLVED that, in accordance with Minute G03/09, item 7.5a (minute G18/036) requires to be dealt with as In Commercial Confidence and there are no agenda items that 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.

**G18/025      Item 2.1 – Principal Appointment - Update**

The Chair updated the Board on the appointment of the new Principal and CEO (designate) and confirmed that his contract had been signed. He will assume the role with effect from Monday 9<sup>th</sup> July 2018. The Principal and CEO (designate) will be undertaking several visits to the College over the next few months to get to know the College.

**The Board NOTED the Update.**

**GOVERNOR DEVELOPMENT**

**G18/026      Item 3 – Property Strategy – Way Forward - Debate**

As background, SA outlined the property work, including major new build, refurbishment and smaller targeted investment, that had taken place over the last five years to consolidate the College onto one site. SA reminded Governors that the College still had a footprint at Piquet Barracks and that the Learning Warehouse was currently sub-let to ATL. Decisions on their future would have to be made when their leases came up for renewal, although in the case of the latter, this is some decades away. Governors discussed the work carried out over the period and agreed that overall, the property strategy had been achieved. SA then commented that a new strategy would be needed to cover the next five years and that her aim was for governors to start a discussion on what the College should focus on in the future.

Governors then discussed the options open to the College and agreed that, at this stage, it was impossible to make any firm decisions as the future curriculum would be steered by the new Principal working with the Board. However this caveat did not prevent a full discussion on possibilities and whether capital funding might become available. SA outlined suggestions around work that might enhance the Kings Road site and allow a more flexible curriculum. Governors discussed the fact that the college needed to have a modular property strategy parts of which could be set in motion as and when funding became available and thus preparing the College to move fast to bid for funds.

**CURRICULUM, STUDENTS & QUALITY FOCUS**

**G18/027      Item 4.1 – Report from Performance & Standards Committee**

PO, as Chair of Performance & Standards Committee, gave a brief report on its recent meeting. PO informed the Board that College performance was improving further and that work on areas for improvement (AFIs) identified in the SAR was progressing well. A selection of students had come to the meeting to feedback on their experiences which Governors had found very useful. Directors had also presented to the Committee on a variety of topics including progress made in the AFIs. PO concluded her report by saying that the Committee would be looking into diversity and how its impact is measured and embedded in the curriculum at the next meeting.

**The Board NOTED the Report from Performance & Standards Committee**

**G18/028 Item 4.2 – Quality Improvement Plan (QIP) Progress Report**

BM updated the Board on the progress made in addressing the Areas for Improvement identified in the SAR. BM reported that attendance in English and maths (E&M) had seen an overall rise of 8% with some areas seeing attendance of over 90%. BM attributed this rise to the embedding of E&M from the outset and the introduction of various initiatives to encourage fuller participation in and greater value attributed to E&M. BM reported that FS Maths and English outcomes were awaited and would, hopefully, reflect the better attendance and engagement.

Referring to the identified under-performing provision BM confirmed that progress was being made in all areas and that, in particular, a targeted approach was being employed in Access to ensure support is available where needed.

BM completed his report by referring to the recording of Work Experience and its importance for the learners. PO commented that she considered good progress to have been made in all areas of the QIP.

**The Board NOTED the QIP Progress Report**

**PRINCIPAL'S REPORT**

**G18/029 Item 5.1 – Principal's Report**

The Principal presented his report saying that it gave the Board a flavour of the activities going on throughout the College and demonstrated the level of engagement of both staff and students in extra-curricular activities. The Board commented very positively on the report and Governors stated that the information it contained would help them in their ambassadorial role.

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

## **KPIs**

### **G18/030 Item 6.1 – KPIs - February**

NC presented the KPIs for February and asked Governors to note that 16-18 learner numbers were approximately 4% ahead of the same time last year and that the Contracted Learner Number (CLN) would be met. As reported before the in-year performance of the AEB is likely to fall below funding target despite an upturn in enrolment, because many of these are in low value funded provision. This will affect the College's financial position and the current position is reflected in the amber grading of three of the five Finance KPIs.

BM then reported that attendance and retention are both good and, respectively, 1.1% and 1.4% above the same time last year.

**The Board NOTED the KPIs for February**

## **FINANCE & RESOURCES**

### **G18/031 Item 7.1 – Report from Finance Committee**

ET, Chair of Finance Committee, reported on the business brought to the Committee and commented that the Committee had discussed the impact of the shortfall in the AEB and noted the actions in place to mitigate the situation. Further, ET reported that the Committee had agreed the Tuition Fees Policy for 2018/19 and recommended the Cashflow & Capital Update to the Board.

**The Board NOTED the Report from Finance Committee.**

### **G18/032 Item 7.2 – Cashflow/Capital Update**

NC introduced the Cashflow/Capital Update and informed the Board that the College's cashflow position was particularly tight this year as a result of the non-disposal of the Goschen site as the expected c£1.6m which underpins the financial package for STEM has been funded from the College reserves. NC added that the minor capital budget was currently over budget by £2k but no variation in spend was required.

ET asked how the College intended to use the receipts from Goschen and whether it could be used as part of the Property Strategy. NC responded that no decision had been made and that it would be discussed further once the sale had been realised.

**The Board NOTED the Cashflow/Capital Update**

**G18/033      Item 7.3 – Gender Pay Gap Reporting**

SA presented the first Gender Pay Gap Report which is now a statutory requirement. SA explained the definition of a Gender Pay Gap and emphasised that the report did not refer to Equal Pay but rather the measure of the difference between men's and women's average earnings across the College. SA reported that a snapshot of data on 5 April 2017 had been analysed and that the overall difference between men and women's earnings is 7.8% (mean) or 15.21% (median) which compares favourably across the country and the sector.

Governors then asked what actions the College was taking to reduce this gap. SA responded that the College was taking steps to reduce the gap year on year by encouraging female role models and improving opportunities for flexible working among other actions. PO asked whether flexible working was promoted to both males and females. SA replied that the College was not pushing as much as it could in this area and that more work was needed. WW asked whether the statistics covered only staff employed by the College and whether the College had any influence over contractors and their workforce. SA responded that the College could only report on staff directly employed by them but commented that various contractors were also required to publish a gender pay gap report and make efforts to reduce any gaps.

**The Board NOTED the Gender Pay Gap Report**

**G18/034      Item 7.4 – HR Report**

SA introduced the HR Report and highlighted that staff turnover was very low which is considered a reflection of staff contentment at the College. SA then referred to the new initiative to have a stand for staff recruitment at Open Days and said that this had already resulted in some applications. In addition, videos of staff giving their views of the College as an employer have been added to the recruitment website and PO commented that this was an opportunity to use role models to help redress the gender pay gap balance.

SA proceeded to highlight the fact that the College would be signing up to the TUC's Dying to Work Charter on 23 April 2018 as it formalised what the College already does in supporting staff with terminal illness to work as long and flexibly as possible.

**The Board NOTED the HR Report**

**G18/035      Item 7.5 – Corporate Performance Report for February including Predicted Outturn**

NC introduced the Corporate Performance Report for February and asked the Board to note that an adverse variation of £104k to in year surplus / deficit had been reported mainly as a result of the AEB issue

which continues to be reflected in income performance. Governors then discussed the projected outturn which remains at a deficit of £502k and noted the positive impact of additional funding for apprenticeships which is helping to offset the AEB negative variance, as well as careful management of expenditure.

**The Board NOTED the Corporate Performance Report for February**

**G18/036 In Commercial Confidence**

**G18/037 Items 7.6 – Ratification of Element 3 of the 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 06 March 2018 (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 £1,600,000 (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**

### **G18/038 Item 8.1 – Report from Audit Committee**

WW, as Chair of Audit Committee, briefed the Board on the business brought to the Committee informing them that it had been a meeting focussed on internal audit matters which had reviewed three reports all with green ratings and no outstanding actions. WW continued that a small change to the audit programme had been agreed and that the lean review topic had yet to be confirmed .

**The Board NOTED the Report from Audit Committee.**

## **GOVERNORS' BUSINESS**

### **G18/039 Item 9.1 – Calendar of Meetings 2018/19**

The Clerk introduced the proposed Calendar of Meetings for 2018/19 and asked that it be approved subject to any governance structural changes that might be introduced with the arrival of the new Principal.

The Chair then commented that it might be necessary for the agendas for the meetings scheduled for 6<sup>th</sup> June 2018 and 10<sup>th</sup> July to be combined and the Clerk undertook to discuss this with the Chair and Principal outside of the meeting.

- **Clerk, Chair and Principal to discuss the feasibility of amalgamating the June and July Corporation Meetings**

**The Board APPROVED the Calendar of Meetings for 2018/19.**

## **GOVERNOR FEEDBACK FROM LEARNING WALKS AND DEVELOPMENT OPPORTUNITIES – Standing Item**

### **G18/040 Item 10.1 – Governor Feedback**

ET reported that she had visited WBL's Skills Development section and had witnessed their running of a cake and coffee morning at the local church and their interaction with the local community.

AA reported that he had been scheduled to attend an E&M governor walk but exams were taking place so he had talked about the College's new approach to E&M with Nadia McCusker which he had found very useful and informative.

NH reported that he, PO and AA had attended the AOC conference in London and found it very interesting.

SM commented positively on the demeanour of some of the College's Prince's Trust students who had attended the Council's celebration of Commonwealth Day.

**G18/041      Item 11 – Date of Next Meeting**

The next full Meeting of the Corporation will take place on Tuesday 5<sup>th</sup> June 2018 commencing at 4.30pm in Room K021. Please be aware that this meeting date is subject to change as a result of the action placed on the Clerk at G18/039.

There being no other business, the meeting closed at 6.45pm.

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