

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON TUESDAY
22nd MARCH 2016 AT 4.30PM IN ROOM K021**

**Minutes of the Meeting of the Corporation held at 4.30pm on Tuesday 22nd
March 2016.**

THOSE PRESENT: Mr Nick Holman – NH – Chair
Mr Phil Davies – PD – Principal
Mr William Woyka – WW – Vice Chair
Mr Andrew Ashley – AA
Prof Paul Brunt – PB
Mr Mike Jones - MJ
Mr Iain Perring – IP
Ms Cheryl Powell – CP
Mr Martyn Starnes – MS

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

G16/021 Apologies

Apologies had been received from Pauline Odulinski, Emma Tringham, James Venning and Emma Maitland.

G16/022 Minutes

RESOLVED that the minutes of the Meeting of the Corporation held on the 29th February 2016, which had been previously circulated, be approved and signed as a correct record.

G16/023 Matters Arising

The Clerk summarised the Corporation Action Grid and reported that there were no actions outstanding apart from the item referring to the possibility of appointing an Employer Engagement Champion. The Chair informed the Board that he considered that it was a responsibility of all governors to encourage and advocate employer engagement and that an Employer Engagement Champion was therefore not necessary. Governors discussed this view and agreed that the action should be removed as no longer required.

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

G16/024 Confidential Items

RESOLVED that, in accordance with Minute G03/09, Agenda Item 2.1 requires to be dealt with as In Commercial Confidence 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.

GOVERNOR DEVELOPMENT

G16/025 Item 2.1– In Commercial Confidence

CURRICULUM, STUDENT AND QUALITY FOCUS

G16/026 Item 3.1 – Feedback from Internal Curriculum Inspections

BM informed the Board that, in February and March, the College had commissioned a series of internal curriculum inspections by current Ofsted inspectors to advise and assist Curriculum Directors in identifying areas for improvement and best practice going forward and, at the same time, strengthening their observation skills by participating in joint observations. The six curriculum inspections were carried out in the following targeted areas:

- Media Digital Industries
- Hospitality
- English and Maths
- Sport
- Skills Development
- Deep Blue Sound

The Board discussed the timeliness of the inspections in light of Ofsted's visit and BM confirmed that, in particular, the experience gained in the joint observations had stood Curriculum Directors in good stead as their gradings matched the Ofsted Inspectors in all cases.

Governors discussed the areas for improvement identified by the inspections in particular attendance and the requirement to embed English and maths more in vocational lessons. BM concluded his report by reminding the Board that the Performance & Standards Committee would scrutinise the detailed outcomes of the inspections at their next meeting.

The Board NOTED the Feedback from Internal Curriculum Inspections

G16/027 Item 3.2 – Quality Improvement Plan (QIP) Progress Report

BM proceeded to update the Board on progress made with the Quality Improvement Plan (QIP). He highlighted the improved attendance and retention at Deep Blue Sound (dBs) which has been achieved by rigorous monitoring and the appointment of a new Academy Manager. Governors discussed the actions in place to encourage attendance and noted the College emphasis on ensuring that learners are supported and retained via the 'swap not drop' initiative. BM went on to mention that retention is currently 5% above the College target and 1% better than this time last year.

Governors then discussed the general low attendance in English and maths and the actions being taken to address this key area. BM emphasised the importance of embedding English and maths within all vocational areas and motivating learners to engage with both subjects.

The Board then discussed the importance of setting good targets in e-ilps and ensuring that an appropriate tracking system was in place for students to track their own progress as well as tutors and lecturers. BM emphasised that it was not possible to have one tracking system that fits all as College provision was so varied but identifying what works and whether it can be adapted to meet other course needs was being investigated as a high priority. A question was asked whether students had mobile access to tracking. NC responded that as a system was being built in house it could be adapted to work on a mobile and it was possible that an app could be designed to facilitate this. AA asked a question regarding security of such an app and NC confirmed that strong security protocols were in place with regular penetration testing.

The Chair asked whether students were consulted/involved in the creation of the tracking systems and e-ilps. NC responded that they were and their involvement had increased significantly over the last 2-3 years with more student reps being appointed and more focus groups being set up to address a wide range of issues.

The Board NOTED the Quality Improvement Plan Progress Report.

G16/028 Item 3.3 – Annual Student Governor Report

In the absence of the two student governors, the Clerk presented their annual report.

The Board NOTED the Annual Student Governor Report.

STRATEGIC

G16/029 Item 4.1 – Area Based Reviews – Update

The Principal gave a brief update on the Area Based Reviews (ABRs) process informing Governors that the latest guidance from BIS had been uploaded to the Governor Portal. The Principal informed the Board that there had been few developments that would affect the College's ABR apart from the fact that the Government had announced that some funding would be available to help Colleges make changes but much of this would be in loan form rather than grants.

The Board discussed the process and AA commented that he had attended an AoC briefing on ABRs which had been useful but confirmed the Principal's view that it was an evolving process.

The Board NOTED the Area Based Reviews Update.

FINANCE & RESOURCES

G16/030 Item 5.1 – HR Report including Non-Standard Variations

SA introduced the termly HR Report highlighting the new Government requirement to publish gender pay gaps on the College website from 2018. Governors discussed the College situation and agreed that the gender pay gaps were not a current issue but would need to be monitored to ensure that everything is being done to minimise any potential pay gaps.

SA proceeded to explain the requirement for a non-standard variation to pay for the position of Head of HE as the role carried more responsibility than the standard Head of Academy.

The Board APPROVED the non-standard variation to pay for the Head of Higher Education.

SA then highlighted the progress made with the Employee Engagement Strategy and the fact that it had been reviewed positively by the liP.

Governors discussed the report in detail and SA then asked the Board to give formal approval to the review of the grievance and disciplinary procedures for Senior Postholders and the Clerk as these policies were not included in the policy framework which had been approved at the last meeting of the Board.

The Board NOTED the HR report and APPROVED the review of the following policies:

**Disciplinary Procedures for Senior Post Holders
Grievance Procedures for Senior Post Holders
Grievance Procedures for the Clerk**

AUDIT

G16/031 Item 6.1 – Report from Audit Committee

The Chair of Audit Committee briefed the Board on the business conducted by the Audit Committee at its last meeting.

The Board NOTED the Report from the Audit Committee.

GOVERNORS' BUSINESS

G16/032 Item 7.1 – Feedback on Governor Link visits and Development Opportunities

Individual Governors reported back on their link visits and any external development opportunities they had attended. In particular, PB commented that his link visit to Sport had been very useful and he referred to the extensive and successful use of Moodle in this faculty to encourage student engagement. MJ then referred to his attendance at the Finance for Non-Finance Governors session which he considered would be very useful to him in his role on the Finance Committee.

The Board NOTED the Feedback.

There being no other business, the meeting closed at 6.20pm.

The next full Meeting of the Corporation will take place on Monday 6th June 2016 at 4.30pm in Room K021.

SIGNED _____ DATE _____