

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON TUESDAY 5th
JUNE 2018 AT 4.30PM IN K021**

Minutes of the Meeting of the Corporation held at 4.30pm on Tuesday 5th June 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
Mr Andrew Ashley – AA
Mr Mike Jones - MJ
Ms Cheryl Powell – CP

IN ATTENDANCE: Ms Nicola Cove – Deputy Principal - NC
Mr Ben Manning – Vice Principal Curriculum & Quality – BM
Ms Bridgette Henry – Safeguarding Coordinator – BH
(Item 2.1 only)
Ms Dianne Evans – Head of Student Journey – DE (Item 2.2 only)
Mrs Julia Tindall-Jones – Clerk

G18/042 Item 1.1 - Apologies

Apologies had been received from Martyn Starnes, Cheryl Hext, Liam Souter and Sam Abbott. Sue McDonald did not attend.

G18/043 Item 1.2 - Minutes

RESOLVED that the minutes of the Meeting of the Corporation held on the 6th March 2018, which had been previously circulated, be approved and signed as a correct record.

RESOLVED that the minutes of the Meeting of the Corporation held on the 20th March 2018, which had been previously circulated, be approved and signed as a correct record.

G18/044 Item 1.3 - Matters Arising

The Clerk summarised the Corporation Action Grid and reported that only one action was currently on-going: the identification of a suitable date for autumn's SPD.

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

G18/045 Item 1.4 - Confidential Items

RESOLVED that, in accordance with Minute G03/09, Minute G18/059 would need to be dealt with as In Commercial Confidence. Further the Chair introduced two Part II items at the end of the meeting and it was directed that the Minutes concerning these items be withheld from the published records for the prescribed period (unless a longer period is subsequently prescribed for certain items).

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

ANY PAPERS PRESENTED BY STAFF OTHER THAN SLT

G18/046 Item 2.1 – Safeguarding Termly Report

BH presented the Safeguarding Termly Report and highlighted that mental health issues continue to show as the highest level of reported concern within the College. BH outlined the actions being taken in the College to raise mental health awareness and added that the summer campaign had linked to the National Mental Health Awareness Week.

The Board NOTED the Safeguarding Termly Report and NOTED that the Annual Review of the College’s Safeguarding Policies would be brought to the July Corporation Meeting.

G18/047 Item 2.2 – E&D Termly Report and Annual E&D Policy Review

DE presented the E&D Termly Report and informed the Board that the Equality and Diversity Policy had been reviewed and various changes made to the mandatory training requirement to include the Prevent Duty, Staying Safe and the College guidance regarding the Lockdown Procedure.

NC asked the Board to note that a letter of thanks had been received from Lord Agnew, Parliamentary Under-Secretary of State for the School System, by the E&D team praising their approach to the Prevent Duty. The Chair asked that the letter be circulated to governors and directed that a formal vote of thank should be extend to DE and her team.

➤ **Clerk to circulate letter to Governors.**

The Board NOTED the E&D Termly Report and APPROVED the Equality and Diversity Policy for a further year.

KPIs

G18/048 Item 3.1 – KPIs - April

NC reported the KPIs for April, informing the Board that 16-18 LN now exceeded the full year contracted number for funding. Adult Skills recruitment remains an issue and, although recruitment is within 5% of the required profile, it is unlikely that the full year funding target will be met. Finance KPIs are currently graded Amber as they are within 5% of the target at this point of the year although slightly behind profile.

BM reported that Retention was at 97.5%, 2.5% above the College target and 1% better than at the same point last year. Attendance was reported at 90.7%, 0.7% above target and 1.4% better than last year. BM commented that Course Performance Reviews were currently taking place to ensure that remedial action was taken to address any areas of concern. HD asked why the percentages had increased. BM responded that the College focus on attendance in English & Maths across the College and in particular within the trade areas had led to the reported improvements.

The Board NOTED the KPIs for April

ITEMS TO NOTE – NO DECISION REQUIRED

G18/049 The following items were NOTED by the Board:

Item 4.1 – Student Union Update and Student Report of the Year

Item 4.2 – Corporate Performance Report – April – Pay as a proportion of income was then queried as it seemed to be rising. NC responded that it was predicted at 66.4% for full year outturn. PO commented that the average was 62% across the sector. NC commented that this average figure did not take account of income from franchising or partnerships and was closer to 65% when taken into consideration. The actual pay prediction percentage is in accordance with the approved budget.

Item 4.3 – Annual Sealings Report

ROUTINE ITEMS FOR APPROVAL

G18/050 The following routine items were APPROVED by the Board noting that no significant changes were required.

Item 5.1 – Annual Health, Safety and Welfare Statement

Item 5.2 – Health, Safety and Welfare Policy

Item 5.3 – Accessibility Commitment

Item 5.4 – Conflict of Interests Policy

FOR DISCUSSION

G18/051 Item 6.1 – Summer Term Student Survey Report

BM informed the Board that the number of responses had risen from last year (from 1801 to 1939) and that the overall satisfaction rate where student had rated the experience good or better had increased from 91% from 93%. BM highlighted CDSI as the area which had shown lower levels of satisfaction and detailed the actions in place to identify the reasons for the dissatisfaction including the use of focus groups. HD asked whether the process included students and was reassured by BM that they were fully involved.

The Chair and the Board praised the College for the positive ratings received from the students.

The Board NOTED the Summer Term Student Survey Report

G18/052 Item 6.2 – Operational Plan Update for 2017/18

NC presented the Operational Plan Update for 2017/18 and reported that 76% of the milestones had been met or are on track to be met within the deadlines and that 24% were partially met with corrective actions in place. NC then referred to the critical success factors identified in the 2016 SPD and reported that 50% were rated Green (or Blue) and that 50% had been partially met and were being monitored. NC assured the Board that the RAG rating was relatively harsh and that its application had been tested by independent scrutiny from the internal auditors which ensured that any grading was consistent and backed up evidentially.

The Chair asked which area was of the greatest concern. NC responded that financial and outcomes data were the highest level of risk and were under constant supervision. NC concluded her report by reminding the Board that any incomplete actions would be rolled forward to the Operational Plan for 2018/19 although she added the caveat that this may change in light of the planned review of Strategic Aims in autumn 2018 following the appointment of the new Principal.

The Board NOTED the Operational Plan Update for 2017/18

G18/053 Item 6.3 – Education & Skills Funding Agency (ESFA) Letter regarding the College's Financial Statements for 2016/17.

NC presented the above letter and informed the Board that it would be scrutinised in greater detail at the upcoming Finance committee Meeting. ET, as Chair of Finance, commented that the ESFA dashboard suggested that the sector's overall financial health was

improving and that, as a result, the College's position in the league table was dropping. This will be discussed further at the meeting.

The Board NOTED the ESFA letter regarding the College's Financial Statements for 2016/17.

G18/054 Item 6.4 – ATL Update

NC presented the annual ATL Update and highlighted the new requirement for a Formal Deed of Covenant to be signed to enable ATL to Gift Aid surpluses to the College. NC confirmed that a paper would be brought to the July Corporation for approval and signature by the Chair. WW asked whether this would be an annual requirement and this was confirmed by NC.

ET then asked whether the profit from ATL was earmarked for something specific. NC replied that it was used for general educational activities and was not specific. ET asked whether there was any overlap in provision by the College and ATL and whether it was in competition. NC responded that ATL's provision was complementary and this had been the one of the main reasons for purchasing it. ATL's access to the school market is also better than the College's and is therefore a useful addition to the College portfolio. The Principal commented that it had always been the College's policy to keep ATL at arm's length as this allowed it to be more reactive and less bureaucratic. HD asked who audited ATL and NC confirmed that Francis Clark audited the firm but kept their involvement completely separate to the College. The management letter of audit findings was reviewed by the Audit Committee. HD then asked whether ATL was inspected by Ofsted as a separate entity and the Principal confirmed that their Good rating was earned independently and that results were not amalgamated.

The Board NOTED the ATL Update.

GOVERNORS' BUSINESS

G18/055 Item 7.1 – Feedback from Strategic Planning Day (SPD) and Actions going forward.

Following on from the SPD, the Clerk presented a draft action plan for discussion and agreement. Governors discussed the importance of improving transparency in the governor recruitment process and agreed that it was essential to raise the profile of E&D in Board and to encourage an atmosphere of openness and inclusion. PO commented that the Board should ensure that all population groups within Plymouth and its TTW area are recognised and that under- represented groups

are included where possible. Governors discussed the current composition of the Board and agreed with PO that it would be useful to carry out a skills audit that would identify both professional and softer skills.

➤ **Clerk to carry out a Skills Audit incorporating Soft Skills**

Governors then discussed the use of the website in governor recruitment but noted MJ's comment that the primary role of the website is to recruit students. The Clerk commented that it might be possible to have short term advertising on the website when there were governor vacancies and that the governance section on the website already provided contact details and information about becoming a governor.

Governors then discussed the Clerk's proposal to reinstate the Search Committee as a regular standing committee with termly meetings and agreed that this should be done with the first meeting to decide a way forward to be scheduled for 4th July. The composition of the Search Committee was then discussed and it was agreed that the Chair and Chair designate should decide upon the ideal mix taking into account the skills, experience and diversity of current Board members.

➤ **Chair and Chair Designate to decide on Search Committee Composition.**

The Board APPROVED the Action Plan from the SPD and AGREED that the Clerk should monitor progress and report to the Chair on a regular basis.

G18/056 Item 7.2 – Election of Chair and Vice Chair for period 1 August 2018 to 31 July 2019

The Clerk informed the Corporation that the positions of Chair and Vice Chair were due for election for the period 1st August 2018 to 31st July 2019.

Nick Holman then nominated Pauline Odulinski for the position of Chair and this was then seconded by William Woyka. There were no other nominations.

Corporation unanimously AGREED that Pauline Odulinski be Chair of Corporation for the academic year 2018/19.

Professor Pauline Odulinski then nominated William Woyka for the position of Vice Chair and this was seconded by Hilary Duckett. There were no other nominations.

Corporation unanimously **AGREED** that William Woyka be Vice Chair of Corporation for the academic year 2018/19.

GOVERNOR FEEDBACK FROM LEARNING WALKS AND DEVELOPMENT OPPORTUNITIES – Standing Item

G18/057 Item 7.3 – Governor Feedback

No Governor had carried out a link visit since the last meeting of the Corporation.

G18/058 Additional Item – South West Institute of Technology (SW IoT) Bid Update

The Principal informed the Board that it had just been announced that the SW IoT bid (led by Exeter University) had been shortlisted to go forward to Phase 2. The Principal explained that 16 applications had been shortlisted but no guidance had yet been received as to what would be required for Phase 2 of the application. Governors discussed the potential challenges and risks associated with the bid and, in particular, the potential governance arrangements. The Board agreed that no further discussion was beneficial until the guidance was published.

G18/059 In Commercial Confidence

G18/060 Additional Item – Farewell to the Principal

The Chair informed the Board that this was Phil Davies' last meeting of the Corporation as Principal and expressed his grateful thanks, on behalf of the Board, for his work and dedication to the College over the last 16 years, the last seven years as Principal. The Chair referred to the positive buzz from staff when Phil took over as Principal in 2011 and commented positively on the impact he had had on the College since then. Governors all agreed that Phil had been the driving force in leading the College to its current position and building its excellent reputation both locally and nationally and he will be missed. The Chair and Governors wished him a happy retirement.

The meeting then moved to Part II and all staff members left the meeting.

The following minutes are not for general circulation.

G18/061 Part II Item - Additional Item

G18/062 Part II – Additional Item

G18/063 Item 8 – Date of Next Meeting

The next full Meeting of the Corporation will take place on Tuesday 10th July 2018 commencing at 4.30pm in Room K021.

There being no other business, the meeting closed at 6.35pm.

SIGNED _____ DATE _____