

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON MONDAY 6th
FEBRUARY 2017 AT 4.30PM IN ROOM K021**

**Minutes of the Meeting of the Corporation held at 4.30pm on Monday 6th
February 2017.**

THOSE PRESENT: Mr Nick Holman – NH – Chair
Mr William Woyka – WW – Vice Chair
Mr Phil Davies – PD – Principal
Mr Mike Jones – MJ
Ms Cheryl Powell – CP
Ms Emma Tringham – ET
Mr Martyn Starnes - MS
Ms Sue McDonald – SD
Mr Iain Perring – IP
Mr Matt Callaghan - MC

IN ATTENDANCE: Ms Nicola Cove – Deputy Principal - NC
Mrs Sam Abbott – Vice Principal – Resources – SA
Mr Ben Manning – Vice Principal Curriculum & Quality –
BM
Ms Dianne Evans – Head of Student Journey –DE (item
2.1 only)
Mr Phil Smale – Safeguarding Coordinator – PS (Item 2.2
only)
Ms Kat Jones – Head of HE – KJ (Item 3.1 only)
Mrs Julia Tindall-Jones – Clerk

G17/001 Apologies and Welcome

Apologies had been received from Pauline Odulinski, Andrew Ashley and James Venning. The Chair welcomed Matt Callaghan, SU President and the new student governor, to his first meeting of the Board.

G17/002 Minutes

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

G17/003 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.

G17/004 Confidential Items

RESOLVED that, in accordance with Minute G03/09, agenda item 6.1 and 6.3 require to be dealt with as In Commercial Confidence and Agenda Items 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.

G17/005 Item 2.1 – E&D Annual Report and Termly Report

Dianne Evans circulated the E&D Annual Report to Governors and then summarised her termly report which highlighted the actions being taken to address the achievement and attendance gaps identified in young female students.

The College-wide strategy to support students with mental health issues was then discussed by the Governors and WW stated that he understood that Mental Health awareness training for a large number of staff had been carried out in-house and that this had been well received. CP further commented that Mental Health first aid training was also being provided. SM then said that, in her experience, early intervention in mental health issues for young people was crucial to help reduce more problems in later life. The Principal commented that it was important that the College was included in the city wide initiative to support mental health issues in children as it too had children as young as 14 attending the College.

The Board NOTED the E&D Annual Report and Termly Report.

The Chair thanked DE for her report and she then left the meeting (4.40pm)

G17/006 Item 2.2 – Safeguarding Termly Report

Phil Smale introduced his termly Safeguarding Report asking Governors to note that the number of referrals was rising and the College was increasing its number of safeguarding officers to best meet these volumes. PS referred to the significant crossover between mental health and safeguarding and the importance of the excellent working relationship between Safeguarding and the Student Journey team. PS further commented that it was important that the College had due regard for the impact of disclosures on its staff and this was being approached by increased staff training and peer support.

PS then informed the Board that domestic abuse continues to be a significant factor in safeguarding within the College and that five members of staff are now trained in completing DASH (Domestic

Abuse, Stalking and Harassment) Assessments which speeds up referrals to external agencies.

PS reminded the Board that, although the College is involved widely in safeguarding in the city, internal issues remain its priority and the close link with Student Journey contributes significantly to the view of students that they feel safe in the College.

WW then asked whether the College had a close liaison with the Police around the reporting of domestic abuse. PS responded that it was an ongoing challenge to ensure the Police inform the College of domestic abuse involving its students because of the perception that our students are more 'adult'. Ironically the nursery is always informed by the Police but not the College. The Principal commented that this perception was being challenged at the highest level within the city's safeguarding arena. SM commented that there were still many issues to be addressed around the transition from child to adult and that mental health was a key one.

The Board NOTED the Safeguarding Termly Report and thanked Phil Smale for his contribution to the Board as both a staff Governor in the past and in his current role as Safeguarding Coordinator and wished him a happy retirement. PS then left the meeting (4.50pm).

G17/007 Item 2.3 - Governor Feedback from Learning Walks And Development Opportunities – Standing Item

No governors had attended any development opportunities since the last report in December 2016.

G17/008 Item 3.1 – Governor Development – Higher Education

Kat Jones, as the HE Director, gave a presentation on Higher Education within the College focusing on the following areas:

- The College approach to HE.
- HE provision in the College detailing the type and level of provision including the first full level 6 degree course in Sports Rehabilitation.
- The number of HE students.
- Recent validation of the quality of the College's HE provision by both the Quality Assurance Agency (QAA) in its HE Review and a Periodic Review conducted by the University of Plymouth as the College's main awarding body.
- The overall satisfaction of students in the National Student Survey was 87%, 6% above the national average in FE Colleges and 1% above the national average for all HE institutions.
- The introduction of the Teaching Excellence Framework (TEF)
- The new Quality Review Process

- The impact of changes in the HE sector including funding and increased competition from HE institutions.
- The opportunities for the College to further grow HE provision in the future including Higher and Degree Apprenticeships.

Governors discussed the presentation and the Chair commented that it was important for Boards to be fully aware of how the quality of HE provision in the College was monitored and assessed and to ensure experience of HE students was fully taken into account. KJ confirmed that the HE Annual Review helped to provide this assurance and BM commented that HE was also regularly monitored by the Performance & Standards Committee.

WW then asked how many of the HE students were non-EU international students and KJ responded that 150 of the 730 were from outside of the EU. WW then asked whether this number was an area for future growth. The Principal responded that further growth of international students studying HE at the College was unlikely as the College's new international opportunities focus on programmes that prepare students to enter (primarily) Russell Group universities. The Principal added that Government restrictions around international recruitment meant that the College was doing well to maintain current enrolments.

ET then asked a question about the TEF and how long the medal awarded lasted. KJ confirmed three years and governors discussed the possible impact of these medal awards on both fees and greater competition from other HE Institutions on the College.

The Chair then thanked KJ for her informative presentation and she then left the meeting (5.20pm).

CURRICULUM, STUDENT AND QUALITY FOCUS

G17/009 Item 4.1 – Student Involvement Strategy

BM introduced the Student Involvement Strategy 2017-19 for consideration by the Board. BM emphasised the importance of the student experience and the College's commitment to ensuring that student involvement is central to providing an outstanding learning experience. BM outlined some examples of the College reacting to student comments and then detailed the level of consultation that had been carried out over the STEM Centre and the move from the Goschen site. BM informed the Board that there were over 150 course representatives who enabled the College to ensure that courses and student experiences met student needs and aspirations. BM then reminded governors that Student satisfaction and involvement is monitored closely by the P&S Committee, the student union and Student Council as measured by various internal and external surveys.

The Board APPROVED the Student Involvement Strategy 2017-19.

KPIs

G17/010 Item 5.1 – KPIs for December

NC introduced the KPIs for December and informed the Board that there were no significant changes and therefore the risks associated with recruitment and consequent pressure on the budget remain High.

The Board NOTED the KPIs for December.

STRATEGIC

G17/011 Item 6.1 – Capital Project Update – In Commercial Confidence

G17/012 Item 6.2 – Area Based Review Update

The Principal informed the Board that the Board's preferred stand-alone case had been submitted at the end of January and that the final recommendations from the JARDU team would be published at the Steering Group meeting scheduled for 1st March. PD continued that one of the recommendations is likely to be the continued nurturing and development of the Devon Colleges Group (DCG). WW asked whether the DCG would request funding from the Transaction Unit. PD responded that it was unlikely as there might be too many conditions which may stifle the Group's natural development.

The Board NOTED the Area Based Review Update.

G17/013 Item 6.3 – Plymouth Studio School Annual Update – In Commercial Confidence

G17/014 Item 6.4 – Strategic Planning Day Format – Discussion

The Board discussed the planned format for the Strategic Planning Day scheduled for Friday 21st April and agreed that a full session in the morning followed by a buffet lunch should be programmed. Governors then suggested the following topics for further exploration:

- Board Assurance Session by Pauline Odulinski
- Apprenticeship provision and the Apprenticeship Levy
- How do we take on the schools?
- College delivery of 14-16 provision
- Relationship with academies
- Partnership work with schools

- **The Principal then undertook to liaise with the SLT and the Clerk and decide upon a programme taking into account the suggestions made.**

FINANCE & RESOURCES

G17/015 Item 7.1 – Corporate Performance Report (CPR) for December including Predicted Outturn

NC introduced the CPR for December and informed the Board that the situation with the High Needs Students (HNS) funding was improving with PCC but that the Devon situation remained a challenge with the DCG working together to provide a united front to persuade Devon CC to fund its HNS appropriately both now and in the future. NC confirmed that now only five HNS students in the College had had their request for an EHCP (Education, Health and Care Plan) rejected.

The Board NOTED the Corporate Performance Report for December including Predicted Outturn.

GOVERNORS' BUSINESS

G17/016 Item 8.1 – Review of Classified Papers

The Clerk presented a report on the de-classification of in-confidence papers.

The Board AGREED that the papers at Annex A to the paper be de-classified.

The Board further AGREED that the paper at Annex B to the paper remains commercially sensitive and that it should therefore be retained as In Commercial Confidence for a further 12 months when it would be reviewed.

The Meeting then moved to Part II and the Chair asked the Staff and Student Governors to withdraw including the Principal. The following minutes are not for general circulation.

G17/017 Item 9.1 – Part II Item

G17/018 Item 9.2 – Part II Item

G17/019 Item 10 – Date of Next Meeting

The next full Meeting of the Corporation will take place on Monday 20th March 2017 at 4.30pm in Room K021.

There being no other business, the meeting closed at 5.55pm.

SIGNED _____ DATE _____