

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON TUESDAY 6<sup>th</sup>  
FEBRUARY 2018 AT 4.30PM IN K021**

**Minutes of the Meeting of the Corporation held at 4.30pm on Tuesday 6<sup>th</sup>  
February 2018.**

**THOSE PRESENT**

Mr Nick Holman – NH - Chair  
Mr Phil Davies – PD – Principal  
Prof Pauline Odulinski – PO  
Dr Hilary Duckett - HD  
Mrs Emma Tringham – ET  
Cllr Sue McDonald - SM  
Ms Cheryl Powell – CP

**IN ATTENDANCE:**

Ms Nicola Cove – Deputy Principal - NC  
Mrs Sam Abbott – Vice Principal – Resources – SA  
Mr Ben Manning – Vice Principal Curriculum & Quality – BM  
Ms Bridgette Henry – Safeguarding Coordinator – BH  
(Item 2.1 only)  
Ms Diane Evans – Head of Student Journey – DE (Items 2.2 and 3 only)  
Mrs Julia Tindall-Jones – Clerk

**G18/001      Item 1.1 - Apologies**

Apologies had been received from Andrew Ashley, William Woyka, Martyn Starnes, Mike Jones, Cheryl Hext and Liam Souter.

**G18/002      Item 1.2 - Minutes**

RESOLVED that the minutes of the Meeting of the Corporation held on the 13<sup>th</sup> December 2017, which had been previously circulated, be approved and signed as a correct record.

**G18/003      Item 1.3 - Matters Arising**

The Clerk summarised the Corporation Action Grid and reported that there were no actions outstanding.

The Principal requested that he be permitted to brief the Board on developments in the Government's Institutes of Technology (IoT) proposals which, due to the timing of release of information by the DFE could not be included in his written report at the last meeting.

At this stage, PO declared an interest in this subject as she was working in an advisory role for another College in a different LEP region. The Chair acknowledged her interest but deemed the subject to be a general one at this point.

PD reminded Governors that the Area Based Review process and the Industrial Strategy had referred to IoTs and the Government thinking around them. Proposals have evolved and IoTs are now defined as prestigious high quality institution with a focus on HE technical education, primarily although not exclusively at levels 4 and 5. Their principal focus is to meet the skills needs of identified anchor employers with colleges and universities in partnership providing skills training. The Government has earmarked £170m for 10-15 IoTs located in a number of LEP areas. Noting that there are 38 LEP areas, competition for access to this funding is likely to be, significant. The process announced at Christmas will follow a two phase bidding application route; currently the process is in Phase 1 which is conducted at a local level and is, at this stage, an expression of interest and a clearly, but not highly defined plan of how an IoT could work. PD explained that allocating an IoT to a LEP area works well with major urban conurbations but is perhaps more challenging in more geographically dispersed regions such as the HotSW. The two SW LEPs (HotSW and CloS) are currently considering putting in a bid for a hub and spoke IoT with the hub being in Exeter and spokes in North Devon, Taunton, Plymouth and Cornwall. The submission is due at the end of February and College involvement at this stage, is very limited and resource light. PD emphasised that there were many issues to be considered regarding the possible establishment of an IoT and that it was too early to go into detail.

Governors discussed the possibilities associated with the establishment of an IoT and expressed some reservations as to whether the funding available was adequate. The Principal commented that he could see significant issues arising from the venture and that, at this stage, there was no requirement for the College to commit further time or funds. The Chair asked when the Board would be required to consider this further and the Principal responded that the results of Phase 1 would not be known for some time and that it would be raised at either the June or July Corporation meeting.

**The Board NOTED the Principal's update on IoTs.**

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

**G18/004      Item 1.4 - Confidential Items**

RESOLVED that, in accordance with Minute G03/09, item 5.1 requires to be dealt with as In Commercial Confidence and agenda items 8.1 requires 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.

## **ITEMS PRESENTED BY EXTERNAL STAFF**

### **G18/005      Item 2.1 – Safeguarding Termly Report**

BH presented the termly report and asked Governors to note that 210 concerns had been raised over the autumn term, a significant number relating to mental health issues and Looked after Children (LAC). Specialist training to deal with mental health issues has been accessed by six safeguarding officers from the College and more will be attending this term. BH emphasised that this training was to enable staff to give guidance and signposting as to what help was available from health professionals rather than taking on that role themselves. BH informed the Board that with 19 safeguarding officers now in place, these have been allocated to a Faculty / Department or Academy Area in order to provide continuity for students and staff.

Governors discussed the actions in hand to support students and, in particular, LAC. ET, as Safeguarding Champion, confirmed that she was in regular communication with BH and that there were no specific concerns that needed to be reported.

BH informed the Board that consultation on the statutory guidance, 'Keeping Children Safe in Education', was in progress for a re-issue during 2018. The update will include further detailed guidance on online safety and managing peer sexual assault and harassment. Any final amendments will be included within the Colleges safeguarding policies and procedures as appropriate.

The Chair asked whether the College had good links with PCC and SA responded that it was very inclusive although information sharing from schools was still not as good as it could be. BH then referred to an intelligence gathering activity she had attended with representatives from the Police, PCC and school heads regarding the rise in substance misuse amongst young people. The Chair asked whether this was a problem in the College. SA responded that experimentation will occur but that it was only now that school heads are acknowledging that it occurs in their schools. CP commented that the impact on the body of traditional drugs was known but that the new synthetic drugs were more of an unknown quantity. SA commented that the College had agreed to allow the Police to bring in their sniffer dogs as part of an educational visit.

SM asked whether there was any known bullying and/or harassment in work placements. CP responded that students were asked welfare questions in reviews of their work placements and BM confirmed that

there were regular checks on workplaces to ensure that any concerns were identified early and addressed.

**The Board NOTED the Safeguarding Termly Report.**

**G18/006      Item 2.2 – E&D Annual Report and Termly Report**

DE introduced the E&D Annual Report and highlighted the year on year improvement in the data with student feedback on E&D questions linked to respect and diversity exceeding 2016/17 data by 1%. Governors discussed the narrowing attendance gaps and the efforts of the College to narrow the achievement gaps between young females and young males.

Moving to the E&D termly report, DE then updated the Board on the progress made in the key actions identified for 2017/18 in particular the involvement of the College in the AOC Mental Health Advisory Group and the work in place to support learners who experience mental health problems.

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

**GOVERNOR DEVELOPMENT**

**G18/007      Item 3 - Mental Health Initiatives**

DE gave a presentation to Governors on the College's strategy regarding the support of students and staff with mental health concerns. DE gave a brief background on the recent recognition that mental health issues were likely to affect 1 in 4 of the population at some time in their life and that young people were particularly vulnerable. DE explained that reports of young people with mental health issues were rising in the FE sector and that best practice was being sought and adopted to ensure that students were able to self-refer for help without any stigma attached.

DE then outlined the College's strategic aims:

- Promote Mental Health – raise awareness amongst staff and students of the importance of, and College commitment to, mental health and well-being
- Develop training, tools and procedures to support responding to students and staff with mental health issues
- Maintain and develop activities and resources that promote good mental/emotional health and well-being, increase emotional resilience and reduce stress.

DE emphasised that the role of the College was to provide guidance, support and signposting to Mental Health support professionals.

DE then referred to the Department of Health/Department for Education Green Paper December 2017 - Transforming Children and Young People's Mental Health Provision and informed the Board that the College was closely involved with the AoC Mental Health Advisory National Policy Group which was responding to the Green Paper and ensuring that the College model is recognised as different from the school model and, among other things, lobbying for CAMHS services to be extended to age 24.

Governors discussed the various initiatives undertaken by the College to promote mental health and provide training and support for staff to help students find their way to professional support where required. The Chair commented that it was good to see the level of work and commitment in place in the College and the high referral rate within the College demonstrated the student confidence in the support provided by College staff. HD commented that it was good to see that the College strategy was embedded at all levels and that the work done by the College was ground breaking, in her opinion. HD asked what support the College provided if a student was under 18? DE responded that College staff would liaise with parents to help students access appropriate professional support but that counselling sessions within the College were confidential.

The Chair then thanked DE for her presentation and DE and BH then left the meeting (5.25pm).

## **KPIs**

### **G18/008      Item 4.1 – KPIs - December**

NC introduced the KPIs for December saying that Adult Learner Numbers were below profile to date by 2.5% and it was unlikely now that the full year target would be achieved despite the actions in place to increase recruitment in this area. NC confirmed that the College had made provision for clawback within the budget. Moving to 16-18 Learner Numbers (LN), NC confirmed that recruitment was 3.5% above this time last year and in year profile and that it was likely that the contracted LN would be met.

Referring to the Finance KPIs NC confirmed that three were graded green and two amber; the latter being the fall in income associated with adult recruitment and the College surplus which although above profile, is within the 5% tolerance and therefore coded Amber.

BM then referred to the high retention rate which is currently at 99.4% and informed Governors that attendance at 92.1% is up by 2% from this time last year and that E&M attendance had also improved.

## **The Board NOTED the KPIs for December**

### **STRATEGIC**

#### **G18/009 In Commercial Confidence**

#### **G18/010 Item 5.2 – Strategic Planning Day Format**

The Clerk asked Governors to decide what format the strategic planning day scheduled for Friday 20<sup>th</sup> April should take.

Governors discussed the options available to them and agreed that it would be useful to use the planned date for a governance and team building session with perhaps just a morning session followed by lunch. PO suggested that this would be a good opportunity for the Clerk to report back from the SW AOC Diversity Project which had been set up to look at improving diversity on boards and removing unconscious bias in the governor recruitment process. The Chair agreed that this would be appropriate. The potential that this session would be for Governors only (i.e. SLT to stand down) was also discussed.

➤ **Action: Clerk to draft programme for SPD in April**

With the forthcoming appointment of a new principal, Governors then agreed that an additional session focussing on future strategy and the cyclical review of the College's mission, vision and values should be scheduled for the autumn term.

➤ **Action: Clerk, Chair and new Principal to liaise to identify a date for an autumn SPD.**

### **FINANCE & RESOURCES**

#### **G18/011 Item 6.1 – Corporate Performance Report for December including Predicted Outturn**

NC introduced the Corporate Performance Report for December 2017 asking Governors to note that the operating surplus was currently £91k ahead of plan although the predicted full year outturn remains the budgeted £502k deficit. Governors discussed the key variances and noted the adverse effect of low adult recruitment and the fact that £100k shortfall for I&E would be likely in year. The cash effect of the clawback would be greater as the full adult allocation had not been included in the budget. NC drew the Board's attention to the tight controls on expenditure, the fact that the balance sheet was stable and that cashflow was in line with the anticipated position all of which contributed to the view that finances were well managed and reported on by the College.

NC then informed the Board that she had just had the 6 monthly review meeting with the ESFA and that it had been very positive with the comment that the College was an exemplar organisation providing a benchmark for the sector. The Chair then asked whether the ESFA would retract its requirement for 6 monthly reviews. NC responded that this was a possibility in the future but in any event, the review processes of the ESFA to date were not onerous.

**The Board NOTED the Corporate Performance Report for December.**

**G18/012 Items 6.2 – Ratification of Element 2 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 03 January 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 £900,000 (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.

**GOVERNORS' BUSINESS**

**G18/013      Item 7.1 – Scheme of Delegation – Biennial Review**

The Clerk introduced the Scheme of Delegation which had been reviewed and updated and asked the Board to approve it for a further two years.

**The Board APPROVED the Scheme of Delegation for a further two years.**

**The meeting then moved to Part II and all students and staff including the Principal left the meeting.**

**The following minute is not for general circulation.**

**G18/014      Item 8.1 – Part II Item**

**G18/015      Item 9 – Date of Next Meeting**

There will be a special meeting of the Corporation on Tuesday 6<sup>th</sup> March to appoint the new principal, subject to a successful recruitment process.

The next full Meeting of the Corporation will take place on Tuesday 20<sup>th</sup> March 2018 commencing at 4.30pm in Room K021.

There being no other business, the meeting closed at 7.15pm.

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