

**CITY COLLEGE PLYMOUTH CORPORATION MEETING HELD ON MONDAY 6<sup>th</sup>  
JUNE 2016 AT 4.30PM IN ROOM K021**

**Minutes of the Meeting of the Corporation held at 4.30pm on Monday 6<sup>th</sup> June 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  
Miss Emma Maitland - EM  
Prof Pauline Odulinski – PO  
Ms Cheryl Powell – CP  
Mr James Venning - JV

**IN ATTENDANCE:** Ms Nicola Cove – Deputy Principal - NC  
Mrs Sam Abbott – Vice Principal – Resources – SA  
Mr Ben Manning – Interim Vice Principal Curriculum & Quality – BM  
Mr Phil Smale – Safeguarding Coordinator – PS (Item 2.1 only)  
Ms Diane Evans – Director of Student Journey – DE (Item 2.2 only)  
Mrs Jessica Randall – Head of International Development – JR (Item 3 only)  
Ms Fiona Horrell – Head of Partnerships - FH  
Mrs Julia Tindall-Jones – Clerk

**G16/033 Apologies**

Apologies had been received from Emma Tringham and Iain Perring. Martyn Starnes did not attend

**G16/034 Minutes**

RESOLVED that the minutes of the Meeting of the Corporation held on the 22<sup>nd</sup> March 2016, which had been previously circulated, be approved and signed as a correct record.

**G16/035 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.

**G16/036 Confidential Items**

RESOLVED that, in accordance with Minute G03/09, Agenda Item 7.2 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.

**G16/037      Item 2.1 – Safeguarding Termly Report and Annual Review of Safeguarding Policies**

PS introduced his termly report and informed the Board that only minor changes had been made to the two policies and their associated procedures. These changes included the further embedding of the Prevent duty and the revision of the section relating to allegations of abuse by students against students.

The Board discussed the report and noted the priorities of both the College and the City, namely mental health, domestic abuse and neglect and self-harming. The Principal commented on the chronic under-funding of mental health provision both locally and nationally.

**The Board NOTED the termly Safeguarding Report and APPROVED the annual review of the following safeguarding policies and procedures:**

**Safeguarding Children, Young People and Adults at Risk Policy and Procedure**

**Student Anti-Bullying and Harassment Policy and Procedure**

PS then left the meeting, 4.40pm.

**G16/038      Item 2.2 – E&D Termly Report and Annual Review of E&D Policy**

DE introduced the termly E&D report informing the Board that the recent student survey had returned a result of 95% for the question referring to whether students felt safe. This is 2% higher than the response at the same time in the previous year. Work is now proceeding to identify the themes which led to 5% of respondents indicating they did not feel safe to ensure that the College continues to improve the environment that students are studying in and support those who need help.

DE informed Governors that no changes had been made to the College's E&D Policy and asked for Board approval for a further year.

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

DE then left the meeting 4.50pm.

### **GOVERNOR DEVELOPMENT**

#### **G16/039      Item 3 – International and Partnerships Update Presentation**

Jessica Randall and Fiona Horrell gave a joint presentation on the College's position in both the European and the wider international markets. JR, Head of International Development, explained the current position, the number of international students studying at the College and the benefits accrued to the whole student body by studying alongside students from different nationalities and cultures. The Board discussed the positive impact of having international students at the College, in particular as an income stream independent of government funding but also the future potential as the College's reputation in this sphere continues to grow. JR concluded her presentation by giving details of projects currently underway to deliver specialist dementia training in China as part of a joint British Council project. This will enhance our students' experience by providing opportunities to live and work abroad and also enrich staff CPD.

FH, Head of Partnerships, outlined the number of European projects with which the College was involved, the number of staff and students that had been able to take up opportunities to study and work abroad and the number of reciprocal exchanges that not only brought in a steady income but also enhanced the College's reputation as a provider of choice in this field.

Governors discussed the opportunities afforded by being proactive in seeking partnerships with European and international institutions and were encouraged by the success of the College to date. The impact of a possible Brexit vote in the upcoming referendum was then discussed although it was recognised that it was impossible at this stage to determine the potential impact on the College.

The Chair then thanked JR and FH for their presentation and they then left the meeting at 5.20pm.

### **KPIs**

#### **G16/040      Item 4.1 – KPIs for April**

NC introduced the KPIs for April and highlighted that the College has met its funding allocation for Adult Skills and therefore had scaled back its recruitment in this area which is why adult recruitment was now behind the plan set at the beginning of the year. NC continued that 16-

18 recruitment continues to be below plan as previously reported. BM then highlighted the current retention and attendance figures and said that work to improve English and Maths attendance was in hand. BM then referred to the results of the recent student survey which demonstrated a rise in both response rate and satisfaction.

**The Board NOTED the KPIs for April.**

## **PRINCIPAL'S REPORT**

### **G16/041 – Item 5.1 – Principal's Report**

The Principal introduced his report to the Board and Governors commented that it was a very positive and informative report. The Principal then informed the Board that since writing the report the results from the staff survey had been received. Although the response rate had decreased slightly to 57% (from 62%) overall, the responses to a series of questions had been significantly more positive than in the previous year. Governors discussed the results and SA informed the Board that further detail would be brought to the October meeting of the Corporation after the results had been more fully analysed by the College and compared against benchmarked data prepared by York College.

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

## **CURRICULUM, STUDENT AND QUALITY FOCUS**

### **G16/042      Item 6.1 – Report from Performance and Standards Committee**

PO, as Chair of Performance and Standards Committee, gave a brief resumé of discussions from the last meeting of the Committee. PO informed the Board that the Committee had recommended that Governors be given the opportunity, as a standing item on the Corporation agenda, to report and evaluate any contact with the College outside of normal meetings, in order to help each other to become more knowledgeable and therefore more challenging as governors.

Governors discussed this recommendation and agreed that it would be useful to have this regular opportunity to report their experiences back to the Board. The Clerk took this for action.

➤ **Clerk to add Governor Feedback to all Corporation agendas.**

**The Board NOTED the Chair of Performance and Standards' Committee Report.**

### **G16/043      Item 6.2 – Quality Improvement Plan (QIP) Progress Report**

BM introduced the QIP Progress Report which had been closely scrutinised by the P&S Committee. BM briefly highlighted the progress made in the following areas:

- Underperforming Provision
- English and Maths
- Stretch and Challenge/Outstanding Lessons
- Tutorials and eILPs
- Tracking Student Progress

Governors discussed the progress made to date and were particularly encouraged by the actions in place to improve English and Maths attendance both at lessons and for exams. The quality and value from peer observations and classroom walkthroughs was then discussed with Governors recognising that the emphasis should be on a risk-based approach rather than a numerical one to ensure that the staff who need support are targeted.

**The Board NOTED the Quality Improvement Plan Progress Report.**

## **STRATEGIC**

### **G16/044 Item 7.1 – Operational Plan Update for 2015-16**

NC provided an update on progress towards achieving the milestones identified in the Operational Plan for 2015-16. NC reported that to date 78% of the planned actions and targets were either complete or on track to complete within their deadlines. Action is now in hand to address the actions where progress has been slower. There are no targets where there has been no recorded impact or progress.

NC then referred to the recent Strategic Planning Day where Governors had identified specific Critical Success Factors(CSF) that should be the College's main priorities going forward. NC confirmed that those CSFs identified had been correlated with key milestones already in place in the Operational Plan and that these were now emboldened and would be specifically reported against in the future.

**The Board NOTED the Operational Plan Update for 2015-16.**

### **G16/045 Item 7.2 –In Commercial Confidence**

## **FINANCE & RESOURCES**

### **G16/046 Item 8.1 – Corporate Performance Report - April**

NC introduced the Corporate Performance Report for April. NC highlighted the strength of the College's apprenticeship numbers but

informed the Board that SFA had turned down a recent growth bid which will result in the College curtailing its recruitment for the remaining months of the academic year. Governors discussed the SFA decision and asked whether the College had exposed itself to any risk as a result of potentially unfunded growth. NC responded that the risk exposure level was around £75k and not significant in the overall apprenticeship budget of c£3.7m.

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

**G16/047      Item 8.2 – Cashflow/Capital Update**

NC presented the Cashflow/Capital Update and asked Governors to note that although cash was currently on profile, this was based on the assumption that the Capital Project funding bodies will pay on time. This assumption is a reasonable one but should be viewed as a possible risk for year end.

NC then moved to the capital update and informed the Board that a minor variance of +£4k was likely although it would be funded by an underspend in capital works from 2014/15 which completed in 2015/16 and so no variation in spend is required.

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

**G16/048      Item 8.3 – Achievement Training Limited Update**

NC introduced the ATL Update and highlighted its continuing success as a training provider which complements the College provision. NC informed the Board that ATL had been subject to a short inspection by Ofsted and that a Good rating had been awarded. Governors discussed the contribution ATL makes to the College via Gift Aid and NC reminded them that the contribution this year would be less in absolute terms than in other years as a result of funding cuts, but the net profit margin remains consistent.

**The BOARD NOTED the ATL Update.**

**G16/049      Item 8.4 – Annual Health, Safety and Welfare Statement**

SA presented the annual Health, Safety and Welfare Policy Statement for Board approval noting that no significant changes had been made.

**The Board APPROVED the Annual Health, Safety and Welfare Policy Statement and AUTHORISED the Chair and Principal to sign it.**

**G16/050      Item 8.5 – Health, Safety and Welfare Policy – Annual Review**

SA reminded Governors that the Health, Safety and Welfare Policy had been totally re-written and approved by the Board last year. A year later, the policy is now fully embedded and, subject to Board agreement, it is the College's intention for the annual review of the policy to be undertaken by the HSW Committee and subsequently approved by the Principal. The Board agreed that, as the policy was operational in nature, this was appropriate on the condition that any fundamental or statutory changes should be brought to the Board in the future.

**The Board APPROVED the Annual Review of the Health, Safety and Welfare Policy and further DIRECTED that, in future it should be approved by the Principal unless significant statutory changes required further Corporation approval.**

**G16/051      Item 8.6 – Annual Accessibility Commitment**

NC introduced the annual Accessibility Commitment for Board approval asking Governors to note that it had been reviewed by the College E&D committee.

**The Board APPROVED the Annual Accessibility Commitment.**

**GOVERNORS' BUSINESS**

**G16/052      Item 9.1 – Election of Chair and Vice Chair for the academic year 2016/17, commencing 1 August 2016.**

The Clerk informed the Corporation that the positions of Chair and Vice Chair were due for election for the period 1st August 2016 to 31st July 2017.

Mike Jones then nominated Nick Holman for the position of Chair and this was then seconded by Professor Paul Brunt. There were no other nominations.

**Corporation unanimously AGREED that Nick Holman be Chair of Corporation for 2016/17.**

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

**Corporation unanimously AGREED that William Woyka be Vice Chair of Corporation for 2016/17.**

**G16/053      Item 9.2 – Review of Annual Cycle of Business**

The Clerk introduced the Annual Cycle of Business for approval as changes had been made to reflect the reduction in Corporation meetings. Following on from Item 8.5, the Clerk requested that her draft paper be amended to reflect the decision for the HSW Policy to be approved by the Principal in future.

**The Board APPROVED the Annual Cycle of Business with the following amendments:**

- **Health, Safety & Welfare Policy to be removed from July meeting**
- **Health, Safety & Welfare Statement to be inserted into the June meeting**

**G16/054      Item 9.3 – Classified Committee Papers**

The Clerk informed the Board that papers and minutes classified as In Commercial Confidence were reviewed at 6 monthly intervals to ensure they could be declassified as soon as possible to ensure transparency. The Clerk asked the Board to declassify the papers at Appendix 1 Part A to the paper and to agree that the papers at Appendix 1 Part B should remain classified for a further 12 months as being still commercially sensitive.

**The Board AGREED that the following minutes and their associated papers be declassified:**

**G13/057, G14/031, G13/090, G13/152, F14/16, F14/18, G14/048, G14/049, G14/065, G14/064, G15/041, G15/062, G15/063**

**The Board further AGREED that the following minutes and their associated papers remained commercially sensitive and would be reviewed again in 12 months' time:**

**G13/119, G13/151, G14/011, G15/010, G15/025.**

**G16/055      Item 9.4 – Corporation Policy review**

The Clerk introduced the Corporation Policy review and asked the Board to approve the policies included in it for a further 4 years.

**The Board APPROVED the following Corporation Policies for a further 4 years:**

**Attendance Policy for Corporation and Committee Meetings  
by Non-Members  
Procedure for Suspected Impropriety by Governors**

**G16/056      Item 9.5 – Annual Sealings Report**

The Clerk introduced the annual Sealing Report informing Governors that the College Seal had been applied three times in the last year.

**The Board NOTED the Annual Report of the Application of the College Seal.**

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

The next full Meeting of the Corporation will take place on Thursday 14<sup>th</sup> July 2016 at 4.30pm in Room K021.

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