

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

Minutes of the Meeting of the Corporation held at 4.30pm on Tuesday 6th June 2017.

THOSE PRESENT: Mr Nick Holman – NH - Chair
Mr Phil Davies – PD – Principal
Mr Andrew Ashley - AA
Ms Cheryl Powell – CP
Ms Emma Tringham – ET
Dr Hilary Duckett – HD
Prof Pauline Odulinski – PO
Mr Mike Jones - MJ
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 Bridgette Henry – BH – Safeguarding Coordinator (Item 2.1 only)
Ms Dianne Evans – DE - Head of Student Journey (Item 2.2 and 3.0 only)
Mrs Julia Tindall-Jones – Clerk

G17/040 Apologies

Apologies had been received from Sue McDonald, James Venning, Martyn Starnes, William Woyka and Iain Perring.

G17/041 Minutes

RESOLVED that the minutes of the Meeting of the Corporation held on the 20th March 2017, which had been previously circulated, be approved and signed as a correct record.

G17/042 Matters Arising

The Clerk summarised the Corporation Action Grid and reported that there were no significant actions outstanding apart from the requirement to promulgate the link to the virtual tour of the STEM Centre. The Clerk confirmed that a new tour was being filmed and the link would be sent in due course.

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

G17/043 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 no Agenda Items 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).

PO declared to the Board that she had successfully been awarded a small externally funded grant project via FE Sussex and through this project had provided one day of CPD for a member of the SLT. There has been no financial contribution from the College.

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

G17/044 Item 2.1 – Safeguarding Termly report including annual review of College’s Safeguarding Policies and associated procedures

SA introduced Bridgette Henry (BH) as the new Safeguarding Coordinator and gave a brief résumé of her background in both safeguarding and wider knowledge of the FE Sector and College.

BH then introduced the termly report and stated that, in future, reports would focus more explicitly on how the Board is meeting its safeguarding responsibilities by monitoring actions being taken the College to ensure the safety of all staff and students. BH then outlined what is expected of Governors and, in particular the role of the Designated Governor and the requirement for more specific training to fill this appointment. ET confirmed that she had met with both BH and SA, the SLT lead for Safeguarding, and had discussed the way ahead for reporting to the Board.

PO then asked how well the College is connected to external authorities for data and information sharing. BH responded that College links were well established and it was heavily involved in the Virtual School for Care Leavers (CL) and Looked After Children (LAC) and the associated NEETs programme. PD confirmed that the College was one of the founding members of the Plymouth Safeguarding Children Board and that it had good relationships with PCC’s Learning and Communities team. PD further commented that information sharing with and from schools provided the biggest challenge, adding that many school safeguarding officers did not appreciate the scale of an FE institution and the volume and complexity of safeguarding matters associated.

BH then outlined the changes that had been made to the College’s safeguarding policies including a clearer articulation of responsibilities under the PREVENT Agenda, the referencing of Fundamental British Values and to highlight the procedure for dealing with allegations of abuse by students against students.

The Board NOTED the Safeguarding Termly report and APPROVED the following policies and associated procedures for a further year:

Safeguarding Children, Young People and Adults at Risk Policy.
Anti-Bullying and Harassment Policy.

BH then left the meeting (4.50pm).

G17/045 Item 2.2 – E&D Termly Report and Annual Review of E&D Policy

DE introduced the E&D Termly Report informing the Board that it was based on the Spring Term data. DE highlighted two key issues: the achievement gap between young males and young females where in 2015/16 this had widened to 3.9%, although current attendance of young females is now only 2.1% below their male counterparts and the rise in the number of students disclosing a mental health condition.

Governors noted that the other attendance gaps were all within a tolerance of +/-2% and that there was a distinct association between attendance and achievement. DE was then asked what action was being taken to narrow the gap for young females. DE outlined a wide range of measures that had been put in place to reduce the gap and asked governors to note that it had narrowed since last year but that more work would continue.

Governors then discussed the rise in student mental health issues. DE commented that there had been an increase in disclosures and self-referrals which indicated that students felt more confident in discussing their problems, in the knowledge that the College has internal and external support mechanisms available. ET then asked how the College becomes aware of students with mental health issues. DE responded that issues were picked up by tutors, by students disclosing and were in some cases, being managed by pastoral support but that the College could only support students to a certain level internally after which referral to external agencies was appropriate in order that they access specially trained medical support services.

HD then asked whether there was any correlation between mental health issues and the young female achievement gaps. NC responded that the numbers were too small to infer any kind of correlation at this stage.

DE then proceeded to highlight the changes made to the E&D Policy in particular the insertion of gender pay gap reporting in advance of the legal requirement under the Public Sector Equality Duty effective from March 2018. SA stated that she would be including a section on this topic in her October HR report.

The Board NOTED the E & D Termly report and APPROVED the revised E&D Policy for a further year.

GOVERNOR DEVELOPMENT

G17/046 Item 3.1 – Prevent Training

DE then gave a presentation to Governors on PREVENT, its background, the College's policies and procedures and staff training and the associated responsibilities of the Governing Body to ensure that the College is fulfilling its remit.

Governors discussed the Board's PREVENT responsibilities and how it monitors College compliance and student safety. The Chair asked whether the recent terrorist actions had engendered any cause for concern in the College in particular, student reactions. DE responded that it was important to recognise that extremism was not confined to Islam but could be found in the Far Right and animal rights, to name but a few and that over-reaction was also a potential sign of extremism. However, DE assured Governors that only normal reactions had been observed by staff.

PO then asked whether the College had plans to exercise its lockdown procedure. SA responded that there were no plans to do so before the autumn and DE informed Governors that the Counter Terrorism Unit (CTU) would be running a desktop exercise - Project Argus then. PO commented that it might be wise to employ some form of temporary measure such as air horns in the event of an incident. The Principal confirmed that he would discuss this further with the SLT.

Post meeting note:

The advice from the Police follows the 'Run-Hide-Tell':

- Run - to a place of safety. If there is nowhere to go then...
- Hide - turn your phone to silent and turn off vibrate. Barricade yourself in if you can...
- Tell - the police by calling 999 when it is safe to do so

More recently, a CitizenAID App, has been developed by military and civilian medics to teach people about how to provide potentially life-saving treatment before the arrival of emergency services in the event of an incident. The information is available through a free app and pocketbook and is designed to complement the 'Run, Hide, Tell' guidance given by the National Counter Terrorism Security Office in the wake of the Paris attacks.

<http://citizenaid.org/features/download-citizenaid-app/>

As part of the College's Business Continuity Plan, various 'grab bags' will be positioned in strategic locations around the campus which will contain, amongst other things, air horns and megaphone / loud hailer which could be used in the event of an incident.

The College has also approached the AoC to query whether they are able to provide / share exemplars which have been shown to work in practice.

HD asked whether risk assessment procedure for external visits had been revised to include actions to take in the event of a terrorist event and DE confirmed that this was the case. AA then asked whether data sharing and referral was improving and DE responded that it was slowly improving helped by the appointment of a pro-active Regional HE and FE Coordinator.

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

KPIs

G17/047 Item 4.1 – KPIs for April

NC introduced the KPIs for April and asked Governors to note that Adult Learner numbers were currently above profile although the balance favoured loan bearing provision over grant provision and therefore the possibility of Adult Education Budget (AEB) clawback remains a risk. Moving to 16-18 numbers NC highlighted the fact that although slightly above straight-line profile, it was likely that there would be a shortfall at the end of the year of c80 students although College efforts were continuing to chip away at this figure.

NC then reported that there was no significant change in the finance KPIs since the last report, and that performance to April would be further discussed later in the meeting. BM reported that retention is good at 96.7 and that reasons for leaving are scrutinised closely with appropriate actions put in place to support learner completion.

BM proceeded to highlight the fact that attendance overall is satisfactory but that attendance in English and maths is below target despite a considerable range of additional measures put in place. PO commented that the low attendance in such a key area was disappointing but recognised that the College was doing its utmost to support and encourage attendance. AA commented that he queried whether all employers fully supported the requirement for their apprentices to study English and maths and may on occasion be unwilling to release them. The Principal commented that the time and resources committed to English and maths was disproportionate to the attendance statistical outcomes and that there is the possibility that

excellent vocational success rates may be impacted overall by English and maths outcomes.

The Board NOTED the KPIs for April.

PRINCIPAL'S REPORT

G17/048 Item 5.1 – Principal's Report

The Principal presented his report for the term saying it provided a snapshot of what the College, its students and staff, achieve in local, regional, national and international scenarios. The Chair agreed and commented that the Principal's report gave a picture of an organisation where fantastic things are happening and that students and staff should be congratulated.

The Board NOTED the Principal's Report.

CURRICULUM, STUDENT AND QUALITY FOCUS

G17/049 Item 6.1 – Summer Term Student Survey Report

BM presented the results of the summer student survey stating that the response rate had risen by 21% and was the highest ever for the summer survey. The Board noted the high level of overall satisfaction and the actions being taken to address any areas where some remedial work was required. BM also highlighted that focus groups would look to identify best practice across the College which could be shared across teams. The Chair asked a question around the perceived decrease in safety online and SA responded that the usual survey question "Do You Feel Safe?" had been amended this year to enable more specific feedback about safety online to identify if more work needs to be done in this area.

The Board NOTED the Summer Term Student Survey Report.

G17/050 Item 6.2 – Report from Student Governors

MC, one of the student governors, presented the combined report. MC stated that he had found the experience of being a student governor very interesting and that the welcome given to him by both SLT and the Board was very much appreciated. PO asked whether he felt the experience would help him in his future career and MC responded that it had been very useful as it provided him with a view of the bigger picture.

The Board NOTED the Report from the Student Governors

G17/051 Item 6.3 – HEFCE Annual Provider Outcomes 2016/17

BM introduced the letter that had been received from the Higher Education Funding Council (HEFCE) awarding its judgement that the College met the required standard for quality and that no action was required. The Board noted this positive outcome and also the fact that it would stand the College in good stead going forward with its Teaching Excellence Framework (TEF) validation. ET asked about the Annex A referred to in the letter and BM explained that it was very detailed statistical analysis of student profiles and alike and therefore had not been distributed with the papers. BM then undertook to have the Annex uploaded to the Governor Portal.

- **BM to pass Annex A to the Clerk for upload to the Governor Portal.**

The Board NOTED the HEFCE Annual Provider Outcomes for 2016/17.

STRATEGIC

G17/052 Item 7.1 – Operational Plan update for 2016/17.

NC presented an update on the Operational Plan Milestones for 2016/17 informing Governors that 78% of the actions had been graded as either complete or on track to complete on time and 22% amber where progress was being made but not as quickly as predicted. NC reminded Governors that the 11 key targets identified in the 2016 Governors' Strategic Planning session are highlighted in the operational plan and that to date, 62% had been achieved or were on track to be achieved. NC informed the Board that a final report would be brought to the Board in October and that as usual any targets not achieved would be rolled into the next year.

NC proceeded to inform the Board that RSM had carried out a cyclical audit of the operational plan and the reporting against the milestones identified and found that the process was robust, evidenced and applied consistently throughout. This external scrutiny provided further assurance to Governors that the College was working effectively towards its targets and reporting consistently against the milestones and targets set.

The Board NOTED the Operational Plan update for 2016/17.

G17/053 Item 7.2 – Capital Project Update – In Commercial Confidence

G17/054 Item 7.3 – ESFA Letter re Financial Management Responsibilities

NC introduced the letter from the CEO of the ESFA regarding Financial Management Responsibilities and highlighted the following key messages:

The importance of compliance with the conditions of funding and the usefulness of the AoC's Code of Good Governance. NC commented that this is reported upon annually by the Clerk and a statement of compliance is included in the College's Financial Statements.

The use of the Provider Data Self-Assessment Tool to ensure that the College's ILR is accurate. NC assured the Board that data submissions from the College are reviewed regularly using the tools made available by the Funding Body and have an exceptionally low error rate. NC also reminded Governors that Funding Systems are reviewed systemically by the College's Internal Auditors, with the last review 12 months ago concluding 'Green' assurance.

The importance of strong governance and high quality self-assessment. The Chair commented that he believed that the Board provided strong governance and this was reflected in the College's success and consistent financial performance in these difficult times.

The Board NOTED the ESFA Letter re Financial Management Responsibilities

FINANCE & RESOURCES

G17/055 Item 8.1 – Corporate Performance Report - April

NC introduced the management accounts for April and asked Governors to note that the operating position to date was ahead of profile and the predicted outturn at year end was likely to be a deficit of £503k, a positive variance of £106k against full year budget. NC confirmed that there were no new key variances reported in the April accounts.

NC highlighted the fact that key ratios were an improvement over the previous year but the College would remain at the Satisfactory financial health grade as predicted. NC then confirmed that the two covenants required in the loan agreement with Barclays Bank had been met.

ET asked a question around the rise in borrowings as a percentage of income. NC confirmed that the drawdown of funds for the STEM Centre completed in April and that the rise in percentage reflected this. NC further commented that <40% borrowing in the sector was viewed as satisfactory. The Principal stated that data from the ABR confirmed that the College's borrowings were one of the lowest in the review area.

The Board NOTED the Corporate Performance Report for April.

G17/056 Item 8.2 – Achievement Training Limited (ATL) Annual Update

The Chair, as an employee of Vickery Holman, declared an interest in this update.

NC presented the annual update on ATL's performance highlighting the following points:

- Successful MATRIX re-accreditation
- Significant growth in Levels 3 – 5 adult apprenticeships
- Considerable investment in fixtures and fittings
- Improvement to MIS systems
- Wider networking through the Devon and Cornwall Training Provider Network securing a position on the Board of Directors.

Governors discussed the continuing prosperity of ATL and its obvious synergy with the College. AA asked a question regarding ATL's security of tenure in their current premises. NC responded that the College had been negotiating a lease extension with for Norwich Union(NU) House and the Lloyds' Building for over 4 years with no conclusion to date. ATL continues to occupy both premises enjoying historical terms. Governors discussed the contingency plans in place for ATL noting that there was security of tenure over NU House but not in the Lloyds' Building. NC confirmed that there was a low likelihood of early eviction but little certainty going forward and that she would continue to work on both the College's and ATL's behalf to find a solution and keep the Board informed of developments.

The Board NOTED the ATL Annual Update.

G17/057 Item 8.3 – Annual Health, Safety & Welfare Statement for 2017/18
SA presented the Annual Health, Safety & Welfare Statement for 2017/18 asking Governors to note that no significant changes had been made.

The Board APPROVED the Annual Health, Safety & Welfare Statement for 2017/18 and AUTHORISED the Chair to sign it on its behalf.

G17/058 Item 8.4 – Health, Safety & Welfare Policy

SA presented the Health, Safety and Welfare Policy for its annual approval and confirmed that it had been heavily revised two years ago and no further significant changes had been made.

The Board APPROVED the Health, Safety & Welfare Policy for a further year.

The Principal then left the meeting as previously arranged (6.15pm)

G17/059 Item 8.5 – Accessibility Commitment 2017/18

NC presented the Accessibility Commitment for 2017/18 for approval noting that it had been reviewed by the E&D Committee and no significant changes had been made.

The Board APPROVED the Accessibility Commitment 2017/18

GOVERNORS' BUSINESS

G17/060 Item 9.1 – Review of In Commercial Confidence Policy

The Clerk presented the In Commercial Confidence Policy for approval for a further four years. Governors were asked to note that, after consultation with the College Legal Officer, a small change had been made to reflect the rules pertaining to the duty to confirm or deny a document's existence.

The Board APPROVED In Commercial Confidence Policy for a further 4 years.

G17/061 Item 9.2 – Annual Sealings Report

The Clerk presented the Annual Sealings Report where one seal had been applied in reference to the sale of the Estover site.

The Board NOTED the Annual Sealings Report

G17/062 Item 9.3 – Governor Feedback from Learning Walks and Developmental Opportunities

The Chair informed the Board that he and WW had undertaken a learning walk in TMR and found that the enthusiasm of the tutors and engagement of the students was remarkable. The Chair emphasised the importance of Governors talking to students in their learning environment and encouraged them to make time to undertake learning walks as often as possible.

AA stated that he had also undertaken a learning walk with E&M and vocational classes and had been impressed by the high level of student engagement and the quality of the teaching.

HD confirmed that she had also undertaken a learning walk covering both FE and HE and had experienced a student led activity, witnessed the use of technology in a tourism class and experienced a HE debate.

BM and the Clerk expressed their appreciation of governors taking the time to undertake learning walks and emphasised that their visits were well regarded by both students and staff.

The Board NOTED Governors' feedback.

G17/063 Item 10 – Date of Next Meeting

The next full Meeting of the Corporation will take place on Wednesday
12th July 2017 at 4.30pm in Room K021.

There being no other business, the meeting closed at 6.30pm.

SIGNED _____ DATE _____