

MINUTES OF A MEETING OF THE CORPORATION
OF CITY COLLEGE PLYMOUTH HELD ON MONDAY 8 OCTOBER 2018
COMMENCING AT 1630

Present:

Pauline Odulinski (Chair)
Garry Phillips (Chief Executive and Principal)
Andrew Ashley
Hilary Duckett
Mike Jones
Alain Kakuru
Cheryl Powell
Martyn Starnes
Emma Tringham
William Woyka

In Attendance:

Francesca Stratford (Acting Clerk)
Sam Abbott
Ben Manning
Martin Smith
Sandra Wilson

G18/91 - Apologies for Absence and Declarations

Apologies were received from Nick Holman.

G18/92 - Minutes of last meeting

Minutes of the meeting held on 10 July and 5 October were accepted by the Board.

RESOLVED: To accept the minutes of the Board held on 10 July and 5 October.

G18/93 - Matters Arising

The Chair updated members on the expiry of William Woyka, Martyn Starnes and Paul Brunt's terms of office. After discussion, members agreed to extend all three terms of office.

RESOLVED: i) To extend William Woyka's term of office to 31 July 2019,
ii) To extend Martyn Starnes' term of office to 7 October 2022 and
iii) To extend Paul Brunt's term of office as a specialist governor on Audit Committee to 7 October 2022.

G18/94 - Confidential Items

RESOLVED: That G18/106 and G18/107 are treated as Part II and no agenda items were required to be dealt with In Commercial Confidence.

G18/95 – Governor Development

Members received a presentation from Hilary Duckett on Creative Thinking and Leadership which covered FE/HE trends, income diversification, future proofing curriculum and delivery, campus estate maximisation, business trends for success. Members were split into four groups and conducted an exercise, comments are below:

Commercialising Estate - Extend offer - rent out theatre space with pre-dinner in PL1 rent out sports facilities at weekends/evenings to personal trainers. More academic short courses (alternative therapies, arts, pottery).

Enrolling adult returners - Inversion - take learning into their own hands, project based, work experience. Diversity of ages - flipped mentoring (mentoring adults by Millennials). Addition - feedback on courses, using technology, after care service to push additional products.

Technology, flexible and available to staff/managers - City College Cloud, employed adult learners to use technology when they can't attend classes. Drones used to promote Construction/Engineering for international learner. Gaming students creating 'game' for learners with anxiety about attending College.

Increasing international student numbers - Differentiation and exaggeration used. Encourage students to engage in Engineering, Science rather than just Business. Also English and Maths and British Values, long distance. Exchange programmes, split delivery, Worldskills, International alumni. Integration, cross culture e.g. Asian students in classes with local business students.

Members thanked Hilary for the useful session and agreed to adopt this framework for future Strategic Planning Days.

RESOLVED: To NOTE the presentation and the Board AGREED to adopt the Framework.

G18/96 – Plymouth Studio School – Deed of Termination

Members noted the Plymouth Studio School Deed of Termination and that the school closed for business on 31 August 2018. From this date, the lease of the building transferred to the Department for Education for future use or disposal.

RESOLVED: To NOTE the update.

G18/97 – Achievement Training Limited update

Members noted the update received from ATL and the forthcoming review. Members challenged the recommendations, in particular, the level of investment required and the potential return on that investment as it was unclear in the paper. They therefore requested a full business case to be presented at the December Board meeting for full consideration.

RESOLVED: i) To NOTE the update and APPROVE the review of ATL.
ii) To RECEIVE a full business case at the December Board meeting.

G18/98 – Search and Development Terms of Reference

Members reviewed the changes to the Search and Development Committee's Terms of Reference.

RESOLVED: To APPROVE the updated Terms of Reference for Search and Development Committee.

G18/99 – Remuneration Terms of Reference

Members reviewed the changes to the Remuneration Committee's Terms of Reference. The Chair updated members that she had met with the Chief Executive to set targets for his performance review. The first probation review meeting had taken place and targets set had been met.

- RESOLVED:** i) To APPROVE the updated Terms of Reference for Remuneration Committee.
ii) To NOTE that the Chief Executive's targets for 2018/19 have been set by the Chair and the first probation meeting had taken place.

G18/100 – Loan Facility

Members reviewed the loan facility. The Chair and Vice Chair signed the document.

RESOLVED: To APPROVE the Loan Facility.

G18/101 – Annual Business Cycle

Members reviewed the updated Annual Cycle of Business and Calendar of Meetings for 2018/19. After discussion agreed to move the December Board meeting to Thursday 13 December and the July Board meeting to Monday 8 July.

RESOLVED: To APPROVE the Annual Business Cycle and Calendar of Meetings.

G18/102 – CEO's Report

Members received the CEO's Report and APPROVED the recommendations. They also requested that further detail be provided at the next meeting in relation to the Dashboard and full Business Plan. As the Institute of Technology (IoT) is in the second Phase, with a College ask of £2M, the Interim Director of Finance and Head of Finance will bring a report to the December Board for debate.

- RESOLVED:** i) A Dashboard and full Business Plan to go to the December Board.
ii) IoT update to be received at the December Board.
iii) To take Chair's action to progress the actions above as appropriate.
iv) To APPROVE the recommendations in the CEO's Report.

G18/103 – Financial Plan 2018 and Management Accounts

The interim Chief Finance Officer updated members that the College's cost base for business support staff was too high based on benchmarks and that cost savings were required. Members noted the new KPIs based on feedback from members at the Strategic Planning Day on 5 October. A College Improvement Plan has been created and was reviewed by members. Members challenged the risk attached to the Plan and if sector benchmarks would assist. The Exec responded that there is a risk element with regards to income, and factors such as the Autumn Statement, a General election or Brexit would impact, also that benchmarks available are approximately two years old.

Members vigorously challenged the budget and the Exec responded to questions raised. Agreed that Finance Committee will review the CIP in greater detail before it is brought to the Board in December. After discussion agreed that Emma Tringham and Martyn

Starnes would be link governors to oversee the Financial Plan. Members discussed the lack of challenge by the Board over the summer in relation to the sale of the Goschen site and that this required improvement. Members agreed that a nominated governor (Andrew Ashley) should oversee the sale of the Goschen site.

RESOLVED: i) To APPROVE the Financial Plan and ADOPT the Management Accounts.
ii) To AGREE that Emma Tringham and Martyn Starnes oversee the Financial Plan.
iii) To AGREE that Andrew Ashley oversees the disposal of Goschen.

G18/104 – Feedback from Strategic Planning Day

Members discussed the Strategic Planning day held on 5 October 2018 and APPROVED the recommendations. The Board would like to use the first 15-30 minutes of Board meetings for Governor Development.

RESOLVED: To APPROVE the recommendations from the Strategic Planning Day (see below).

- The re-development of a Dashboard and KPIs with the relevant Chairs and Board for December meeting - 14 December 2018.
- To receive a paper on curriculum design and development that provide more detail on the introduction of A Levels and the repositioning of Higher Education particularly in relation to the IoT at 26 November Performance and Standards Committee and any following recommendations to the 14 December 2018 Board meeting.
- To have a Governor role descriptor ready for 14 December 2018 Board meeting.
- To investigate an appropriate electronic Board package with one or two governors for adoption at the 14 December 2018 Board meeting.
- That Committee Chairs will set agendas with Servicing Officers and to meet prior to meetings with any areas of clarity, concern or focus.
- To provide the Board with a Key Facts card for members to promote the College by 14 December 2018 Board meeting.
- That the full Governance structure and skills set be reviewed following the appointment of the new Clerk.
- To approve a clear and direct focus on the College's financial position ensuring it achieve the efficiency savings identified of £1.5M and moves towards good financial health.
- To agree the support for financial training and governance as we refocus and introduce new Board members - to start 14 December 2018 through to 9 July 2019.
- To support the Exec in respect of ESFA and FEC and their requests by continuing to support and challenge particularly around moving from Good to Outstanding and from Satisfactory to Good Financial Health.
- To support and challenge the Exec to be Ofsted ready and to ensure the College is well positioned to be Outstanding or at least Good with Outstanding features (this was discussed and challenged and supported by governors due to the efficiency savings to be realised this year and improving performance).

G18/105 - Date of next meeting

The date of the next meeting is Thursday 13 December 2018 at 4pm followed by Christmas Dinner in PL1 Restaurant.

SIGNED _____ **DATE** _____