

**CITY COLLEGE PLYMOUTH CORPORATION
MEETING HELD ON MONDAY 3rd JUNE 2019 AT 4.30PM IN KI 110**

MINUTES

Present:	Pauline Odulinski	Chair
	Jackie Grubb	Principal & Chief Executive
	Andrew Ashley	Governor
	Emily Beaumont	Governor
	Ed Coley	Governor
	Adam Croney	Governor
	Hilary Duckett	Governor
	Mike Jones	Governor (Staff)
	Cheryl Powell	Governor (Staff)
	Thomas Robins	Governor (Student)
	Debbie Taylor	Governor
	Emma Tringham	Governor
In Attendance:	Lorraine Hill	Chief Finance Officer
	Ben Manning	Deputy Principal
	Sandra Wilson	Head of Finance
	Liz Wiltshire-Meads	Clerk
By Invitation:	Andy Chapman	Accommodation Consultant
	Fiona Horrell	Head of Strategic Partnerships

G19/28 Apologies & Welcomes

Apologies were received from Penny Wycherley, Interim Principal, Kristi Dingwall, Martyn Starnes, and William Woyka, Governors and Alain Kakuru, Student Governor. The Chair welcomed Jackie Grubb, Principal, to her first Corporation meeting and welcomed the new governors to their first meeting.

There were no unregistered declarations of interest. The meeting was quorate. The Chair reminded report authors that it should be assumed that all papers had been read, and that presentations should cover salient points only.

G19/29 Minutes of Previous Meeting/s

RESOLVED that the Minutes of the Meeting of the Corporation held on the 18 March 2019, be approved and signed as a correct record.

G19/30 Matters Arising

There were no matters arising that were not already included in the agenda.

G19/31 Confidential Items

RESOLVED that, in accordance with Minute G03/09, item 2.2 - Interim Accommodation Strategy Report - was required to be dealt with as In Commercial Confidence and Item 3.3 – F&GP Recommendation - under 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).

G19/32 Chair's Report

The Chair gave an oral report and noted that:

- a) The assessment of governance included a series of interviews with members to obtain feedback on performance of the board and individuals and as a result of the 1-2-1s already held with Governors it was agreed that it would be helpful to have a shared calendar for the Corporation to include dates that governors were in College, or on training or at events;
- b) Governors who had not yet had a discussion with the Chair were to arrange an appointment before the end of term;
- c) the shared calendar could also be used by governors who would be in college to attend College events, and to include the link/lead governor activity. This would be a helpful record of attendance too.
- d) the Education & Training Foundation (ETF) had developed a toolkit for governors for which feedback was requested.

ACTION: Clerk to circulate ETF access link to Governors for feedback and follow up on appointments with members and the Chair.

The Corporation NOTED the Chair's Report.

G/19/33 South West Institute of Technology Update

The Director of Strategic Partnerships updated the Corporation on the status with regard to the South West Institute of Technology (IoT) bid. Since the last report in November 2018, the Stage 2 submission was approved in April 2019 with £2m capital funding awarded to the partnership for a high profile programme. The £1.1m application was for equipment plus building an onsite shed and the repurposing of rooms. This had been reviewed and the alternative opportunity was to lease units at Oceansgate, in the City Council enterprise zone to boost the marine sector and the economy. Phase 1 was complete, with Phase 2 in progress. There was an opportunity to lease seven units there which would not be funded by the IoT grant. The funds would be used for equipment and to make Oceansgate fit for purpose for the marine courses to be housed there. The Corporation was asked to approve a capital investment at Oceansgate, rather than building the shed onsite, to host flagship IoT programme for employers, the marine industry with waterside accommodation. The Department for Education (DfE) had reviewed the lease and agreed it was viable.

Following questions by Corporation members and further discussion it was noted that:

- a) the proposed lease length was 10-15 years with a five year minimum mutual break out clause;
- b) Oceansgate was located just a five minute walk from the main College site;
- c) The proposal would provide a waterside residence that the College did not have, except a shed on the Barbican;
- d) The employers Babcock, the anchor employer in the partnership, were positive about Oceansgate and endorsed the proposal;
- e) There was a consideration that all marine based provision would move there;
- f) If the scheme was approved, the proposed costs would have to be cost neutral with savings made elsewhere in the estate, and there would be additional income generation from new courses housed there;
- g) the IoT grant was not 100% for marine, 50% related to digital;
- h) it was proposed that the £800k capital investment was to install mezzanine flooring, a lift and other structural changes in negotiation with the City Council;
- i) the DfE need a full breakdown of the costs;
- j) the proposal was for a unit that was not yet in existence. The City Council would build it and then the College would pay to moderate it;
- k) the moderations to Oceansgate would provide more floor space that otherwise would need investment in the College's own buildings.

Following the presentation and discussion, the members commented that it was difficult to give full endorsement at the current stage without all the information and a full risk assessment being undertaken. The accommodation strategy did provide some potential answers but did not answer the question of whether the proposal would be cost neutral. In addition, members concluded that the capital grant was a huge opportunity for Plymouth and for the College for growth however as the College needed to consider the longer term capital investment it was not be possible to make firm decisions at the current stage. The Executive stated that the costings had to be submitted to the DfE by 7 June 2019 with the final deadline in December. It was agreed that the Executive could continue with the proposal but the Principal agreed time was needed to review the opportunity before the Corporation could commit to the final expenditure.

RESOLVED: To support the continued progression of the initiative, but not to make any final decisions on the Capital investment without more information of affordability.

ACTION: As discussed the additional information to be reported to the next meeting.

Fiona Horrell, Director of Strategic Partnerships, left the meeting. Andy Chapman, Accommodation Consultant, joined the meeting.

G/19/34 Interim Accommodation Strategy

This agenda item was deemed In Commercial Confidence and was subject to a separate confidential Minute.

G19/35 Principal's Report

The Chair noted that the Interim Principal was ill and unable to attend the meeting. In her absence the Deputy Principal presented the key points from the report that highlighted important points for noting.

He noted that student numbers for 2019/20 were projections only and would not be confirmed until recruitment processes were completed. He went on to state that in-year staffing and management challenges which had significant importance to the College at this time.

Following questions from Corporation members and further discussion it was noted that:

- a) the report was useful and interesting but it was unclear in what the Corporation was being asked to do;
- b) it would be useful to know on a risk basis which parts could concern for student outcomes;
- c) there was concern expressed that if a new construction academy manager was not recruited this would impact on the students this year, reassurance was given that steps to provide for students were being taken and the Corporation would be kept up to date with progress with regard to recruitment;
- d) posts were being covered in the interim by staff and pay uplifts, and there was a need to safeguard those staff members in the area that was hard to recruit to;
- e) The CFO informed the board that Princess Yachts had relocated its first year apprentices to another college which would mean a drop in income of £140k in the next year. The SLT would do everything they could to regain the contract and the Principal was meeting with the CEO shortly to try to redress the issues;
- f) despite a certain amount of management turbulence this year more learners participated than last year (+37) and overall satisfaction with the College was maintained at 93%, exceeding the College target of 85%.
- g) The introduction of extra security in the foyer in the short term had helped, the College had also reintroduced a behaviour standard and code of conduct for learners.

The Chair on behalf of the Corporation, congratulated the Deputy Principal on the results of the learner voice survey which were very positive again.

IN COMMERCIAL CONFIDENCE

This section of the report deemed In Commercial Confidence and was subject to a separate confidential Minute.

G19/36 Risk Register

The Corporation reviewed the Risk Register and raised number of questions about its content and format. After further discussion it was noted that:

- a) the lead risk owner column was missing;
- b) there was no RAG status and was not grouped;
- c) the risk score over time showing effectiveness of actions taken, column was missing;
- d) dates of actions taken and by who were missing;
- e) it would be more appropriate for the Corporation to see only the top 10 risks or the red risks rather than the whole thing which was operational;
- f) the Interim Principal had lead on the risk register.

RESOLVED: to refer the risk register to the Audit Committee for review and to identify what the Corporation needed to see.

The Chair verbally reported a recommendation from the Search and Development Committee held earlier that day: that William Woyka, Vice Chair and Chair of Audit Committee retired from the Corporation in July 2019, and as such Adam Croney, should be appointed as Chair of Audit Committee.

RESOLVED: to appoint Adam Croney as Chair of Audit Committee with effect from July 2019.

G19/37 Corporate Performance Report for April 2019

The Corporate Performance Report was presented for consideration.

The Chair requested that the balanced scorecard include productivity measures of staff utilisation and class sizes to aid the scrutiny on overall financial and resources.

The CFO updated the Corporation on the key points and noted that going forward, the plan was to also include on the balanced scorecard: learner numbers; FTE staff heads for tracking; percentages of conversion rate applicable to enrolment. The ESFA had asked for debtor and creditor analysis which was being worked on and would be added. It was noted that the level of information was good but that the summary could be more focused and more refined. The current outturn

forecast was for a Group operating surplus of £500k, of which ATL was £300k. There was a significant risk that the budget would not produce a good financial health score. Budget discussions had not previously been joined up, but done in silos. The aim was to ensure that all the data and information sources were connected to provide one source of information.

Although there was a very strong system for curriculum planning, timetabling, and financial plans which were all very detailed. Never the less a commitment was given to improve the coherence for reporting purposes. The CFO warned that the improvements could not all be completely fixed in the current year. The aim for new Software for timetabling was being considered as it was at present, a manual process. It was agreed that the investment in effective software would be a good investment.

The forecasts for next year did not included any allowance for additional funding until students actually enrolled and numbers had been confirmed.

The increase in the Teachers Pension Scheme (TPS) was grant funded for year one but there could be a shortfall of £100k. The budget would also provide some necessary spending potential for essential estates/maintenance.

The Chair thanked the CFO for being transparent with the financial reporting and noted that the Corporation would prefer to have no surprises and the Principal and CFO both agreed this was always their intention.

RESOLVED: to note the report and agree the basis on which the forecast has been produced.

G19/38

Partnership with Marjon

Emily Beaumont, Governor, declared an interest as an employee of Marjon, and Hilary Duckett, Governor, declared an interest as an employee of the University of Plymouth. They both agreed to refrain from any discussion and offered to leave the room. Members agreed this was not necessary as long as they did not try to influence the discussions.

The Deputy Principal reported that the College had been turned down by the University of Plymouth with regard to new provision, and restricted by Pearson's provision for the introduction of new art provision. The University of Marjon had been approached to validate new curriculum awards. This was needed to support internal progression of students onto higher level programmes. The College now had approval in principle for the development of 14 new HE

qualifications, awarded by Marjon and designed and delivered at the College.

Members congratulated the Deputy Principal for his hard work to achieve this in a short space of time.

Following scrutiny and challenging questions from governors and further discussion it was noted that:

- a) the forecast numbers were based on the current learners on the HNC or HND courses;
- b) the provision was already in the College with the introduction of the new level for which equipment rather than space was needed. The associated spend would be staged according to need;
- c) nearly all learners progressed internally to the second year and go onto UWE or Plymouth, the new provision enabled the College to keep more learners progressing to level 6;
- d) the College was not bound to an exclusivity clause with The University of Plymouth and there would be no financial penalties;
- e) The contract was being reviewed by the College's lawyers;
- f) Marjon University as a provider had the expertise necessary for the new courses;
- g) there would be in addition, seven new Foundation Degrees, with the introduction of the IoT which would also enhance the portfolio of provision.
- h) the STEM centre name could be changed to STEAM, to include "Arts" to the acronym.

RESOLVED: To approve the finalisation of the partnership arrangements with Marjon and to be informed about the progress with regard to recruitment to the new courses.

- G19/39** **ATL Achievement Training Report**
The CFO noted ATL's strong financial performance which was on budget.
RESOLVED: to note the report and the positive position.
- G19/40** **Education & Skills Funding Agency Letter & Dashboard**
The Corporation noted the contents of the letter and dashboard and noted the data and its implications.
RESOLVED: to note the report.
- G19/41** **Office for Students - Financial Viability & Sustainability Information for Corporation**
The Corporation noted the contents of the letter and confirmed their understanding of its contents.
RESOLVED: to note the report.

Staff and student governors, Emily Beaumont, and Ed Coley, governors, left the Meeting.

G/19/42 Committee Minutes

The Corporation received Minutes of the Performance & Standards Committee held on 25 March 2019, and the Finance & General Purposes Committee held on 24 April 2019.

RESOLVED: to receive the Committee Minutes.

G19/43 PART II - Staff Award

This agenda item was deemed In Commercial Confidence and was subject to a separate confidential Minute.

G/19/44 Thanks

The Chair on behalf of the Corporation expressed thanks to Penny Wycherly, Interim Principal, for all the work undertaken to stabilise the College and for supporting the Corporation.

G19/45 Date of Next Meeting

Strategic Planning Day - Friday 14th June 2019

Meeting of the Corporation - Monday 8 July 2019, 4.30pm in KS301

There being no other business, the meeting closed at 6.42pm.

SIGNED _____ DATE _____