

**CITY COLLEGE PLYMOUTH CORPORATION MINUTES OF THE MEETING HELD
ON MONDAY 9th JULY 2019 AT 4.30PM IN KS301**

MINUTES

Present:	Pauline Odulinski	Chair
	Jackie Grubb	Principal
	Andrew Ashley	Governor
	Adam Croney	Governor
	Mike Jones	Governor (Staff)
	Cheryl Powell	Governor (Staff)
	Martyn Starnes	Governor
	Debbie Taylor	Governor
	Emma Tringham	Governor
	William Woyka	Governor
In Attendance:	Lorraine Hill	Chief Finance Officer
	Ben Manning	Deputy Principal
	Liz Wiltshire-Meads	Clerk
By Invitation:	Fiona Horrell	Head of Strategic Partnerships
	Nadia McCusker	Director of Quality Improvement /English & Maths

- G19/46 Apologies, Conflict of Interests & Quoracy**
Apologies were received from Emily Beaumont, Kristi Dingwall, Ed Coley, and Hilary Duckett, Governors. There were no unregistered interests raised and the meeting was quorate.
- G19/47 Minutes of the Preview Meeting**
RESOLVED: that the minutes of the Meeting of the Corporation held on the 3rd June 2019, which had been previously circulated, be approved and signed as a correct record.
- G19/48 Action Annex**
There were no matters arising which were not addressed elsewhere on the agenda.
- G19/49 Confidential Items**
RESOLVED: that, in accordance with Minute G03/09, agenda Item 2.6 and 2.8 would be dealt with as In Commercial Confidence, and agenda item 3.4 would be dealt with as Part II and that the Minutes and papers concerning these items be withheld from the published records for the prescribed period (unless a longer period is subsequently prescribed for certain items).
- G19/50 Chair's Report**
The Chair noted that as part of the Chairs' Siad Business School Leadership Programme, the working group, of which the Chair was a member, wanted to set up a Chairs' Network in order to make

representations to government agencies on behalf of the Further Education (FE) sector as they are a group of volunteers without any economic vested interests.

The Corporation NOTED the report.

G19/51 Chair Appointment

Pauline Odulinski, Chair, left the meeting and the Clerk took the chair and introduced the next item, the election of the chair of the board

The Clerk noted that Pauline Odulinski had served as Chair for a one-year term of officer and was eligible for reappointment.

It was proposed by Andrew Ashley, Governor, seconded by Martyn Starnes, and unanimously agreed that Pauline Odulinski be reappointed for a further one year term of office as Chair with effect from 1 August 2019 until 31 July 2020.

Pauline Odulinski, Chair, re-joined the meeting and took back the chair.

G/19/51 Vice Chair Appointments

The chair introduced the item of the election of vice chair of the board. As two nominations have been received both individuals agreed to leave the room.

Andrew Ashley and Debbie Taylor, Governors, left the meeting.

The Chair noted that since the proposal paper had been circulated prior to the meeting, an alternative proposal had been put forward after discussion with the Principal and Clerk. Given the length of tenure for the nominees, ie Andrew had served for over seven years and Debbie for eight months, that the ideal scenario would be to appoint two Vice Chairs. This would provide a range of experience and expertise and provide significant capacity to support the College.

Governors discussed the new proposal and noted that:

- a) it would provide a good continuity and a succession plan for the Vice Chair role;
- b) it would provide an elegant solution to the original proposal;
- c) the role could be shared with each person having a different focus using their strengths and it also provided the opportunity to work together and support each other and the Chair

RESOLVED: to appoint two Vice Chairs, namely Andrew Ashley and Debbie Taylor, for a period of one year term of office, with effect from 1 August 2019 until 31 July 2020.

Andrew Ashley and Debbie Taylor, Governors, rejoined the meeting and both accepted the joint roles.

G/19/52 English and Maths Presentation

Following agreement at the governors strategic planning away day event where it was agreed that at each meeting there would be a deep dive by the board, to ensure they provide productive challenge to the executive.

The Director of Quality Improvement/English & Maths gave a presentation to the Corporation on the information provided in her report. She noted there had been significant progress made and that the College was rated first in the South West and 24th nationally for Basic Skills achievement, with a two year upward trend. GCSE outcomes for the November session included the achievement of 38% higher grades in maths and 25% in English.

Since the status of a Maths Centre of Excellence was awarded to the College by the Department for Education (DfE) in January 2019 there had been 1500 interactions with not only the College's own learners but from students from across the city, including 11 primary schools. A new Coding Club had been set up and is already at maximum of its capacity.

The Lead Governor for English & Maths noted that there was regular contact with the team and that the attitudes of students had improved over the past couple of years. In addition, classes had increased in size to 20 rather than the small numbers of students in previous years. The Director noted that teaching was now much less instructional and learners could now lead their own learning.

There continued to be some issues with attendance which had already been identified to the Corporation and Performance & Standard Committee previously.

Members asked a number of questions to clarify understanding and to seek information on the next steps in the delivery process.

The Chair thanked the Director for the helpful presentation which provided reassurance to the Board.

The Corporation NOTED the report.

The Director of Quality Improvement/English & Maths left the meeting.

G/19/53 South West Institute of Technology

The Head of Strategic Partnerships, made a update presentation to the Corporation, as requested at the last meeting, and noted that the DfE deadline to sign off the revised capital plan at Oceansgate was 22 July 2019. In answer to a question about the Heads of Terms for the lease it was confirmed that it was for a 15 years with a tenant break clause at five years. Through discussion it was thought that there was also the

potential for Oceansgate in terms of a Phase 3 - which would be situated next to the waterfront, giving more access to further marine curriculum. The proposed £819k needed for investment into the facility would create much greater floor space.

Members raised a number of challenging questions about how the development would fit in with the whole college accommodation strategy, discussed at the development day, it was agreed that it did provide significant opportunities for the college.

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

- a) the lease could be negotiated to a length of the College's choosing with a tenant break clause every five years;
- b) the proposed timing of the completion for Phase 3 of Oceansgate was five to ten years away;
- c) the College would ask for a rolling annual break clause, after the initial five years, if possible;
- d) the College was looking for a long term investment for growth in innovation.

RESOLVED: To approve the revised South West Institute of Technology Capital Expenditure Plan with a 20 year minimum term for the lease at Oceansgate.

G/19/54 In Commercial Confidence - Accommodation Strategy including Goschen

G/19/54/1 In Commercial Confidence - Goschen

G/19/55 Principal & CEO's Report

The Principal stated that the overall group financial position remained Green for year end projections and direction of travel, this was forecast to remain so for the year end, delivering an operating surplus of £504k, which would give a rating of 160 which put the college in the satisfactory health category (soon to be renamed requires improvement). This would ensure that the College was still compliant with all bank covenants which was very important.

The Principal highlighted that the Balanced Scorecard would be reviewed and updated in line with the new Ofsted Education Inspection Framework (EIF) to provide robust evidence and triangulation of data.

In terms of curriculum and quality, the Principal stated that the interim management cover remained in place for Construction and Allied Trades with the Academy Manager position still vacant. A plan to develop staff internally within the department had been implemented and had improved morale. Applications were being shortlisted, with a view to having a new manager in place for September 2019 - supported and developed by the College.

Work had begun to refocus and further improve the Governor link scheme with a number of meetings already having taken place during the year and more planned through the summer.

The Deputy Principal presented to the Corporation a detailed analysis of the under-performing areas namely:

1. Construction and Allied Trades (CAT); and
2. Care

These areas were predicted to achieve below the national average and so in special measures.

Construction could also see a significant drop in overall achievement in the current year (-12.5%).

The Deputy Principal in response to questions, provided details of measures in place to improve the situation. Members asked Performance and Standards Committee to closely monitor those areas.

The Principal highlighted that in terms of Teaching Learning and Assessment (TLA) the three year trend data was needed.

In addition, a development plan in terms of supporting improvements in staff performance together with the introduction of a performance management policy would be introduced, to support and develop staff to be the best teachers they possibly can. There was a review of TLA planned for September 2019, and a selection of practicing Ofsted inspectors would conduct the review to support and develop staff.

In terms of T level's the College was keeping a watching brief of the 50 national pilots including the local Weston College, with which the College had a good links. The College focus was to produce a curriculum strategy, strategic plan, vision, mission and values which would use capacity before taking a measured approach to T levels, to ensure a more specific and strategic future impact.

The Corporation NOTED the report.

G/19/56

Risk Register

The new Chair of Audit Committee noted that the Audit Committee had discussed how to improve the overview of risk at Corporation and Committee level, with a plan to consider and set a threshold for what was reported to Corporation. The format of the register needed to be reviewed, with triangulation from the work of the Internal Auditors, discussion at Corporation, and discussions at Audit Committee in order to have collective agreement for a tiered structural approach to risk management. Oversight and monitoring would be delegated to the Audit Committee, with the other Committees reviewing their associated risks. This approach would enable the identification of emerging themes of risk and an early warning system.

The Corporation NOTED the report.

G/19/57

In Commercial Confidence - Draft Budget for 2019/20 and Draft Financial Forecast 2019-21

RESOLVED: to approve the Budget for 2019/20.

RESOLVED: to approve the Financial Forecasts.
RESOLVED: to inform the EFSA of the Financial Forecasts with the strategy taken for projections.

G/19/58 Corporate Performance Report

The CFO noted that the forecast was for a surplus of £500k, and that a balance sheet review had been undertaken which supported the forecast. The Goschen write-down was reflected in the forecast and included the full pension cost of redundancies. The current ratio was 0.59. If that dropped to below 0.5 there would be a 0 point score. Zero points on any element was a risk and was being monitored and managed. The current health score was 160.

The Corporation NOTED the report.

G/19/59 Formal Deed of Covenant – ATL Gift Aid 2018/19

The CFO presented the Formal Deed of Covenant for the payment of ATL Gift Aid 2018/19. The Vice Chair noted that due to a change in the law, the covenant had to be approved every year.

RESOLVED: To approve the Formal Deed of Covenant with ATL for the transfer of Gift Aid 2018/19 to the College.

ACTION: to include Formal Deed of Covenant – ATL Gift Aid on the Corporation cycle of business as an annual standing item for approval.

G/19/60 Sub-contracting Arrangements 2019/20

The Chair of F&GP Committee noted that due to the publication of new criteria by ESFA a further review was required to ensure compliance and that the Committee would reconsider arrangements at its October meeting for recommendation to the Corporation in October.

RESOLVED:

- 1. To approve the Sub-contracting Arrangements for 2019/20 under current funding agreements.**
- 2. To review the Sub-contracting Arrangements for 2019/20 under new criteria at the next Corporation meeting and to defer the Chair and Principal to sign the Supply Chain Fees and Charges Policy for 2019/20 until that point.**

G/19/61 Thank you and farewell

The Chair took a moment to thank William Woyka, Vice Chair, for being incredibly helpful and supportive to the Chair, and on behalf of the Corporation and College for his commitment, input, and challenge over the past 10 years as governor, Chair of Audit and Vice Chair.

Andrew Ashley, Governor, noted that William brought a unique spirit, with personal integrity which had served the College well.

The Staff Governors left the meeting.

G/19/62 PART II - Staff Honorarium - decision carried forward from June meeting.

This agenda item was deemed confidential under Part II items and was subject to a separate confidential Minute.

The Deputy Principal and CFO left the meeting.

G/19/63 PART II – Verbal Report from the Principal.

This agenda item was deemed confidential under Part II items and was subject to a separate confidential Minute.

G/19/64 Date of Next Meeting

The next Meeting of the Corporation was scheduled on Monday 14th October 2019 commencing at 4.00pm in Room KS301.

There being no other business, the meeting closed at 6.25pm.