



# TRURO AND PENWITH COLLEGE CORPORATION



**Minutes** of the Corporation meeting held on Wednesday 11 December 2019 at Truro College

**Members:** Mrs K Ashworth (for item 19/73 onwards), Mrs L Batchelor, Mr P Callen, Mr D Collins, Mr M Cooper, Mr R Crossland (Chair), Mr T Hughes, Ms S Russell, Mrs E Seward-Adams, Dr E Sheridan, Ms D Skinnard, Mr R Townsend, Mr D Walrond (Principal) and Mr K Wilson

**Also Present:** Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mr S Cryer (Finance Director), Mrs C Mewton (Director of Studies), Mr M Tucker (Director of Penwith College) and Mrs A Winter (Clerk to the Corporation)

**Apologies:** Sir Robert Owen, Mrs S Sanderson, Ms K Wells, Mrs J Woodhouse and Mr A Young  
Also, Mr A Stittle (Director of Partnerships)

Item	Discussion/Decision	Action
19/65	<b>Minutes</b> The Minutes and the Confidential Minutes of the meeting held on 2 October 2019 were <b>APPROVED</b> and signed as a correct record.	
19/66	<b>Matters Arising</b> <b>66.01 Prevent Training (Minute 19/47)</b> The Director of Studies explained that the planned session by the National FE/HE Prevent Lead had been postponed and a new date was to be confirmed. <b>66.02 Judicial Review (Minute 19/50.01)</b> The Director of Operations reported on the outcome of the judicial review launched by families to challenge Cornwall Council's decision on funding for high needs students. The level of funding had already been restored to 5 days/week in four test cases and a hearing on 11 December had confirmed additional funding for the remaining cases. As the College had been named as an interested party in the proceedings it was therefore required to pay its own legal costs. Governors were pleased the case had been satisfactorily concluded.	
19/67	<b>Chair's Business</b> <b>67.01 Student Governor Appointment for 2019/20</b> The Corporation <b>APPROVED</b> the appointment of Thomas Hughes as the Penwith FE Student Member of the Corporation and of the Teaching, Learning and Assessment (TLA) Committee for 2019/20.	

	<p><b>67.02 Search and Governance Committee Recommendations</b></p> <p>The Corporation <b>APPROVED</b> the following Committee appointments:</p> <ul style="list-style-type: none"> <li>• Robert Townsend to join the Investment Panel</li> <li>• Peter Callen to become Vice-Chair of the Finance &amp; General Purposes Committee.</li> </ul> <p><b>67.03 Governor Development Opportunity</b></p> <p>Governors were offered the opportunity to attend a National Governance Summit in London on 31 March 2020.</p> <p><b>67.04 Recent Events</b></p> <p>The Chair thanked staff and governors for very successful recent events including the Governors' Conference, Graduation Ceremony and Apprenticeship Awards Evening.</p> <p><b>67.05 Parent/Student Complaint</b></p> <p>The Chair provided a brief confidential update on a recent complaint to the governing body which had been concluded to the satisfaction of complainants. The Chair thanked governor panel members and those involved in dealing with this matter.</p> <p><b>67.06 Governor Learning Walks – Spring Term 2020</b></p> <p>Governors were encouraged to take part in Learning Walks and were asked to complete and return feedback sheets to the Clerk for monitoring by the Teaching, Learning and Assessment Committee.</p> <p><b>67.07 Oxbridge Mock Interviews</b></p> <p>Governors were thanked for taking part in mock interviews.</p> <p><b>67.08 Succession Planning – Principal Recruitment</b></p> <p>The Chair outlined the arrangements for the selection interviews on 14/15 January 2020 and explained that all governors were invited to attend presentations, to participate in discussion panels with each candidate and attend a Special Corporation meeting to confirm the appointment. Details would be circulated by the Clerk.</p> <p><b>67.09 Staff Christmas Payment</b></p> <p>The Chair proposed to the Corporation a small, extra, one-off December payment of £100 to full time staff (with appropriate pro-rata payments to part time staff) to mark governors' appreciation and gratitude for an outstanding year of work.</p> <p>The Corporation <b>APPROVED</b> the extra payment to staff.</p>	<p>Governors to contact Clerk</p> <p>LB to circulate dates</p> <p>Governors to confirm availability to take part</p> <p>SC to notify payroll</p>
19/68	<p><b>College Strategic Plan</b></p> <p>The Principal presented the Strategic Plan for 2019/20 - 2021/22 and explained that this was an overarching plan, setting out the College's main priorities. The Plan was intentionally succinct, expressing the strategy in broad terms to provide clear direction and could be adapted in response to new opportunities and developments.</p>	

	<p>A key aim was to secure the full transfer of Callywith College to Truro and Penwith College to enable a wider curriculum offer and new opportunities to be extended to north and east Cornwall.</p> <p>The Corporation reviewed the strategic objectives, targets and key actions and following consideration, members agreed that the Plan provided a clear strategy and agreed to <b>ADOPT</b> the Strategic Plan for 2019/20 – 2021/22.</p>	
<b>19/69</b>	<p><b>Update on the FEC's Cornwall Post-16 Review, Cornwall Strategic Steering Group and Executive Advisory Group</b></p> <p>This confidential item is separately minuted.</p>	
<b>19/70</b>	<p><b>Update on Callywith College Transfer</b></p> <p>This confidential item is separately minuted.</p>	
<b>19/71</b>	<p><b>Update on TPAT/TPC Protocol</b></p> <p>This confidential item is separately minuted.</p>	
<b>19/72</b>	<p><b>Update on Capital Projects</b></p> <p>This confidential item is separately minuted.</p>	
<b>19/73</b>	<p><b>Principal's Report</b></p> <p>The Principal presented his report and a range of national and local issues were discussed further:</p> <ul style="list-style-type: none"> <li>• <b>Open Days/Recruitment:</b> recent open days at Truro, Penwith (and also Callywith), had been well attended with high levels of interest</li> <li>• <b>Cornwall Spaceport:</b> the Council's recent decision to provide capital funding towards the spaceport could create opportunities for apprenticeship and workforce training as well as for IoT courses</li> <li>• <b>Finance:</b> the College's outturn for 2018/19 had improved due to a number of small adjustments towards the end of the year and it was hoped that the budget deficit for 2019/20 could also be reduced</li> <li>• <b>Truro Sports Hall:</b> the refurbishment and creation of additional changing facilities was well underway</li> <li>• <b>Morrab Road, Penzance:</b> planning approval for the next stage of repairs to the former library building (with listed building status) had been received enabling work to commence on the entrance porch</li> <li>• <b>WorldSkills:</b> Painting and Decorating apprentice, Tom Knowles, had been selected for the UK team taking part in the international WorldSkills finals in Shanghai in 2021</li> <li>• <b>Student and College Activities:</b> a huge range of different activities showcasing students' work both nationally and internationally, as well as trips, activities and sporting events had been taking place</li> <li>• <b>College Statistics:</b> the headline student numbers, staffing and funding figures were provided.</li> </ul> <p>Governors <b>NOTED</b> the Principal's report and College statistics with interest.</p>	

19/74	<p><b>College Self-Assessment Reports 2018/19</b></p> <p>The Corporation considered the College SAR which had already been scrutinised in detail by the SAR Working Party. The Working Party Chair summarised the group's deliberations and conclusions.</p> <p>The grades for each programme area (all graded Outstanding with one graded Good) were discussed by the Working Party and a range of cross-College and course-related issues were explored in further detail. An overall judgement of Outstanding (grade1) was confirmed.</p> <p>The SAR Working Party also checked progress with the 2017/18 action plans and any issues that were being carried forward into 2019/20. Governors agreed that action plans were focused and areas for improvement were receiving appropriate attention.</p> <p>The Working Party concluded that the SAR provided a rigorous, thorough evaluation of provision supported by good evidence and the External Validation Report endorsed this view.</p> <p>Following discussion, the Corporation <b>APPROVED</b> the College SAR for 2018/19.</p>	
19/75	<p><b>Update on Current Risks</b></p> <p>The Principal highlighted the current key risks:</p> <ul style="list-style-type: none"> <li>• <u>Funding</u>: the uplift in core funding had only been confirmed for 1 year and was insufficient to redress the long term funding shortfall</li> <li>• <u>Finances</u>: the College's financial position continued to be very tight with a deficit budget set for 2019/20 which was dependant on achieving a range of efficiency savings</li> <li>• <u>Staff Recruitment and Retention</u>: maintaining high quality provision depended on the recruitment and retention of high calibre staff which had become increasingly challenging due to the widening gap between average FE lecturer pay rates and rates offered by schools, universities and other public sector employers</li> <li>• <u>Callywith College Transfer</u>: a failure of the RSC/FEC/DfE to deliver the transfer, or to engage in a process to achieve this, would continue to hamper future developments</li> <li>• <u>Reputational Risks</u>: any failing with close partnerships or associated activities could impact negatively on the College</li> <li>• <u>Ofsted Inspection</u>: the new inspection framework as well as a change of Principal could trigger a full inspection.</li> </ul> <p>The Corporation discussed and <b>NOTED</b> the key risks and action to mitigate those risks.</p>	
19/76	<p><b>Audit Matters</b></p> <p><b>76.01 Audit Committee Annual Report 2019</b></p> <p>The Corporation received the Audit Committee Annual Report, in accordance with the Post-16 Audit Code of Practice, to provide assurance on the effectiveness of the risk management, control and</p>	

	governance arrangements.	
	<p>In the opinion of the Audit Committee, the extent of the audit work carried out by the College auditors, and fully detailed in the reports received, together with the scrutiny and oversight provided by the Committee, could be relied upon to provide assurance that adequate, effective and reliable audit arrangements were in place. Also, the Committee concluded that the framework of governance, risk management and control and processes for securing economy, efficiency and effectiveness were adequate and effective.</p> <p>Governors noted the work undertaken during 2019, was reassured by the opinion of the Audit Committee, and <b>ACCEPTED</b> the report.</p> <p><b>76.02 Internal Audit Annual Report 2018/19</b></p> <p>The Corporation received the Internal Audit Service Annual Report for 2018/19 which had been reviewed by the Audit Committee. Members noted that nine reviews had been completed and all had gained the highest grade of 'substantial assurance'.</p> <p>The Corporation was pleased to note the outcome of the reviews and noted the auditor's opinion that the College had adequate and effective risk management, control and governance processes in place.</p> <p>The Corporation <b>ACCEPTED</b> the auditor's report.</p>	
19/77	<p><b>Finance Matters</b></p> <p><b>77.01 Report of Members of the Corporation and Consolidated Financial Statements for 2018/19</b></p> <p>The Corporation received the Report and Consolidated Financial Statements for 2018/19 which had already been reviewed and recommended for approval by the Finance and General Purposes Committee and the Audit Committee. An unmodified audit had been confirmed by the auditors and the College remained in a sound financial position.</p> <p>The Corporation <b>APPROVED</b> the College Financial Statements for 2018/19 and <b>AGREED</b> the auditor's letter of representation.</p> <p><b>77.02 Quarterly Review of College's Financial Position</b></p> <p>The Corporation received and noted the Quarterly Review of the College's Financial Position for the first two months ending on 30 September 2019.</p> <p>Members noted that, at this early stage, income and expenditure were broadly in line with the budget and cashflow projections remained positive for the next 2 years.</p> <p>Members <b>AGREED</b> that, based on the evidence provided, the College's financial position remained satisfactory both in terms of the continued solvency and the safeguarding of the assets of the College.</p> <p><b>77.03 Two Year Financial Plan</b></p> <p>In order to meet the ESFA deadline of 31 January, the Corporation <b>AGREED</b> to delegate responsibility to the Finance and General Purposes Committee for approval of the Two Year Financial Plan.</p>	

19/78	<p><b>Targets and Performance Indicators for 2019/20</b></p> <p>The Corporation received a report explaining the proposed targets and performance indicators for 2019/20 which were based on the achievement of financial indicators, learning goals and performance measures. An analysis of the long term trends was also considered.</p> <p>Members discussed the proposed targets and the changing context. An explanation of adjustments, which largely related to national developments (such as new funding formulae and curriculum developments), were explained.</p> <p>Following discussion and clarification of how the benchmarks were set the Corporation <b>AGREED</b> to adopt the proposed targets and performance indicators for 2019/20.</p>	
19/79	<p><b>Reports and Recommendations from Standing Committees</b></p> <p><b>79.01 Employment Policy Committee</b></p> <p>The Corporation received the minutes of the meeting held on 23 September 2019 and <b>NOTED</b> the range of issues explored by the Committee, including the successful award of a new contract from the Royal Cornwall Hospitals Trust to deliver Nursing Apprenticeships.</p> <p>The Corporation <b>APPROVED</b> the proposed:</p> <ul style="list-style-type: none"> <li>• Bullying and Harassment Policy</li> <li>• Code of Conduct for Employees</li> <li>• Committee terms of reference.</li> </ul> <p><b>79.02 Chairs' Standing Committee</b></p> <p>The Corporation received the confidential minutes of the meeting held on 24 September 2019 and <b>NOTED</b> the matters discussed.</p> <p><b>79.03 Teaching, Learning and Assessment Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meeting held on 9 October 2019 including an analysis of the excellent summer 2019 student achievements.</p> <p><b>79.04 Finance and General Purposes Committee</b></p> <p>The Corporation received the minutes of the meetings held on 15 October and 12 November 2019 and <b>NOTED</b> the matters raised.</p> <p><b>79.05 Investment Panel</b></p> <p>The Corporation received and <b>NOTED</b> the confidential minutes of the meeting held on 12 November 2019.</p> <p><b>79.06 Search and Governance Committee</b></p> <p>The Corporation received the minutes of the meeting held on 6 November 2019. Members <b>NOTED</b> that a particular effort to raise awareness of governor opportunities and advertising to recruit new governors would be launched early in the New Year.</p> <p>Clarification was being sought on the legal responsibilities of the Corporation with regard to the IoT.</p>	

	<p><b>79.07 Audit Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meeting held on 19 November 2019.</p> <p><b>79.08 HE Quality Assurance Group</b></p> <p>The Committee Chair reported on the meeting of the HE QA Group on 22 November 2019. Governors noted the challenges of the new OfS regulatory framework and discussed the enhanced monitoring put in place by the OfS with regard to a number of specific issues. The effectiveness of the Access and Participation Plan and the measures to support widening participation were being carefully assessed.</p>	
19/80	<p><b>Equality, Diversity and Inclusion Policy 2019-2021</b></p> <p>The Committee considered the Equality, Diversity and Inclusion Policy which set out the College's commitment to equality, underlying principles as well as the inclusive processes. The Policy had been reviewed and refreshed to remain consistent with the latest legislation and best practice and to reflect the College's proactive approach.</p> <p>Governors noted that provision had been subject to external scrutiny with good equality and diversity practice recognised by a range of organisations including Ofsted, the Association of Colleges (Beacon Award for Mental Health and Well Being) and the College had retained Investors in Diversity accreditation by the National Centre for Diversity. The key objectives to promote equality, diversity and inclusion throughout the College were explained in detail. The action Plan would be reviewed annually.</p> <p>Following discussion, the Corporation <b>APPROVED</b> the Equality, Diversity and Inclusion Policy 2019-2021.</p>	
19/81	<p><b>Truro and Penwith Academy Trust Update</b></p> <p>The Chair reported that, following his resignation from the TPAT Board, the College had proposed the appointment of Scott Cryer (Director of Finance) as a Trustee. The TPAT Board was considering this proposal.</p>	
19/82	<p><b>Callywith College Trust Update</b></p> <p>The Callywith Chair reported that:</p> <ul style="list-style-type: none"> <li>the recent Board meeting and Annual General Meeting involving the Trustees and Members had been productive</li> <li>there had been a significant increase in student numbers - total enrolments had risen from 770 in 2018/19 to 1,100 in 2019/20</li> <li>additional, temporary facilities for 2020/21 were being explored in order to accommodate further growth</li> <li>the first published DfE performance data for Callywith College would be available in January 2020</li> <li>a full Ofsted inspection was expected during this academic year.</li> </ul>	
19/83	<p><b>Cycle of Corporation Business for 2020</b></p> <p>The Corporation <b>APPROVED</b> the cycle of annual business for 2020.</p>	ALL to note

19/84	<p><b>Any Other Business</b></p> <p><b>84.01 Careers Education, Information, Advice and Guidance</b></p> <p>The Director of Studies reminded governors that the existing three-year accreditation for Investor in Careers (liC) and Matrix Standard were due to expire early in 2020.</p> <p>The Corporation considered the benefits of the liC and Matrix self-assessment processes to evaluate, monitor and ensure high quality advice and guidance. Governors confirmed an ongoing commitment to the achievement of these quality standards and <b>APPROVED</b> an application for re-accreditation for the liC and Matrix awards.</p>	CM to take forward
19/85	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 4.30 pm on Wednesday 25 March 2019 at Penwith College.</p>	ALL to note