



# TRURO AND PENWITH COLLEGE CORPORATION



## **Minutes** of the Corporation meeting held on Wednesday 24 June 2020 via teams

**Members:** Mrs K Ashworth (left after item 20/07), Mrs L Batchelor, Mr P Callen, Mr D Collins, Mr M Cooper, Mr R Crossland (Chair), Mr T Hughes, Sir Robert Owen, Mrs S Sanderson, Dr E Sheridan, Ms D Skinnard (left after item 20/03), Mr R Townsend, Mr D Walrond (Principal), Ms K Wells, Mr K Wilson and Mr A Young

**Also Present:** Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Ms L Maggs (Assistant Principal, Callywith College), Mrs C Newton (Director of Studies), Mr A Stittle (Director of Partnerships), Mr M Tucker (Principal Designate) and Mrs A Winter (Clerk to the Corporation)

**Apologies:** Ms S Russell

Item	Discussion/Decision	Action
20/01	<b>Minutes</b> The minutes of the meeting held on 11 December 2019 were <b>APPROVED</b> as a correct record.	
20/02	<b>Chair's Business</b> The following matters were raised: <ul style="list-style-type: none"><li>• Thank you – on behalf of governors the Chair thanked all staff for their remarkable response to the Covid crisis and the rapid and exceptional switch to online delivery</li><li>• Resignation – Jan Woodhouse had stepped down as a governor and was thanked for her involvement and ongoing support</li><li>• Recruitment – three new governors would be joining the governing body in September</li><li>• SMT Appointment – the selection panel's recommendation to appoint Vicky Pearson as Director of Teaching and Learning had been confirmed</li><li>• Graduation 2020 – ceremony had been cancelled due to current social distancing restrictions for large gatherings. The possibility of re-scheduling the event at a later date was being considered</li><li>• Apprenticeship Evening – this event in the autumn had also been postponed due to restrictions</li><li>• Vision 20/20 – the annual art design summer exhibition to show student work was available online and commended to governors</li></ul>	

	<ul style="list-style-type: none"> <li>• Governance 2020/21 – it was hoped that a return to physical meetings would be possible from September with the possibility of using online communication for some activities</li> <li>• Student Governors – as the students were about to complete their time at the College, governors thanked them for their involvement and wished them well for the future</li> <li>• Summer Retirements – sincere thanks and best wishes were expressed to Ken Wilson who had been a governor for more than 12 years and to David Walrond, Principal since 2010.</li> </ul>	
20/03	<p><b>Senior Management Team Updates</b></p> <p><b>03.01 Operations, Premises and Provision for Vulnerable Learners</b></p> <p>The Director of Operations provided a comprehensive summary of the adjustments and measures put in place to ensure ongoing safety as the numbers of staff and students returning to the campus were beginning to gradually rise. Plans for increased on-site delivery in September were taking shape but remained fluid as guidance was evolving. An individual Foundation Studies student was currently attending College part time and the first cohort for the new Nursing Associates qualification had started on-site.</p> <p>Summer minor works included the creation of a new suite for supporting students with very high needs as well as additional changing room facilities associated with the Health, Wellbeing and Sport (HWS) programme. Other premises refurbishments, maintenance and compliance testing were underway, assisted by student temporary staff.</p> <p><b>03.02 Student Welfare and Support</b></p> <p>An overview of the delivery of remote student services, safeguarding processes and support was provided by the Director of Studies. Regular contact with vulnerable learners was being maintained with monitoring and intervention as appropriate. As well as the promotion of self-help information and guidance, significant remote one-to-one support was being provided by counsellors and mental health staff to support anxiety and other issues. The usual liaison with external agencies was continuing and a small number of referrals had been made by the College. Feedback from learners about the support provided had been very positive. Overall there had been fewer new referrals and a slight decline in mental health appointments during lockdown.</p> <p>Staff teams were communicating regularly and maintaining CPD.</p> <p><b>03.03 Online Teaching and Learning</b></p> <p>The Director of Quality explained the ongoing delivery of teaching and learning as well as the processes for determining Centre Assessment Grades. The usual timetabled classes were still being delivered online with attendance tracking and monitoring. Exceptionally high overall attendance rates of above 80% had been maintained for the whole College with very good learner engagement.</p>	

	<p>Any IT difficulties had been addressed with around 150 laptops currently on loan to students. A learning resource centre had also been opened for students to pre-book study space, if needed.</p> <p>Staff had adapted very well, were showing innovation in remote teaching and sharing best practice. The College's provision had received positive feedback and attracted good media coverage. Processes to monitor the quality of teaching and learning and a robust system of online course reviews had been implemented.</p> <p>The very complex and lengthy process to determine Centre Assessment Grades for IB, A Level, GCSE, Functional Skills and vocational qualifications had been completed with rigorous checks for accuracy and unconscious bias. For some occupational courses practical assessments and exams had been completed on-site. Awarding body decisions on grading would be released in August and an opportunity for learners to sit exams would be available in autumn 2020.</p> <p><b>03.04 Nursing Associates, T Levels and Partnerships</b></p> <p>The Director of Partnerships explained that following a successful bid to Health Education England a very effective partnership with Greenwich University and the Royal Cornwall Hospitals Trust (RCHT) had resulted in the launch of new higher level Nursing Associate Apprenticeships. The first cohort had started in June and there would be a second intake in the autumn. Discussions with the RCHT were already underway about the development of additional qualifications.</p> <p>The Institute of Technology partnership was progressing well and had met initial recruitment targets, with greatest interest in ICT and Science qualifications. Means-tested bursaries would be available for IoT courses. T levels would continue to be rolled out in 2021/22 with additional laboratory facilities being created in Seaton.</p> <p>Higher education recruitment was reasonably positive at this stage but very uncertain with potential for a later surge in applications. The College was continuing to access the European Social Fund (ESF) and to bid for new projects to support back to work/training.</p> <p><b>03.05 Start of Year 2020/21</b></p> <p>The Principal Designate summarised the unprecedented operational challenges during recent months. As well as the transition to remote teaching and learning, support teams had been working incredibly hard from home (eg. student services, finance, payroll, personnel, exams office, IT support) and a large number of recruitment interviews for both staff and students had been taking place. Web based subject spotlight videos had been produced to substitute for open events with the creation of a Digital Campus to support Yr11 students.</p> <p>Detailed planning for the start of the new year was underway with close tracking of the latest guidance. The key emphasis was on site safety, assessing and addressing potential risks and ensuring confidence in the safety measures and systems put in place. Teaching rooms and offices were being cleared where possible to maximise circulation space and layouts modified in preparation.</p>	
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	<p>Effective communication with parents, learners and staff was vital to support a smooth return to on-site delivery but at this stage the advice was still emerging. Planning was on the basis of a blended delivery model with a mix of online and on-site provision as well as staff rotas with some home working. The provision of home to College transport was complex and the College was continuing to work closely with the bus company to plan services for September.</p>	
20/04	<p><b>Principal's Report</b></p> <p><b>04.01 National and Local Update</b></p> <p>The Principal presented his report to the Corporation providing an update on key national issues, sector developments and local matters. The AoC was campaigning hard for the sector and had set out a five point REBUILD plan for government to address the key challenges for FE and priorities to help the post-pandemic economic recovery. Cornwall was expected to be among the hardest hit by Covid due to the impact on the hospitality, tourism and leisure sectors.</p> <p>The report also provided latest data for the College and summarised the very extensive range of recent student activities and achievements.</p> <p><b>04.02 Capital Funding Opportunity</b></p> <p>Governors noted that the Secretary of State for Housing, Communities and Local Government had recently written announcing an initiative to fund 'shovel-ready' capital projects to boost the economy. Bids were required urgently, within a few days, and would be assessed by the LEP against the SoS objectives.</p> <p>As part of the Callywith proposals in 2015/16, the College had drawn up plans and gained planning permission for a STEM Skills Centre at the Callywith campus. As the LEP had been unable to secure Growth Funds at that time, the building had not gone ahead. The full costs to build and equip the Centre were estimated at £8m.</p> <p>The STEM Skills Centre was 'shovel-ready' and closely matched the SoS funding criteria. This rare chance to bid for capital funds presented an excellent opportunity to further the College's strategic aims to expand skills training in priority subjects, in a location with high demand.</p> <p>Governors <b>ENDORSED</b> the proposal and urged the SMT to progress this opportunity.</p>	SMT to take forward bid
20/05	<p><b>Confidential Report from the Chairs' Standing Committee</b></p> <p>The confidential minutes of the meeting held on 11 June 2020 were received and relevant Committee Chairs provided clarification as needed. Members <b>NOTED</b> the wide range of issues explored and the recommendations to the Corporation.</p>	
20/06	<p><b>Quarterly Review of the College's Financial Position</b></p> <p>The Corporation noted that the shift to online delivery during the Covid crisis had resulted in significant variations to both income and expenditure, resulting in an overall improvement to the end of year forecast for 2019/20</p>	

	In view of improved position, the Chairs' Standing Committee had considered and approved an option to bring forward the annual lump sum contributions to the Local Government Pension Scheme for the next 2 years. This would help to alleviate the financial position in 2020/21 and 2021/22 when a more challenging budget was likely due to the funding situation and longer term impact of the pandemic.	
<b>20/07</b>	<p><b>Proposed College Budget for 2020/21</b></p> <p>Members considered the proposed budget and underlying assumptions, noting the considerable uncertainty this year caused by the Covid outbreak and ongoing implications. The financial position would continue to be challenging next year, although an increase in the core funding rate for 16-18 learners would help to improve the budget.</p> <p>The Chairs' Standing Committee had carefully scrutinised the figures which included a proposed staff pay rise.</p> <p>Following a recommendation from the Chairs' Standing Committee, the Corporation <b>APPROVED</b> the budget for 2020/21.</p>	
<b>20/08</b>	<p><b>Staff Pay Proposals for 2020/21</b></p> <p>Members noted the careful consideration by the Chairs' Standing Committee of the desirability and affordability of a pay rise.</p> <p>Governors <b>NOTED</b> the rationale and decision to award a 3% increase and additional 3 days annual leave entitlement from 1 September 2020. The decision would be announced to staff on 8 July 2020.</p>	
<b>20/09</b>	<p><b>Risk Register and Risk Management Plan for 2020/21</b></p> <p>Members considered the Risk Register and Risk Management Plan for 2020/21 which had been reviewed by the Chairs' Standing Committee and recommended for approval.</p> <p>The Corporation noted the most significant risks for 2020/21 and the planned action to mitigate the risks as detailed within the Risk Registers and Sensitivity Analysis/Contingency Plan. The ongoing uncertainties and implications of the Covid pandemic remained a significant underlying risk impacting across all areas.</p> <p>The Corporation <b>APPROVED</b> the Risk Management Plan for 2020/21.</p>	
<b>20/10</b>	<p><b>Internal Audit Plan for 2020/21</b></p> <p>Following consideration, on the recommendation of the Chairs' Standing Committee, the Corporation <b>APPROVED</b> the Internal Audit Strategic Plan for 2020/21.</p>	
<b>20/11</b>	<p><b>Review of HE Strategy 2021-25</b></p> <p>The Corporation reviewed the HE Strategy for 2021-25 which had been reviewed and updated, taking account of the Office for Students (OfS) requirements and expectations.</p> <p>The Strategy set out the HE curriculum offer, the strategic targets and implementation plans as well as the intended impact and processes for evaluating success.</p>	

	<p>Governors noted that curriculum areas were aligned to the LEP and local priorities with a move away from traditional subjects.</p> <p>Following consideration, the Corporation <b>APPROVED</b> the HE Strategy for 2021-25.</p>	
<b>20/12</b>	<p><b>Truro and Penwith Academy Trust (TPAT) Update</b></p> <p>The Chair provided a brief update and governors noted that the discussions on the proposed protocol between the College and TPAT had been stalled to await feedback from the DfE Advisor, Felicity Gillespie. However, nothing further had been received following her visit in January 2020. The Covid pandemic had also delayed the process.</p> <p>In order to take forward matters, the Corporation <b>APPROVED</b> the following recommendations from the Chairs' Standing Committee:</p> <ul style="list-style-type: none"> <li>• to recommence dialogue with TPAT Trustees in September to develop a Memorandum of Understanding encompassing a wider range of issues than the protocol and clarifying arrangements between TPC and TPAT</li> <li>• the appointment of Scott Cryer as a College-appointed Trustee to replace Bob Crossland (as previously agreed by the Corporation)</li> <li>• the appointment of Martin Tucker as a College-appointed TPAT Member to fill the current vacancy.</li> </ul>	Clerk to notify TPAT
<b>20/13</b>	<p><b>Callywith College Trust</b></p> <p>The Callywith College Chair reported that the meeting with Baroness Berridge and other DfE representatives at the end of April had confirmed the decision to decline the transfer request. As the Minister was not minded to re-visit the decision, other ways to establish a closer relationship between the two colleges were being explored.</p> <p>Governors noted that Ellen Winsor had recently stepped down as a Member of the Callywith College Trust, due to a potential conflict of interest, and the vacancy was being considered.</p> <p>On the basis of recruitment forecasts it was likely that Callywith College would reach full capacity of 1280 learners in September 2020 and could possibly exceed this number. With the added implications for social distancing and other safety measures, the Board of Trustees had made a decision to install temporary classroom facilities and sought permission from TPC to vary the lease to allow this expansion.</p> <p>Legal advice was awaited on the lease and any implications for TPC. Subject to legal assurances, the Corporation <b>APPROVED</b> the proposed variation to the lease to allow for temporary units.</p>	DW/MT to take forward lease
<b>20/14</b>	<p><b>Date of Next Meeting</b></p> <p>The Corporation would next meet at 4.30pm on Wednesday 30 September 2020 at Truro College.</p>	ALL to note