



# TRURO AND PENWITH COLLEGE CORPORATION



## Minutes of the Corporation meeting on Wednesday 29 September 2021 at Truro College

Members: Mrs K Ashworth, Mrs L Batchelor, Mr J Burnett (Chair), Mr P Callen, Mr D Collins, Mr M Cooper, Mrs L Gooding, Sir Robert Owen, Mr F Sadler, Ms F Sargent, Dr E Sheridan, Ms D Skinnard, Mr R Townsend, Mr M Tucker (Principal), Prof F Wall and Mr A Young

Also Present: Mrs L Bradley (Director of Quality), Ms L Briscoe (Director of Student Experience), Ms A Bull (Director of Curriculum Development), Ms J Cashmore (Director of Operations), Mr S Cryer (Finance Director), Ms L Maggs (Director of Operations, Penwith College), Mrs V Pearson (Director of Teaching and Learning), Mrs H McKinstry (Director of Partnerships & Apprenticeships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr R Bray, Ms K Prosser and Mrs S Sanderson  
Also, Ms J Cashmore

Item	Discussion/Decision	Action
21/40	<b>Welcome &amp; Introductions</b> The Chair welcomed new governors to their first meeting.	
21/41	<b>Appointment of FE Student Members for 2021/22</b> The Corporation <b>APPROVED</b> the appointment of Finn Sadler and Florrie Sargent as Student Members of the Corporation and the Teaching, Learning and Assessment (TLA) Committee for 2021/22.	
21/42	<b>Register of Members Interests</b> Members were reminded of the requirement to ensure the Register of Members' Interests remained correct and to notify the Clerk of changes.	Governors to notify Clerk
21/43	<b>Chair's Business</b> The Chair reported that: <ul style="list-style-type: none"> <li>the College's graduation ceremony would take place on Friday 22 October at Truro Cathedral – governors were reminded to reply to the invitation</li> <li>at this stage the expectation was that the Governors' Annual Conference would go ahead, in person, at the Greenbank Hotel on 12/13 November 2021 – further information to follow</li> <li>a letter had been received from the new interim Chief Executive of the Education and Skills Funding Agency (ESFA) drawing attention to financial management and governance responsibilities – letter to be circulated to all governors</li> </ul>	Governors to RSVP  ALL to note  Clerk to circulate

## 21/44 Principal's Report

The Principal provided a detailed update on the start of year arrangements and latest developments. Governors asked a wide range of questions and discussed:

- Start of year arrangements – it had been a very busy start to the year. Enrolments and inductions had generally gone smoothly and most students were settling well. There were small numbers who were struggling to adjust to the College environment and post-16 curriculum. Extra support was being provided as needed
- Covid - the College was continuing to adhere to latest guidance and students were offered two tests during the first week (with very few positive results). Although restrictions had eased, many additional Covid measures remained in place
- Pop-Up Vaccination Clinics - provided opportunities for students to take up vaccinations at the Truro and Penwith campuses during the registration period
- Teacher Assessed Grades (TAGs) – there had been a small number of appeals but all grades awarded in 2021 remained unchanged from the initial TAGs submitted, indicating the College's processes were well-managed and rigorous
- IB Results - after the initial grading system was challenged, results were very good
- Grade Inflation – the government was planning to address grade drift over the next two years (which was caused by the temporary assessment arrangements). The College was satisfied that due to its rigorous moderation processes this issue had been avoided
- 2022 Assessments – the final details were still awaited on exam arrangements and assessment processes for next year
- Exam Preparation – as most students had no experience of formal exams, due to the pandemic, additional support and preparation was being provided, including mocks and coursework assessments under formal exam conditions
- FE Enrolments - full time FE enrolment numbers were steady, despite a lack of open events. A new online applications system and increased applications to multiple colleges/campuses had impacted on recruitment patterns. A rising demographic had not resulted in the anticipated increase in enrolments and other local providers were reporting a similar position. It was likely a higher number of young people had remained in summer jobs or taken up employment rather than return to education
- Apprenticeships – recruitment numbers were recovering well in most sectors
- HE Recruitment - a significant decline in enrolments was likely to be due to ongoing uncertainties related to the pandemic
- Part Time Courses - part time recruitment was continuing to decline
- Late Admissions – after an initial flurry of late changes, course numbers were settling. Late starters could be referred to the Personal, Professional Development (PPD) course as it had a rolling start date

	<ul style="list-style-type: none"> <li>• Transport – the new bus arrangements using the public network were going well with the advantage of significantly lower costs. Teething problems were being addressed and the need to supplement services on some specific routes was being assessed</li> <li>• Premises – summer works included additional science lab facilities, a TV studio as well as refurbishments, lighting upgrades and new CCTV at both Truro and Penwith. As well as providing a deterrent, the benefits of live monitoring and more pro-active use of CCTV were being considered</li> </ul>	
<b>21/45</b>	<p><b>Minutes</b></p> <p>The minutes of the meeting on 30 June 2021 were <b>APPROVED</b> as a correct record, subject to a correction to the list of Governors present</p>	
<b>21/46</b>	<p><b>Matters Arising</b></p> <p><b>46.01 Equality, Diversity and Inclusion (Minute 21/24)</b></p> <p>The Corporation <b>NOTED</b> that Sarah Sanderson had agreed to take on the role of Lead Governor for EDI.</p>	
<b>21/47</b>	<p><b>Update of Current Risk Issues</b></p> <p>The Principal reported on current risks and highlighted key issues and mitigating actions. In particular, he explained:</p> <ul style="list-style-type: none"> <li>• Estates – whilst aging buildings were a concern, additional capital grants this year had funded an extensive programme of maintenance work to ensure facilities remained high quality</li> <li>• Recruitment &amp; Marketing – the schedule of visits and open events was recommencing now that restrictions had been lifted, including the promotion of higher education provision to boost recruitment</li> <li>• IT Systems – ongoing upgrades were helping to maintain the reliability and resilience of the College’s IT network</li> <li>• T Levels – the roll out of T Levels was continuing with encouraging recruitment and interest in these new qualifications. An Ofsted monitoring visit to review T Level provision was likely in 2021/22.</li> <li>• HR – maintaining staff morale and retention was a constant theme and the recent pay award (unusual in the sector this year) had been welcomed by employees.</li> <li>• Staff Recruitment – recruitment for some jobs (particularly specialist areas and higher technical skills) was becoming increasingly challenging due to the local housing crisis. The College was exploring ways to alleviate the situation.</li> </ul> <p>Governors discussed the issues raised and noted that housing pressures were impacting on staff and students. As this was a general concern in the County, the Council was working across a range of sectors to develop a Crisis Response Plan.</p> <p>Governors noted the proactive ways in which potential risks were being addressed and were satisfied that risks were being appropriately managed.</p>	

21/48	<p><b>Capital Projects</b></p> <p>The Principal provided an update on capital projects and responded to questions on the following:</p> <p><u>Valency</u> (Institute of Technology) – the addition of a mezzanine floor had been completed, providing additional accommodation for the Business Centre.</p> <p><u>Ottery</u> (STEM Skills Centre, Bodmin) – construction work was continuing with a slight delay in the work schedule caused by supply issues. The supply issues were a national problem but if delays were likely to impact on the project deadline, the College would consult with the funding body.</p> <p><u>Stadium</u> – a new team was now leading on the project and lobbying central government for the necessary funding towards a project which would include accommodation for the College’s Business Centre, Sports Science and Hospitality delivery.</p>	
21/49	<p><b>Financial Update for 2020/21 and 2021/22</b></p> <p>The Director of Finance provided an update on the latest position and explained that a reduction in the end of year surplus for 2020/21 was expected as a result of writing off the stadium expenditure and a deferral in the exam fee rebate until 2021/22.</p> <p>Although it was too early for reliable forecasts for 2021/22, the below target HE recruitment and the unexpected increase in employer National Insurance contributions from April 2022 (for which no additional funding would be provided) would have a negative impact on the outturn. Savings in HE delivery costs were limited due to small class sizes. A small end of year deficit in 2021/22 was likely.</p> <p>The Corporation <b>NOTED</b> the current position and forecasts.</p>	
21/50	<p><b>Review of College Strategic Plan 2021/22 – 2024/25</b></p> <p>The Principal presented the Strategic Plan and explained that this was an overarching plan, setting out the College’s main priorities to provide an outstanding student experience. 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>Governors discussed the key actions set out in the Plan to support the achievement of objectives and maintain the quality and stability of the College. Retaining the Ofsted ‘Outstanding’ grading was crucial to continued success.</p> <p>Governors noted that a new HE quality framework was being developed by the OfS to replace the Teaching Excellence Framework (TEF).</p> <p>Clarification was provided about the role of the Campus Wardens, employed through an external agency, to patrol campuses and address poor behaviour. It was suggested that recognition through the Community Safety Accreditation Scheme should be considered.</p>	<p>JC &amp; LM to explore CSAS</p>

	<p>Improving environmental sustainability and reducing environmental impact was being given higher priority and a sustainability policy statement was being considered. It was <b>AGREED</b> that the F&amp;GP Committee should have oversight of the policy.</p> <p>The Corporation reviewed the strategic objectives, targets and key actions and following consideration, members agreed to <b>ADOPT</b> the Strategic Plan for 2011/22 - 2024/25.</p>	F&GP to consider
21/51	<p><b>Reports from Corporation Standing Committees</b></p> <p><b>51.01 Remuneration Committee – 6 July &amp; 13 September 2021</b></p> <p>The Committee Chair summarised the review process and confirmed that the remuneration of the senior postholders and the Clerk were duly considered in accordance with the Senior Postholder Remuneration Policy and decisions had been authorised.</p> <p><b>51.02 Employment Policy Committee – 20 September 2021</b></p> <p>The Committee Chair reported on the range of issues discussed, including the breadth of staff development activities, employer engagement initiatives and the work of the (renamed) Human Resources and Employee Services (HRES) team.</p>	
21/52	<p><b>Antisemitism Position Statement</b></p> <p>The Corporation <b>AGREED</b> the adoption of the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism, with the two clarifications recommended by the Home Affairs Select Committee, to ensure freedom of speech is maintained.</p>	
21/53	<p><b>Admissions Policy</b></p> <p>Governors <b>NOTED</b> that work on the revised Admissions Policy was continuing.</p>	
21/54	<p><b>Truro and Penwith Academy Trust (TPAT)</b></p> <p>The Principal reported that the multi-academy trust continued to be very successful and regular dialogue was taking place with the CEO.</p>	
21/55	<p><b>Callywith College Trust</b></p> <p>The Principal confirmed he was continuing to liaise with the Principal of Callywith College on a range of issues, including admissions processes. The interface of the new STEM Skills Centre (Otery) with Callywith College, the operational plan for the new facilities and curriculum offer were being discussed.</p> <p>The long term strategic aim of both institutions remained a merger and transfer of Callywith into Truro and Penwith College.</p>	
21/56	<p><b>Institute of Technology (IoT)</b></p> <p>The Corporation was pleased to note that the first two higher technical skills qualifications in Nursing and Cyber Security had been approved and other opportunities for the IoT to develop training in manufacturing, renewable technologies and engineering were being pursued. A successful Growth Fund bid had enabled additional simulation equipment to be provided for Nursing Associate courses. Recruiting appropriate staff to deliver higher level skills training was a concern.</p>	

21/57	<p><b>Annual Report on the Payment of Expenses to Members</b></p> <p>The Clerk reported that the total expenditure on course/conference fees and travel/subsistence expenses for governor activities during 2020/21 was £116. The Corporation <b>NOTED</b> that remote governance during the pandemic had minimised costs.</p>	
21/58	<p><b>Any Other Business</b></p> <p><b>Ofsted – Review of Leadership and Management</b></p> <p>Governors were informed that an external assessor (a former HMI) would be conducting a review of Leadership and Management in preparation for a potential Ofsted visit. The Assessor had asked to meet with a group of Governors on Thursday 14 October.</p>	Governors to indicate availability to participate
21/59	<p><b>Date of Next Meeting</b></p> <p>The Corporation would next meet at 4.30pm on Wednesday 15 December 2021 - venue to be confirmed.</p>	All to note