



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting held on Wednesday 30 June 2021 via Teams

Members: Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr J Burnett, Mr P Callen, Mr D Collins, Mr M Cooper, Mr R Crossland (Chair), Mrs L Gooding, Sir Robert Owen, Ms K Prosser, Dr E Sheridan, Mr R Townsend, Mr M Tucker (Principal) and Mr A Young

Also Present: Mrs L Bradley (Director of Quality), Mr S Cryer (Director of Finance), Ms L Maggs (Director of Operations, Penwith College), Mrs C Mewton (Director of Studies), Mrs V Pearson (Director of Teaching and Learning), Mr A Stittle (Director of Partnerships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs S Sanderson and Ms D Skinnard
Also, Ms J Cashmore (Director of Operations)

Item	Discussion/Decision	Action
21/21	Election of Chair and Vice-Chairs of the Corporation The following were duly nominated and elected: <ul style="list-style-type: none">Jonathan Burnett OBE – Chair (1 August 2021 – 30 April 2025)Lizzie Sheridan – Vice-Chair (1 August 2021 – 31 July 2022)Robert Townsend – Vice-Chair (1 August 2021 – 31 July 2023)	
21/22	Minutes The minutes of the meeting held on 31 March 2020 were APPROVED as a correct record.	
21/23	Matters Arising 23.01 Curriculum Costing Exercise (Minute 21/03.01) The Chair indicated that a recent AoC webinar about curriculum costing confirmed the College's approach was in line with best practice. The outcome of the autumn review would be reported to the SAR Working Party, which all governors were invited to attend. 23.02 Graduation 2020 (Minute 21/03.02) The screening of the virtual graduation ceremony had been very successful with estimated viewing figures of around 1,000. 23.03 Transport Proposals (Minute 21/10) The new transport and bus pass arrangements were in place and First had confirmed routes for 2021/22 which would integrate student journeys in to the public network.	

20/24	<p>Chair's Business</p> <p>The following matters were raised:</p> <ul style="list-style-type: none"> • Governance Effectiveness Review – governors were reminded to complete the online self-assessment questionnaire and skills audit • Multi-Factor Authentication – governors were reminded to set up the necessary MFA security to access online College systems • Student Complaint Appeal – the governor panel which had dealt with a recent complaint appeal was thanked for its work • ESFA Strategic Conversation – the discussion of current and future plans had been positive and ESFA feedback acknowledged the College's good practice (eg. pandemic response and online delivery) as well as challenges (mental health and wellbeing of learners). No actions had arisen from the Conversation • Equality, Diversity and Inclusion Lead Governor – a volunteer was needed for this new role • Student Governors – Beth Tubb and Finn Hilsden were thanked and governors wished them well for the future. 	<p>ALL to note</p> <p>ALL to note</p> <p>Contact Chair/Clerk if interested</p>
21/25	<p>Principal's Report</p> <p>The Principal presented an update summarising latest developments which led to discussion on a range of issues, including:</p> <p><u>Skills and Post-16 Education Bill</u> – debated and amended by House of Lords and vital role of colleges recognised</p> <p><u>Good for Me Good for FE</u> – an initiative to support mental health and new Wellbeing for Education Recovery Fund had been launched</p> <p><u>Coronavirus</u> – cases amongst students were rising, particularly those living in specific locations and working in the hospitality sector. The numbers of students and staff self-isolating was having an increasing impact. Guidance for schools and Colleges was under review.</p> <p><u>Educational initiatives</u> – a joint bid with the Cornwall College Group (TCCG) had been submitted to the Skills Accelerator Programme/Strategic Development Fund focusing on the development of renewable technology skills.</p> <p><u>HE Re-branding</u> – use of 'University Centre Truro and Penwith' had been approved.</p> <p><u>Teacher Assessed Grades</u> – the complex assessment and moderation processes had been completed for 5,500 TAGs to be submitted, each based on a file of evidence which was available for sampling by awarding bodies and in case of appeals.</p> <p><u>Results Day</u> – A Levels were due to be published on 10 August and GCSEs on 12 August followed by an intense period of advice, guidance and admissions activity.</p> <p><u>Recruitment for 2021/22</u> – applications were indicating potential growth in FE numbers particularly STEM subjects, T Levels, Construction and Engineering. Also new Nursing courses were recruiting well.</p>	

	<p><u>Relationships/Communications</u> – positive and regular dialogue was continuing with TCCG, Callywith College and Cornwall Council.</p> <p><u>Staffing</u> – a number of key retirements, changes and new appointments would be taking place over the summer.</p> <p><u>Enrichment Activities</u> – a wide range of extra-curricular activities had been continuing, despite the constraints of the pandemic.</p>	
21/26	<p>Quarterly Review of College's Financial Position</p> <p>The Corporation reviewed the financial position for the period ending on 31 May 2021. Income and expenditure was largely in accordance with expectations with some small variations to individual budget lines. Overall, the end of year projections remained positive and a surplus of £900k was forecast.</p> <p>Governors noted that the College's financial health grading was expected to dip to 'Good', based on the ESFA formula which disregarded investment income. It was also noted that a decision about writing off expenditure on the Stadium for Cornwall would be made before the year end.</p> <p>Members AGREED that overall, the College remained in a sound financial position.</p>	
21/27	<p>Proposed Budget for 2021/22 and Staff Pay Award</p> <p>This confidential item is separately minuted.</p>	
21/28	<p>Two Year Financial Plan 2021/22 – 2022/23</p> <p>This confidential item is separately minuted.</p>	
21/29	<p>Risk Register and Risk Management Plan for 2021/22</p> <p>Members considered the Risk Register and Risk Management Plan which had been reviewed and recommended for approval by the Audit Committee.</p> <p>In response to questions, clarification was provided on the risk scoring system and mitigating actions.</p> <p>During discussion amendments were suggested to the commentary (concerning the financial health category p3, 2nd bullet) and the risk register (to reference the new student transport arrangements).</p> <p>Following discussion, the Corporation APPROVED the Risk Management Plan for 2021/22.</p>	Finance Director to amend plan and register
21/30	<p>Internal Audit Plan for 2021/22</p> <p>Governors considered the Internal Audit Plan focusing on key areas of risk: cybersecurity, Skills & Post-16 Education Bill, coronavirus and mental health/wellbeing. Governors acknowledged that if additional risks emerged (eg. compliance with OfS regulatory conditions) the number of audit days could be increased.</p> <p>On the recommendation of the Audit Committee, the Corporation APPROVED the Internal Audit Plan for 2021/22.</p>	

21/31	<p>Reports and Recommendations from Sub-Committees:</p> <p>31.01 Search and Governance Committee</p> <p>The Corporation received the minutes of the Search and Governance Committee on 13 May 2021 and APPROVED the recommendations:</p> <ul style="list-style-type: none"> (i) the appointment of Peter Wroe as a non-governor member of the Employment Policy Committee (ii) the re-appointment of Katie Ashworth as a governor and member of the Employment Policy Committee and Investment Panel from 1 August for a term of 4years (iii) the re-appointment of David Collins as a governor and member of F&GP from 1 August for a term of 4years (iv) the appointment of Lowenna Bradley as a College-appointed TPAT Member from 1 September (vice Cheryl Mewton) (v) the appointment of Adele Bull as a College-appointed TPAT Trustee from 1 September (vice Andy Stittle) (vi) the appointment of Adele Bull as a Board Member of the SW Institute of Technology (vice Andy Stittle) (vii) Vice-Chair role description. <p>31.02 Investment Panel – 25 May 2021</p> <p>This confidential item is separately minuted.</p> <p>31.03 Finance and General Purposes Committee</p> <p>The Corporation received and NOTED the minutes of the F&GP meetings held on 25 May and 22 June 2021.</p> <p>31.04 Audit Committee</p> <p>The Corporation received and NOTED the minutes of the Audit Committee held on 8 June 2021. As a result of a specialist assurance review of ICT security the College had implemented multi-factor authentication (MFA) to reduce cyber security risks.</p> <p>The Corporation APPROVED revised terms of reference for the Audit Committee.</p> <p>31.05 Teaching, Learning and Assessment Committee</p> <p>The Corporation received and NOTED the Minutes of the Teaching, Learning and Assessment Committee held on 9 June 2021.</p> <p>31.06 Employment & Business Policy Committee</p> <p>The Chair provided feedback from the Employment Policy Committee meeting held on 14 June 2021.</p>	<p>Clerk to notify TPAT and SWIoT</p>
21/32	<p>Capital Developments</p> <p>The Principal provided an update on the following projects:</p> <p><u>Ottery</u> (Bodmin) – building programme on schedule</p> <p><u>Valency</u> – an application had been submitted to the Strategic Development Fund to add a mezzanine floor. As the opportunity to complete the construction was within very tight time constraints, preparatory work had commenced.</p>	

	<p>The launch of the Cornwall Space and Aerospace Technical Training (CSATT) on 2 July would showcase the new facilities.</p> <p><u>Stadium</u> – a new business plan for a scaled back proposal was being developed prior to the government's autumn budget. The new proposals included minimal involvement by the College.</p> <p>Following discussion, the Corporation CONFIRMED support for the preliminary work on Valency, at risk, due to the time schedule.</p>	
21/33	<p>Admissions Policy</p> <p>Governors noted that a review of the College's Admissions Policy and procedures was underway following legal opinion on the regulations regarding adults joining 16-18 provision. Other revisions would also be incorporated including the change to online processes. It was hoped the review could be completed for the next meeting.</p>	Revised Admissions Policy for Sept Corporation
21/34	<p>Truro and Penwith Academy Trust (TPAT) MoU</p> <p>The Chair and Principal explained the background and purpose of the proposed Memorandum of Understanding between the College and TPAT and the importance of the framework to clarify and strengthen the relationship. As a result of discussion and some compromises an MoU that was acceptable to all parties, including the Regional Schools Commissioner, had been produced.</p> <p>Following discussion and clarification of a number of points, the Corporation APPROVED the proposed MoU with TPAT.</p> <p>The Principal also reported that the Members of TPAT had been asked to approve changes to the TPAT Articles. The amendments included two particular areas on which clarification had been sought - the College's role as sponsor to appoint trustees and the powers of Local Governing Boards. Clarification from TPAT was awaited.</p>	
21/35	<p>Callywith College Trust MoU</p> <p>As the College's proposals to enable Callywith College to join the College had been declined by the DfE, a comprehensive Memorandum of Understanding between the two colleges had been developed to clarify the ongoing relationship. The dialogue had been positive and useful and resulted in a draft MoU that was acceptable to both parties.</p> <p>Following discussion and clarification of a number of points, the Corporation APPROVED the proposed MoU with Callywith College.</p>	
21/36	<p>SW Institute of Technology</p> <p>The Corporation received and NOTED the minutes of the SWIoT Board meeting held on 28 April 2021. Governors were pleased to hear of the growing success of the IoT and new funding streams that had been specifically made available to IoTs.</p>	

21/37	Annual Report on the Use of the Corporation Seal 2019/20 and 2020/21 The Corporation NOTED the two occasions when the official seal had been used to authenticate deeds of guarantee relating to the SWIoT.	
21/38	Any Other Business 38.01 Retirements The Director of Studies, Cheryl Mewton, and Director of Partnerships, Andy Stittle, were wished a fond farewell from governors and sincerely thanked for their enormous contribution to the success of the College.	
21/39	Date of Next Meeting The Corporation would next meet at 4.30 pm on Wednesday 29 September 2021 at Penwith College.	ALL to note