



TRURO AND PENWITH COLLEGE CORPORATION



Employment and Business Policy Committee

Minutes of the Employment and Business Policy Committee held at Truro College, College Road, Truro on Monday 23 September 2019.

Present: Mrs L Batchelor, Mr R Crossland (Chair), and Mr D Walrond

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

Apologies: Mrs K Ashworth, Mr K Conchie and Ms D Skinnard
Also, Mr K McCoag (Staff Development Co-ordinator)

Item	Discussion/Decision	Action
19/30	Minutes The Minutes of the meeting held on 3 June 2019 were APPROVED and signed as a correct record.	
19/31	Matters Arising 31.01 Mental Health First Aid Training (Minute (19/19.01)) The Committee noted that a new member of staff had recently been appointed who could deliver in-house Mental Health First Aid Training. 31.02 Employer Engagement Update (Minute 19/21) Governors were pleased to note the College had successfully won a tender to deliver Nursing Apprenticeships with the Royal Cornwall Hospitals Trust which included a degree qualification validated by the University of Greenwich.	
19/32	Staff Development Annual Report for 2018/19 The Committee considered the Staff Development Annual Report summarising activities and expenditure during 2018/19. Governors noted the overall budget and discussed the funding allocations to curriculum and central areas which varied according to the size and needs of the department (eg. curriculum changes, new staff). An increased use of online training and webinars had reduced the total expenditure on training events. The bank of qualified in-house trainers was growing and many staff development activities were being delivered cost-effectively on a peer-to-peer basis. During the year a key focus had been supporting implementation of the new Apprenticeship framework, BTEC changes and use of new technologies. A range of staff wellbeing sessions had also been provided in conjunction with the College's Health, Wellbeing and Sport (HWS) programme.	

	<ul style="list-style-type: none"> • there had been 227 new apprenticeship starts for 2019/20 and apprenticeship recruitment would continue throughout the year • growth was primarily in hair/beauty, construction and hospitality • the transition to the new Apprenticeship Standards and end-point assessments had been very challenging, however, the College's success rates for the new qualifications was forecast at around 78%, well above national benchmarks • a close focus was being maintained on delivering high quality training and to ensure clarity about the expectations and responsibilities of employers and potential recruits • demand from employers for expansion into other areas was being monitored and assessed with potential growth linked to the IoT <p>In response to questions, the Director explained the impact of the Apprenticeship Levy cap and how this was being managed to avoid over-recruitment for which the College could be unfunded.</p>	
19/36	<p>New Developments: T Levels and Institute of Technology (IoT)</p> <p>Governors noted that preparations were progressing for piloting three T Levels (level 3) courses and the new qualifications were being promoted to prospective students through a Government publicity campaign and local marketing. Additional capacity funding had been secured for Work Placement Co-ordinators to expand the number of 45-day industry placements, an integral part of the T Level qualification. Truro and Penwith College was the only provider for the new qualifications in Cornwall in 2020 and 2021.</p> <p>Governors noted that the DfE had signed the licence and capital agreement for £2m towards the IoT facilities. A building contractor had been appointed and work on site was expected to commence in February 2020 with completion by the end of the year. It was hoped that around 250 learners would be recruited by the IoT to higher level technical qualifications (levels 4,5 & 6) in Digital and Engineering.</p>	
19/37	<p>Report from College Social Committee</p> <p>The Director of Studies reported on a recent theatre trip and plans for an end of term Christmas Party. The Committee was actively working on plans for social events in the spring/summer.</p>	
19/38	<p>Review of Committee Terms of Reference</p> <p>The Committee reviewed and RECOMMENDED revised terms of reference (attached as Appendix C) for approval by the Corporation.</p>	Recommendation for Corporation
19/39	<p>Cycle of Annual Business for 2020</p> <p>The Committee considered and APPROVED the proposed Cycle of Business for 2020.</p>	
19/40	<p>Date of Next Meeting</p> <p>The Committee would meet at 5.00 pm on Monday 10 February 2020.</p>	All to note