



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting held
on Wednesday 15 December 2021 via Teams

Members: Mrs L Batchelor, Mr R Bray, Mr J Burnett (Chair), Mr P Callen, Mr D Collins, Mr M Cooper, Ms L Gooding, Sir Robert Owen, Ms K Prosser, Mr F Sadler, Mrs S Sanderson, Ms F Sargent (left during item 21/63), Dr E Sheridan, Ms D Skinnard, Ms K Skipper, Mr R Townsend, Mr M Tucker (Principal), Prof F Wall (left after item 21/69) and Mr A Young

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

Apologies: Mrs K Ashworth
Also, Ms J Cashmore (Director of Operations)

Item	Discussion/Decision	Action
21/60	<p>Minutes</p> <p>The Minutes of the meeting held on 29 September 2021 were APPROVED as a correct record.</p>	
21/61	<p>Matters Arising</p> <p>61.01 Review of College Strategic Plan – Campus Wardens (Minute 21/50)</p> <p>Governors NOTED that the new campus warden arrangements were working well and accreditation through the Community Safety Accreditation Scheme (CSAS) was being explored.</p> <p>61.02 Review of Leadership and Management (Minute 21/58)</p> <p>The Corporation NOTED that the External Assessor had met with a group of governors and reported on her review of leadership and management. Feedback would help inform Ofsted preparation. A governor Ofsted briefing would take place in the New Year.</p>	<p>LM/JC to follow up</p> <p>LB/VP to provide Ofsted briefing</p>
21/62	<p>Principal’s Report</p> <p>The Principal provided an update on national and local developments and reported on key issues, including:</p> <p><u>Autumn Spending Review</u> – announcements included an extra 40 learning hours per student (in addition to current 540 hours), ongoing National Skills Funds to deliver more bootcamps and further funding to support T Level roll out in new subject areas. Information on the Shared Prosperity Fund and Levelling Up funding were awaited.</p>	

<p><u>Coronavirus</u> – once again it had been a challenging term with increasing absences amongst students and staff due to self-isolating and illness. The College was continuing to comply with guidance and had managed to maintain on site delivery, except in one Foundation Studies course. Student coursework and assessment evidence was being collated in case of a return to teacher assessed grades in 2022.</p> <p><u>Student Support</u> – Student Services were responding to high levels of demand, including complex and challenging safeguarding issues. Learning support needs had also increased and were exacerbated by interrupted schooling for many new students. Resources for these areas were being reviewed.</p> <p><u>Recruitment</u> – autumn open days and events had been well attended by prospective students which was encouraging for 2022 admissions. Higher education courses were being promoted and a new HE strategy implemented to boost HE recruitment.</p> <p><u>Capital Works</u> – work on the Ottery building (Bodmin) had been delayed and the revised completion date was June 2022. Operational plans were being developed for the STEM Skills Centre, including the interface with Callywith College.</p> <p><u>T Level Developments</u> – the Secretary of State had confirmed that BTEC qualifications would be funded for another year. There was increased likelihood that BTECs would continue in certain areas where there was no direct T Level replacement.</p> <p><u>Green Skills Centre</u> - the College was collaborating with Cornwall College, the LEP and Cornwall Council to establish a Green Skills Centre with funding from the government’s Strategic Development Fund. Motor vehicle laboratories were being set up in Valency for delivery of new electric vehicle courses.</p> <p><u>Climate Change</u> – the College was well placed to address the five key targets identified by the DfE and an overarching environmental sustainability strategy was in development. Governors (SS and FW) expressed an interest in being involved in strategy development.</p> <p><u>Finance</u> – a decline in HE recruitment this year had impacted on income although HE work continued to make a positive contribution to the College’s financial position. All areas of College activity were being assessed for potential efficiency savings. Proposed efficiencies would be reviewed by relevant committees in the spring.</p> <p><u>Premises</u> – a new electronic signing-in process was nearing completion and a system for automatic number plate recognition was being designed. Various upgrades had also taken place, including new science labs, replacement of boilers and sports hall flooring.</p> <p><u>Programme Team Activities</u> – a wide range of extra-curricular enrichment activities were continuing to be offered with high levels of engagement. A number of field trips had been able to go ahead this term in accordance with Covid safety measures. All travel was being arranged through a travel company which provided appropriate cover in the event of Covid-related cancellations.</p>	<p>JC to coordinate discussions</p> <p>SMT for TLA and F&GP Committees</p>
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	<p>In response to questions, the Principal indicated that details about the additional 40 learning hours were awaited but would have implications for staffing and teaching space. At this stage it was unclear whether the funding was for one year or a longer period. He also explained the reasons why BTECs could be more appropriate for some learners in certain areas by potentially providing greater breadth and wider progression opportunities.</p> <p>Governors discussed the problems with the building schedule for Ottery and noted that the College's Project Manager was in regular communication with the contractor and was carefully monitoring the situation. A progress meeting with the contractor (MIDAS) was scheduled for the following day.</p> <p>Governors NOTED the Principal's report and College statistics with interest.</p>	
21/63	<p>Review of Higher Education Strategy</p> <p>This confidential item is separately minuted.</p>	
21/64	<p>Relationship with Callywith College: Background, Future Plans and Commitments</p> <p>This confidential item is separately minuted.</p>	
21/65	<p>Updated Policies</p> <p>65.01 Admissions Policy</p> <p>The Corporation considered the proposed admission policy which had been updated to reflect current procedures and revised to explain arrangements for adults returning to education and the new integration assessment for 19+ students to enter 16-18 FE provision.</p> <p>Governors reiterated their position that the College should remain a comprehensive, non-selective institution and suggested this should be made explicit in the admission process.</p> <p>The Corporation APPROVED the proposed Admissions Policy.</p> <p>65.02 Safeguarding Children and Adults with Care and Support Needs Policy and Procedure</p> <p>The Corporation considered the proposed Safeguarding Policy which had been updated in response to the latest statutory guidance and to incorporate issues such as peer on peer abuse and sharing images.</p> <p>In response to questions, the Designated Safeguarding Lead confirmed that all staff undertook mandatory safeguarding training as part of the induction process and references in the policy (3.2) referred to additional training opportunities. Whilst the internal auditors regularly reviewed safeguarding arrangements and a Section 157/175 return was submitted to Cornwall Council's Education Service annually, an external review had not been commissioned but would be explored.</p> <p>The Corporation APPROVED the revised Safeguarding Policy.</p>	<p>LB to action</p> <p>LB to take forward</p>

21/66	<p>College Self-Assessment Reports 2020/21</p> <p>66.01 College FE Self-Assessment Report (SAR)</p> <p>The Corporation considered the FE 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 Working Party discussed the grades for each programme area and explored a range of cross-College and specific course-related issues in further detail. The Working Party also checked progress with the 2019/20 action plans and was satisfied that 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. An overall judgement of Outstanding (grade 1) was confirmed.</p> <p>The Corporation APPROVED the College FE SAR for 2020/21.</p> <p>66.02 College HE Self-Assessment Report</p> <p>The Corporation considered the HE SAR which had already been scrutinised in detail by the HE Quality Assurance Group. The Chair of HE QA Group summarised the meeting’s debate and conclusions.</p> <p>The Group had discussed the key metrics, declining recruitment and compliance with the OfS regulatory framework. Governors noted progress with SAR Action Plans for 2019/20 and the Access and Participation Plan (APP) which were being regularly monitored by the College Board of Studies for HE.</p> <p>The HE QA Group concluded that the SAR provided a rigorous, thorough evaluation with effective action plans.</p> <p>The Corporation APPROVED the College HE SAR for 2020/21.</p>	
21/67	<p>Audit Matters</p> <p>67.01 Audit Committee Annual Report 2021</p> <p>The Corporation received the Audit Committee Annual Report, in accordance with the Post-16 Audit Code of Practice. During the year the external auditors, internal auditors and Committee had identified no concerns or issues to draw to the attention of the Corporation.</p> <p>Governors noted the work undertaken during 2021, was reassured by the opinion of the Audit Committee, and ACCEPTED the report.</p> <p>67.02 Internal Audit Annual Report 2020/21</p> <p>The Corporation received the Internal Audit Service Annual Report for 2020/21 and members noted that of the nine reviews completed, 8 had received an assessment of ‘substantial assurance’ and 1 had been assessed as ‘reasonable assurance’.</p> <p>The Corporation was pleased to note the outcome of the reviews and the auditor’s opinion that the College had reasonable and effective risk management, control and governance processes in place. The Corporation ACCEPTED the auditor’s report.</p>	

21/68	<p>Report and Financial Statements for 2020/21</p> <p>The Corporation received the Report and Financial Statements for 2020/21, Auditors key issues discussion document and letter of representation. The Financial Statements had already been reviewed and recommended for approval by both the F&GP and Audit Committees. An unmodified audit had been confirmed by the auditors and the College remained in a sound financial position.</p> <p>The Corporation APPROVED the College Financial Statements for 2020/21 and AGREED the auditor's letter of representation.</p>	
21/69	<p>Update on Current Risks</p> <p>The Principal highlighted the current key risks:</p> <ul style="list-style-type: none"> • <u>Coronavirus</u>: the pandemic was continuing to impact on all areas of activity, presenting further challenges and uncertainty. The College was continuing to respond to announcements and manage the situation as effectively as possible. • <u>Recruitment</u>: attracting applicants and maintaining recruitment had been difficult with fewer open events and school visits. The College's FE and HE offers were continuing to be actively promoted online and through open events, where possible. • <u>Ottery</u>: slippage in the building schedule had raised concerns about the successful completion of the project. The College was closely monitoring the position and maintaining dialogue with Midas. <p>The Corporation discussed and NOTED the key risks and action to mitigate those risks.</p>	
21/70	<p>Quarterly Review of College's Financial Position 2021/22</p> <p>The Corporation reviewed the College's Financial Position for the two-month period ending on 30 September 2021. Members noted the variations to income and expenditure and the current projections which indicated a close to breakeven end of year outcome.</p> <p>Members AGREED 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>	
21/71	<p>Reports and Recommendations from Standing Committees</p> <p>71.01 Teaching, Learning and Assessment Committee</p> <p>The Corporation received and NOTED the minutes of the meeting held on 6 October 2021, including an analysis of the excellent summer 2021 student achievements, the response to Coronavirus and ongoing safeguarding work.</p> <p>71.02 Search and Governance Committee</p> <p>The Corporation received the minutes of the meeting held on 21 October 2021 and APPROVED:</p> <ul style="list-style-type: none"> (i) the re-appointment of Sir Robert Owen as a Governor and member of F&GP for a further term of four years from 1 January 2022 	

	<p>(ii) the College Complaints Appeal Procedure and Guidance</p> <p>(iii) the Procedure for Complaints Against the Corporation, Board Members and the Clerk</p> <p>71.03 Finance and General Purposes Committee</p> <p>The Corporation received the minutes of the meetings held on 12 October and 16 November 2021, NOTED the various matters raised and APPROVED the revised Investment Policy.</p> <p>71.04 Investment Panel</p> <p>The Corporation received and NOTED the minutes of the meeting held on 16 November 2021.</p> <p>71.05 Audit Committee</p> <p>The Corporation received and NOTED the minutes of the meeting held on 23 November 2021. A tendering process to appoint internal and external auditors would commence in December 2021 as the contracts with the current incumbents were due to end in 2022.</p>	
21/72	<p>Governance Matters</p> <p>72.01 Calendar of Meetings for 2022/23</p> <p>The Corporation APPROVED the calendar of meetings for 2022/23.</p> <p>72.02 Cycle of Corporation Business for 2022</p> <p>The Corporation APPROVED the cycle of annual business for 2022.</p>	
21/73	<p>Date of Next Meeting</p> <p>The Committee would next meet at 4.30 pm on Weds 30 March 2022 at Penwith College.</p>	ALL to note