



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting
held on Wednesday 29 June 2022 at Truro College

Members: Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr J Burnett (Chair), Mr D Collins, Mr M Cooper, Mrs L Gooding, Sir Robert Owen, Mrs S Sanderson, Dr E Sheridan, Ms D Skinnard, Mr R Townsend, Mr M Tucker (Principal), Prof F Wall and Mr A Young (left during item 22/33)

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

Apologies: Mr P Callen and Ms K Prosser

Item	Discussion/Decision	Action
22/20	<p>Declaration of Interests</p> <p>Governors were reminded of the requirement to disclose any potential interest and to withdraw from the meeting if a matter under consideration could give rise to a conflict of interest. No new interests were declared.</p>	
22/21	<p>Minutes</p> <p>The minutes of the meeting held on 30 March 2022 were APPROVED as a correct record.</p>	
22/22	<p>Matters Arising</p> <p>22.01 Climate Change/Environmental Strategy (Minute 22/06.03)</p> <p>The Principal reported that a post to lead on green initiatives and the development of an environmental sustainability strategy was about to be advertised.</p> <p>22.02 Progression to HE (Minute 22/08)</p> <p>The Principal would be providing an update to the next Teaching, Learning and Assessment Committee on the support provided to students progressing to HE.</p>	MT for next TLA meeting
22/23	<p>Chair's Business</p> <p>The following matters were raised:</p> <ul style="list-style-type: none"> • Post-16 Skills Bill included new duty for governing bodies to review how well provision meets the needs of the local community – to be taken forward during 2022/23 • New requirement to undertake an External Review of Governance (ERG) – the process of selecting a reviewer was underway 	

	<ul style="list-style-type: none"> • Student Complaint Appeal – the governor panel which had dealt with a recent complaint appeal was thanked for its work • Student Governors – Kate Skipper, Florrie Sargent and Finn Sadler were thanked and governors wished them well for the future. 	
22/24	<p>Principal’s Report</p> <p>The Principal presented an update summarising latest developments and responded to questions on a range of issues, including:</p> <p><u>ONS Review of the Classification of Colleges</u> – the ONS was due to report in the autumn on whether colleges should remain in the private sector or be reclassified as public sector. A change in status would have pros/cons but could result in increased regulation and restrictions.</p> <p><u>Schools Bill</u> – key implications included changes to enable colleges and academies to work together more effectively, potential development of elite sixth forms, improved funding and collaboration for 14-16 delivery and the defunding of Level 3 BTEC qualifications from 2023/24 where there was an equivalent T Level.</p> <p><u>Skills and Post-16 Education Bill</u> – new legislation was being implemented and additional Higher Technical Qualifications in Engineering, Construction and Hospitality were being developed.</p> <p><u>Future Skills Institute</u> – the launch of the Institute (encompassing all 19+ provision) had been well attended and provided an opportunity to showcase new electric vehicle laboratories (Valency) funded by a Skills Accelerator Project in partnership with the Cornwall College Group, LEP and Cornwall Council. The outcome of a further bid to fund courses in renewable technologies was awaited.</p> <p><u>Exams</u> – the first formal exams for three years had been completed. It was a huge logistical challenge with over 8000 entries, many students requiring special access arrangements and a shortage of invigilators. Level 3 results would be published on 18 August and GCSEs on 25 August 2022 followed by an intense period of advice, guidance and admissions activity.</p> <p><u>Ofsted</u> – staff teams were adapting to the shift in focus of the new inspection framework with increased emphasis on student experiences rather than data. The framework included a new judgement on the College’s contribution to meeting skills needs locally, regionally and nationally. The Board would receive additional briefings and governors would be invited to take part in departmental visits/deep dives.</p> <p><u>Student Recruitment</u> – applications and acceptances were being closely monitored in order to plan groups and staffing for September. Applications suggested growth in some A Levels but a fall in vocational courses. HE recruitment was also a mixed picture but it was hoped that enrolment numbers could be maintained.</p> <p><u>Summer Works</u> – the programme of work was underway and included relocating all activity from Haven House to enable the building to be mothballed for a year while the feasibility of conversion to staff accommodation was explored.</p>	

	<p><u>Staff Recruitment</u> – recruitment was becoming very challenging, due to low pay and the local housing crisis. This was also impacting on other sectors and the College was engaging in County-wide conversations to address the issue. Around ten vacancies currently remained unfilled and were continuing to be advertised.</p> <p><u>Recovery Funding</u> – plans were in place to deliver the additional 40 hrs for full time FE learners in 2022/23 with timetabled directed study and expanded enrichment activities.</p> <p><u>Higher Education</u> – the College was working on the Teaching Excellence Framework (TEF) submission required by January 2023 to ensure a positive grading by the OfS. The changes to the framework were likely to make the assessment more challenging for inclusive providers. New HE developments were focusing on Space, Off-shore Wind Power and Geothermal/Metals Technology</p> <p><u>Extracurricular Activities</u> – a wide range of trips, visits and enrichment activities had been continuing with many notable successes and achievements in sports, World Skills, exhibitions and performances.</p> <p><u>College Data</u> – the format of the quarterly data report was being reviewed and updated for next year.</p>	
22/25	<p>Quarterly Review of College’s Financial Position</p> <p>The Corporation reviewed the financial position for the period ending on 30 April 2022. Additional income through revenue grants, increased ESF activity, capital grants and local authority high needs funding was more than offset by increased expenditure relating largely to central services, staffing and premises costs. Overall, the variations indicated a deterioration in the end of year position and a deficit of £360k was forecast.</p> <p>Governors discussed the variations and implications. As the EBIDTA position remained positive, an ESFA financial health grading of Outstanding was still expected.</p> <p>Members AGREED that overall, the College remained in a sound financial position.</p>	
22/26	<p>Proposed Budget for 2022/23 and Staff Pay Award</p> <p>This confidential item is separately minuted.</p>	
22/27	<p>College Financial Forecasting Return (CFFR) 2021-2024</p> <p>This confidential item is separately minuted.</p>	
22/28	<p>Capital Development</p> <p>This confidential item is separately minuted.</p>	
22/29	<p>Risk Management</p> <p>29.01 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, mitigating actions and the priorities identified.</p> <p>Following debate, the Corporation APPROVED the Risk Management Plan and Risk Register for 2022/23, subject to the amendments suggested.</p> <p>29.02 Risk Appetite Statement</p> <p>The Corporation considered and APPROVED the draft Risk Appetite Statement setting out the parameters within which the College operates and level of acceptable risk.</p>	Finance Director to amend plan and register
22/30	<p>Internal Audit Plan for 2022/23 – 2024/25</p> <p>The Committee considered the 3 year audit strategy and work plan which had already been considered and recommended for approval by the Audit Committee.</p> <p>The plan was based on a needs assessment, emerging risks for the sector and discussions with management. During 2022/23 proposed reviews included Performance Management, Core Financial Controls, Student Records and an IT Health Check.</p> <p>Following consideration, the Corporation APPROVED the Internal Audit Strategy for 2022/23 – 2024/25.</p>	
22/31	<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 held on 3 May 2022 and APPROVED the following recommendations:</p> <ul style="list-style-type: none"> (i) the appointment of Sarah Sanderson as Chair of the Teaching, Learning and Assessment Committee from 1 August 2022 (ii) the appointment of Robert Townsend as the Chair of the Employment and Business Policy Committee from 1 August 2022 (iii) revised terms of reference for the Employment and Business Policy Committee (iv) the appointment of Robert Townsend as a College-appointed Callywith College Trust Member from 1 August 2022 (vice Lizzie Sheridan) (v) the appointment of Vicky Pearson as a College-appointed TPAT Member with immediate effect (vice Lowenna Bradley). <p>The Corporation also NOTED and ACCEPTED the Committee's annual report for 2021/22.</p>	<p>Clerk to notify Callywith</p> <p>Clerk to notify TPAT</p>
	<p>31.02 Teaching, Learning and Assessment Committee (TLA)</p> <p>The Corporation received the Minutes of the TLA Committee held on 25 May 2022 and NOTED the key issues raised.</p>	

	<p>The meeting had discussed student retention rates which had dipped this year, possibly linked to the pandemic, gaps in learning and over optimistic CAG/TAG assessments meaning that some students were less well prepared and struggled with course content.</p> <p>Feedback from learning walks had been a valuable way to observe the culture within curriculum areas and the student experience.</p> <p>31.03 Audit Committee</p> <p>The Corporation received and NOTED the minutes of the Audit Committee held on 7 June 2022.</p> <p>31.04 Investment Panel</p> <p>This confidential item is separately minuted.</p> <p>31.05 Finance and General Purposes Committee</p> <p>The Corporation received and NOTED the minutes of the F&GP meeting held on 8 June 2022.</p> <p>31.06 Employment & Business Policy Committee</p> <p>The Chair provided feedback from the Employment Policy Committee meeting held on 20 June 2022.</p>	
22/32	<p>Any Other Business</p> <p>32.01 Retirement</p> <p>Lizzie Sheridan was warmly thanked by colleagues for her many years of work as a Governor, her outstanding contribution to the role and exceptional commitment to the College. The Board wished her well for her retirement.</p>	
22/33	<p>Date of Next Meeting</p> <p>The Corporation would next meet at 4.30 pm on Wednesday 5 October 2022 (venue to be confirmed).</p>	ALL to note
22/34	<p>Confidential Minutes</p> <p>This confidential item is separately minuted.</p>	
22/35	<p>Callywith College Update</p> <p>This confidential item is separately minuted.</p>	
22/36	<p>Truro and Penwith Academy Trust Update</p> <p>This confidential item is separately minuted.</p>	
The Senior Management Team and Staff Governor left for items 22/35 and 22/36.		
22/37	<p>Confidential minutes of the Chairs' Standing Committee</p> <p>This confidential item is separately minuted.</p>	
22/38	<p>Senior Management Team Structure</p> <p>This confidential item is separately minuted.</p>	