



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting
held on Wednesday 30 March 2022 at Penwith College

Members: Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr J Burnett (Chair), Mr P Callen, Mr M Cooper, Mrs L Gooding, Mrs S Sanderson, 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), 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 L Briscoe (Director of Student Experience), 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 D Collins, Sir Robert Owen and Ms K Prosser

Item	Discussion/Decision	Action
22/04	<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. The Chair reminded the governing body of his role as Vice-Chair of Callywith College.</p>	
22/05	<p>Minutes</p> <p>The minutes of the meeting held on 15 December 2021 were APPROVED as a correct record.</p>	
22/06	<p>Matters Arising</p> <p>06.01 Campus Wardens (Minute 21/61.01)</p> <p>Governors NOTED the campus warden role was being reviewed.</p> <p>06.02 Ofsted Briefing (Minute 21/61.02)</p> <p>Governors NOTED a governor briefing on the Ofsted inspection framework was being arranged – date to be confirmed.</p> <p>06.03 Climate Change (Minute 21/61.02)</p> <p>Work was progressing on green initiatives and the development of a College environmental strategy. It was anticipated that the new Vice-Principal would lead on environmental strategy from 2022/23.</p> <p>06.04 Admissions Policy (Minute 21/65.01)</p> <p>The Director of Student Experience confirmed the College’s admissions criteria remained non-selective and individual advice and guidance ensured applicants were offered appropriate course choices.</p>	MT/LB to confirm

	<p>06.05 Safeguarding (Minute 21/65.02)</p> <p>Governors NOTED that a peer review of safeguarding provision was being organised in early June with colleagues from Callywith College and Cornwall College.</p>	
22/07	<p>Chair's Business</p> <p>Safeguarding Training – Governors discussed the effectiveness of the recent training session. It was agreed that a further briefing explaining current issues for young people (eg. online abuse) would be arranged. Additional resources, including the Ofsted report on Sexual Abuse in Schools and Colleges would be circulated as recommended reading for all governors.</p> <p>Corporation Membership – the Chair was continuing individual conversations about roles and interests with each governor.</p> <p>Learning Walks – all governors were encouraged to take part. Dates would be re-circulated.</p> <p>Vice Principal Recruitment – the recruitment process was underway and interviews were due to take place at the end of April. The Corporation DELGATED responsibility for finalising membership of the selection panel to the Chair.</p> <p>Complaint Appeal Panel – members of the panel were thanked for their time and diligence in dealing with a recent appeal.</p> <p>Thanks – governors thanked Lowenna Bradley (Director of Quality) for all her work at the College and wished her well in her new post as Ofsted HMI.</p>	<p>LB/MT to arrange briefing</p> <p>Clerk to circulate</p> <p>Chair to finalise panel</p>
22/08	<p>Principal's Report</p> <p>The Principal reported on key developments, including:</p> <p>Covid – absence rates amongst staff and students had peaked in recent weeks, severely impacting on delivery. The end to free tests was creating challenges eg. for student placements in some settings.</p> <p>Student Recruitment – interviews and recruitment events were in full swing in an increasingly competitive environment. Changes to boost HE recruitment were being implemented.</p> <p>Staffing – recruiting and retaining lecturing staff was proving challenging across the FE sector due to pay disparity with schools and universities. The local housing crisis was adding to difficulties. Staff recruitment for technical skills training was a particular concern.</p> <p>Curriculum Leaders Conference – the two-day management conference had been very successful, enabling curriculum leaders to focus on the new Ofsted framework, the new requirement to deliver an additional 40 hours per student and revisions to tutorial provision.</p> <p>Communication/Partnerships – useful dialogue was continuing with colleagues at Callywith and Cornwall College</p> <p>Finance – the ESFA had recently confirmed a financial health grade of 'Good' for 2020/21. Below target recruitment, particularly HE, had impacted on income. Projections indicated an end of year deficit for 2021/22 but a positive financial health grade could still be achieved.</p>	

	<p>Capital Projects – a number of projects were nearing completion including the new Green Skills Business Centre (Valency) and electric car laboratories (at Truro and at Penwith). Following the collapse of the principal contractor, Midas, Ottery (Bodmin) was being made watertight before a re-tendering process to complete the core of the building.</p> <p>Premises – to help improve campus safeguarding an automatic numberplate recognition parking system linked to an electronic visitor sign-in procedure would be implemented. Other summer works included major repairs to lifts and new simulation suites for Nursing courses.</p> <p>Programme Team Activities – examples of the vast range of activities providing a breadth of extra-curricular and enrichment opportunities was provided.</p> <p>College Statistics –the headline student numbers, staffing and funding figures were noted.</p> <p>In reply to questions about the impact of the war in Ukraine, the Principal reported that few students or staff had close links with the region but the College was ready to respond to any request from the Council to work with Ukrainian refugees.</p> <p>Support for FE learners intending to progress to HE included plans for a university roadshow at the College, talks from former College students who had progressed into HE and additional advice and information for parents. A full summary of the activities to support HE progression would be provided.</p>	MT to provide summary
22/09	<p>Confidential Minutes</p> <p>The confidential minutes of the meetings on 15 December 2021 and 17 March 2022 were APPROVED as correct records.</p>	
22/10	<p>Capital Developments – Ottery Tender Process</p> <p>The Corporation noted that the project team was drawing up the necessary plans and tender documents for completion of the core of the building. Governor input to the tendering process would be arranged once the timetable had been finalised.</p>	MT to notify governors
22/11	<p>Confidential Reports and Recommendations from Committees</p> <p>The Corporation received the confidential minutes and NOTED the various matters considered by:</p> <ul style="list-style-type: none"> • Search and Governance Committee – 20 January 2022 • Finance and General Purposes Committee - 25 January and 22 March 2022 • Chairs’ Standing Committee – 3 February and 7 March 2022 • Audit Committee – 15 February 2022 <p>Following discussion and clarification, the Corporation APPROVED:</p> <ul style="list-style-type: none"> (i) the revised budget for 2021/22 (ii) the appointment of Haines Watts as Internal Auditors for a period of 5 years from 1 August 2022 (iii) the appointment of Bishop Fleming as External Auditors for a further period of 5 years from 1 August 2022. 	

22/12	<p>Quarterly Review of College's Financial Position</p> <p>The Corporation considered the Quarterly Review of the College's Financial Position for the period ending on 28 February 2022.</p> <p>Members noted that income and expenditure remained close to the revised budget. Variations included additional grant funding (match by corresponding delivery costs) and some small increases in expenditure for staffing, IT, College trips, administrative and professional fees. Uncertainty in some areas (eg. utilities) meant that further changes in the projected outturn were possible. At this stage the variations had resulted in a deterioration to the end of year position and a deficit of £173k was currently forecast.</p> <p>Members AGREED that the College's overall financial position continued to remain satisfactory.</p>	
22/13	<p>Update on Current Risk Issues</p> <p>The Principal identified key risk issues and summarised the actions to mitigate those risks:</p> <ul style="list-style-type: none"> • Student Recruitment – staff were working hard on FE and HE recruitment with a range of open events, visits and marketing activities. HE recruitment and occupational courses at Penwith were particular concerns. • Ottery - the collapse of Midas had been tackled immediately and alternative plans were in place to enable the building to be completed but the delay and increased costs remained a concern. • Staff Recruitment – challenges due to low pay in the sector and local housing difficulties were impacting on recruitment and retention (particularly posts in higher technical skills) • Ofsted Inspection – the College was actively preparing for a potential inspection under the new inspection framework. <p>Governors discussed the HE recruitment position and noted the downward trend in recent years which had been exacerbated by the pandemic. It was hoped that implementation of the new HE strategy and range of actions would halt the decline.</p> <p>The Corporation was satisfied that risk issues were being proactively addressed.</p>	
22/14	<p>Reports and Recommendations from Standing Committees</p> <p>14.01 Search and Governance Committee</p> <p>Members received and NOTED the minutes of the meeting held on 20 January 2022.</p> <p>Following consideration, the Corporation APPROVED:</p> <ol style="list-style-type: none"> i. the re-appointment of Sarah Sanderson for a further term of 4 years from 1 August 2022 – 31 July 2026 ii. adoption of the Governance Performance Improvement Plan for 2021/22. <p>14.02 Finance and General Purposes Committee</p> <p>The Corporation received and NOTED the minutes of the meetings held on 25 January and 22 March 2022.</p>	

	<p>The Committee Chair summarised the key items discussed and explained that efficiency savings identified for 2022/23 were expected to produce savings of around £1m with minimal impact on the student experience. A method of assessing the cost effectiveness of non-teaching areas was being developed.</p> <p>In response to questions governors noted that the ESFA methodology for calculating financial health grade was being revised but would still not take account of investments. Maintaining a positive grade was crucial for demonstrating financial stability externally and accessing grant opportunities.</p> <p>14.03 Employment and Business Policy Committee</p> <p>The Corporation received the minutes of the meeting held on 7 February 2022 and noted the various matters considered.</p> <p>Staff attendance data indicated a rise in absences, especially in some curriculum and support areas, largely due to the pandemic and high numbers of LSAs working with vulnerable learners.</p> <p>14.04 Audit Committee</p> <p>The Corporation received and NOTED the minutes of the meeting held on 15 February 2022.</p> <p>Following consideration, the Corporation APPROVED the Data Quality Statement.</p> <p>14.05 Teaching, Learning and Assessment Committee</p> <p>The Corporation received and NOTED the minutes of the meeting held on 9 March 2022. The Committee Chair highlighted the impressive range of successful destinations achieved by leavers in 2021, the annual EDI report summarising the activities and actions to promote equality as well as the ongoing safeguarding work and challenges.</p> <p>Following consideration, the Corporation APPROVED the revised Student Association Constitution.</p>	
22/15	<p>Review of Governance Documents</p> <p>The Corporation considered and APPROVED the following documents which had been updated and recommended for approval by the Search and Governance Committee:</p> <ul style="list-style-type: none"> • Code of Conduct for Corporation and Committee Members • Instrument and Articles of Government (amended to permit online meetings and remove the requirement to sign minutes) • Public Value Statement • Scheme of Delegation of Governance Functions. 	
22/16	<p>Callywith College Update</p> <p>This confidential item is separately minuted.</p>	

22/17	<p>Truro and Penwith Academy Trust (TPAT)</p> <p>The Principal reported on the recent TPAT AGM and continued success of the multi academy trust which was in the process of planning the development of a new free school in Perranporth.</p> <p>The Corporation noted that the Chair (Ellen Winsler) and Vice Chair (Alan Livingston) were due to retire in the summer and Anita Firth and Jeremy Dunn had been appointed as their successors.</p>	
22/18	<p>South West Institute of Technology (SWIoT)</p> <p>The Corporation received and noted the minutes of the Board meeting held on 11 January 2022. Governors NOTED that:</p> <ul style="list-style-type: none"> • a House of Lords SWIoT launch event had taken place in March • South Devon College had expressed an interest in joining the SWIoT but the partnership would remain with the original academic partners at this stage • the key risk for the SWIoT remained the achievement of recruitment targets • Truro and Penwith College was collaborating with Petroc on the development of software engineering courses but other collaborative developments were limited, partly due to the competitive environment between colleges. 	
22/19	<p>Date of Next Meeting</p> <p>The Committee would next meet at 4.30 pm on Wednesday 29 June 2022 at Truro College.</p>	ALL to note