



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting on Wednesday 5 October 2022 at Truro College

Members: Ms A Anderson, Mrs K Ashworth, Mr J Burnett (Chair), Mr M Cooper, Mrs L Gooding, Mrs S Sanderson, Ms D Skinnard, Mr R Townsend, Mr D Tse, Mr M Tucker (Principal), Prof F Wall and Mr A Young

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

Apologies: Mrs L Batchelor, Mr R Bray, Mr P Callen, Mr D Collins, Sir Robert Owen and Ms K Prosser

Item	Discussion/Decision	Action
22/39	Appointment of Student Members for 2022/23 The Corporation APPROVED the appointment of Anya Anderson and Derek Tse as FE Student Members of the Corporation and the Teaching, Learning and Assessment (TLA) Committee for 2022/23. The Student Governors were welcomed to the meeting.	
22/40	Register of Members Interests and Confirmation of Eligibility Members were asked to check and update the Register of Members' Interests and to complete Eligibility Forms to confirm ongoing eligibility.	Governors to notify Clerk of any changes
22/41	Minutes The minutes of the meeting on 29 June 2022 were APPROVED as a correct record.	
22/42	Matters Arising Matters arising from the confidential minutes are separately minuted	
22/43	Chair's Business The Chair reported that: <ul style="list-style-type: none"> David Fryer (former Chair of Truro and Penwith College) had sadly passed away the College's graduation ceremony would take place on 15 October at Truro Cathedral the Governors' Conference would take place at the College and the Greenbank Hotel on 11/12 November 2022 	Governors to RSVP Governors to RSVP

	<ul style="list-style-type: none"> governors were invited to particulate in the Self-Assessment Report (SAR) external validation process on 25/26 October 2022 the Chairs Standing Committee had taken the decision on behalf of the Corporation to make an additional 1.25% pay award from 1 November 2022 in the light of the Chancellor's 'mini-budget' announcements. 	Governors to RSVP
22/44	<p>Principal's Report</p> <p>The Principal provided a detailed update on the start of year arrangements and latest developments. Governors asked questions and discussed a range of issues including:</p> <ul style="list-style-type: none"> Start of year – changes for 2022/23 included a new Smoke Free Policy, ID lanyards and firmer approach to encourage good behaviour and attendance. Also study programme hours had been increased with enhanced enrichment provision and additional directed study to meet the requirements of the Recovery Funding. Student Achievements – excellent results had been gained this summer with a high proportion of students achieving high grades and successfully progressing into HE, apprentices, further training and employment. Outcomes had been discussed in detail at the recent Teaching, Learning & Assessment Committee and a full analysis would be included in the College Self-Assessment Report. Tutorial Programme – the programme had been revamped with new resources, tutor training and tutorial coordinators appointed to monitor and support delivery. Learning Walks/Lesson Observations – the quality team were monitoring the effectiveness of new arrangements and quality of the student experience. National Issues – political volatility, changes to key ministers and budget implications were creating uncertainties for colleges. Staffing – cost of living concerns and low pay awards in the sector had resulted in strike action causing huge disruption to teaching, particularly for A Level and IB courses, prompting complaints from parents and students. As well as addressing the practical challenges, the College was focusing on continued dialogue with staff representatives and maintaining good relationships. Premises – multiple projects had been completed over the summer to upgrade and refurbish accommodation and facilities. A new numberplate recognition parking system had just been introduced on the Truro campus. Haven House had been vacated and future options for the building were being assessed. <p>The Corporation welcomed the comprehensive update on latest developments, programme area activities and student achievements. Governors NOTED the current position and College statistics for September 2022.</p>	
22/45	<p>Full Time Student Admissions</p> <p>The Principal reported on preliminary enrolment data which indicated:</p> <ul style="list-style-type: none"> FE enrolments similar to 2021/22 (with fluctuations, such as increased popularity in creative subjects and a decline in numbers at Penwith) 	

	<ul style="list-style-type: none"> • again this year it appeared that fewer young people were remaining in education, possibly due to a buoyant job market, cost of living crisis and past disruption linked to the Covid pandemic • Apprenticeship recruitment numbers were recovering well and beginning to rise in most sectors • enrolments to Nursing courses remained good • HE Recruitment was looking flat, a very positive outcome compared to the decline experienced by other providers • late withdrawals from the Access to HE course seemed to have risen, mostly due to individual financial concerns • the new online admissions system was expected to streamline processes, as well as provide better tracking and earlier registration data in future. <p>Governors NOTED the preliminary enrolment position and would review the final analysis of enrolments which was being collated for the 42-day census date and College SAR.</p>	
22/46	<p>Update on Current Risk Issues</p> <p>The Principal reported on key risks, emerging issues and mitigating actions. He explained that most risks remained largely unchanged since the June meeting and were continuing to be actively addressed and monitored.</p> <p>The current industrial dispute and 10-day strike action by the UCU had created additional challenges and new risks which were being carefully managed.</p> <p>Governors discussed the issues raised and endorsed the proactive management of key risks.</p>	
22/47	<p>Capital Projects</p> <p>The Principal provided an update on capital projects and Governors NOTED:</p> <ul style="list-style-type: none"> • <u>Ottery</u> (STEM & Health Skills Centre, Bodmin) – Fox Construction had picked up the project and were making good progress following the collapse of Midas. At this stage there was no indication of slippage to the schedule or cost increases. The building was due for completion around May 2023. • <u>Seaton</u> – a successful capital funding bid would enable the creation of a mezzanine area providing additional facilities to deliver construction courses in renewable technologies. • <u>Mylor</u> – modifications would provide a new Careers Zone (encompassing the Job Shop), additional IT and other facilities. 	
22/48	<p>Safeguarding Update</p> <p>The Corporation discussed a confidential update on the current position and recent activity, in particular:</p> <ul style="list-style-type: none"> • the changes to the Keeping Children Safe in Education (KCSIE) statutory guidance and how these were being addressed 	

	<ul style="list-style-type: none"> • submission of the annual section 157/175 safeguarding self-assessment following the peer assessment process with neighbouring colleges • data on the numbers of more vulnerable learners which included 314 with an Education and Health Care Plans (EHCPs) • the expansion of the safeguarding team, ongoing developments, training undertaken and collaboration with external agencies • successful introduction of CPOMS tracking software to record and monitor relevant safeguarding information - more than 500 reports had been logged across a broad range of issues and incidents. <p>In response to questions, the Designated Safeguarding Lead reported that comparative data regionally and nationally was not readily available although there was some sharing of general trends amongst benchmarking colleges.</p>	
22/49	<p>Financial Update for 2022/23</p> <p>The Director of Finance provided an update on the latest position explaining that it was too early for reliable forecasts at this stage. Movement in the non-fixed element of the College’s income could result in sizeable budget variances in either direction.</p> <p>A key area of uncertainty related to the cost of utilities. A further rise in electricity and gas prices could potentially have a significant impact. The College was reducing energy usage wherever possible.</p> <p>The annual curriculum costing exercise would also help to drive further efficiencies and constrain expenditure.</p> <p>The Corporation NOTED the current end of year deficit forecast and potential budget variances.</p>	
22/50	<p>Review of College’s Educational Character and Mission</p> <p>Members noted that it was a requirement of the Instruments and Articles of Government that the Corporation regularly reviewed the Educational Character and Mission of the College. The Principal presented a paper summarising key developments and policy changes since the last review in 2020.</p> <p>Following consideration, Governors concluded that the main aims of the College, the ethos and values remained unchanged. The overriding focus remained on learners and the quality of the student experience.</p> <p>The Corporation CONFIRMED the College’s continuing commitment to operate as a broad-based tertiary college and supported the mission: <i>To provide the best possible learning experience, leading to the highest possible level of achievement by our students.</i></p>	
22/51	<p>Review of College Strategic Plan 2022/23 – 2025/26</p> <p>The Principal presented the Strategic Plan and explained that this was an overarching plan, setting out the College’s main priorities to provide an outstanding student experience. The Plan had been reviewed and updated to ensure clarity of purpose with relevant objectives and targets.</p>	

	<p>The Principal confirmed that the Strategic Plan was closely linked to individual management objectives, was benchmarked with comparable SW colleges, aligned to local skills needs and incorporated national developments.</p> <p>Governors worked through the strategic objectives and discussed the key actions to maintain the quality and success of the College.</p> <p>The Sustainability Committee and Eco Group were continuing to take forward a range of sustainability initiatives but work to draw together an overarching College sustainability policy had not progressed as intended. It was hoped that a new appointment could soon be made to take this forward.</p> <p>The Corporation reviewed the strategic objectives, targets and key actions and agreed to ADOPT the Strategic Plan for 2022/23 – 2025/26.</p>	
22/52	<p>Reports from Corporation Standing Committees</p> <p>52.01 Remuneration Committee – 13 July 2022</p> <p>The Chair summarised the review process and confirmed that the remuneration of the senior postholders and the Clerk were duly considered and approved in accordance with the Senior Postholder Remuneration Policy.</p> <p>52.02 Employment Policy Committee – 26 September 2022</p> <p>The Committee Chair reported on the range of issues discussed, particularly the close collaboration with employers and businesses to address skills needs and deliver appropriate training and apprenticeships.</p>	
22/53	<p>Truro and Penwith Academy Trust (TPAT)</p> <p>This confidential item is separately minuted under Matters Arising</p>	
22/54	<p>Callywith College Trust</p> <p>This confidential item is separately minuted under Matters Arising.</p>	
21/55	<p>Governance Matters</p> <p>55.01 Report on the Payment of Expenses to Members for 2021/22</p> <p>The Clerk reported that expenditure on course/conference fees and travel/subsistence expenses during 2021/22 was £260. The Corporation NOTED that this did not include the costs of the Governor Conference.</p> <p>55.02 Report on Use of the Corporation Seal for 2021/22</p> <p>The Corporation NOTED that the official seal had not been used this year.</p> <p>55.03 Review of Protocol for Confidential Matters</p> <p>The Corporation considered and APPROVED changes to the protocol, attached as Appendix A.</p>	

21/56	<p>Any Other Business</p> <p>56.01 Bank Mandate</p> <p>The Corporation APPROVED the cancellation of the existing mandate and replacement with a revised mandate authorising Martin Tucker, Scott Cryer, Jane Cashmore and Hayley McKinstry to operate the Close Brothers Savings bank account on behalf of the College.</p> <p>56.02 Cornwall UCAS Fair</p> <p>Following the concerning news that the usual UCAS Fair would not be held in Cornwall this year, the College was lobbying to reinstate the event. In the meantime, the College was working with Careers South West to organise a local HE recruitment event.</p>	
21/57	<p>Date of Next Meeting</p> <p>The Corporation would next meet at 4.30pm on Wednesday 14 December 2022 at Truro College (Valency).</p>	All to note