



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting held
on Wednesday 14 December 2022 at Truro College

Members: Ms A Anderson, Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr J Burnett (Chair), Mr P Callen, Mr D Collins, Ms K Prosser, Mrs S Sanderson, Ms D Skinnard, Mr R Townsend, Mr D Tse, Mr M Tucker (Principal) 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), Mrs F Chalk (Governance Consultant), Mr S Cryer (Director of Finance), Ms L Maggs (Director of Operations, Penwith College), Mrs H McKinstry (Director of Partnerships & Apprenticeships), Mr T Moody (Employability & Careers Lead – for item 22/59), Mrs V Pearson (Director of Teaching and Learning) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr M Cooper, Ms L Gooding, Sir Robert Owen and Prof F Wall

Item	Discussion/Decision	Action
22/58	Welcome and Introductions Fiona Chalk, Governance Consultant, was welcomed to the meeting.	
22/59	Presentation - Careers Education The Director of Student Experience and Employability & Careers Lead summarised latest developments and the provision of careers information advice and guidance across the College.	Presentation slides available from Clerk
22/60	Minutes The Minutes of the meeting held on 5 October 2022 were APPROVED as a correct record.	
22/61	Principal's Report The Principal provided an update on national and local developments. Governors asked questions and discussed key issues, including: <u>Government Autumn Statement</u> – budget announcements did not include funding support for the FE sector although the College had secured a capital grant (associated with the ONS reclassification of colleges) towards the refurbishment of science laboratories. Colleges were hoping for a 3% uplift in the funding rate in 2023/24. <u>ONS Reclassification</u> – colleges had been reclassified from the private to public sector and would need to comply with new financial controls, including seeking prior approval from the ESFA for any 'novel, contentious or repercussive' transactions and restrictions on borrowing.	

	<p><u>Industrial Action</u> – recent strike action by the UCU had been disruptive with a further 3 days planned for January. The College’s 2022 pay award and employment conditions compared very favourably to the sector. A further offer had also been made to consolidate the one-off £750 sum (paid in July 2022) for staff earning £25k or below (pro rata), if the action ceased.</p> <p><u>Ofsted Preparation</u> – the Senior Quality Team was continuing to implement improvements, working with curriculum leaders. Learning walks, lesson observations and curriculum deep dives were taking place to review and develop provision. All governors were invited to take part in the SAR Working Party meeting on 12 January 2023.</p> <p><u>Student Support</u> – a renewed focus on attendance and revised pastoral and learning support developments were working well. A pilot breakfast club offering free porridge had been well received and would be continued. The Student Services team was continuing to respond to high levels of demand, including challenging and complex needs.</p> <p><u>Premises</u> – work on Ottery (Bodmin) was progressing with completion due July/August 2023. An OfS Grant had been received towards upgrading HE facilities in Fal and an ESFA Energy Efficiency Grant would be used to make a range of improvements eg. boiler replacement.</p> <p><u>Finance</u> – utility costs remained uncertain and the end of year budget forecasts had deteriorated due to a number of variations which were being carefully monitored and mitigated where possible. Financial challenges were likely to continue in 2023/24 and a deficit budget was also expected next year.</p> <p><u>Programme Team Activities</u> – the extensive range of enrichment activities had been further enhanced and had become an integral part of the additional 40 hours included in study programmes from 2022/23.</p> <p>The Corporation discussed the damaging impact of the industrial action and SUPPORTED a proposal to invite UCU and NEU local and regional reps to meet. The meeting would provide an opportunity to listen to the union’s concerns, to clarify the College’s financial position and try to resolve the situation.</p> <p>Governors NOTED the Principal’s report and College statistics with interest.</p>	<p>ALL to note</p> <p>Principal to invite unions to meet with ACAS</p>
22/62	<p>Chair’s Business</p> <p>The Chair reported on a range of matters and governors NOTED:</p> <ul style="list-style-type: none"> • Annual Governors’ Conference– thanks to all for a very productive event • Annual Strategic Conversation with ESFA and FEC Commissioner representatives had been completed – positive feedback provided • Prevent Training – thanks to governors for participating in webinar. Session will be repeated in new year • Grievance Appeal Panel – panel members thanked for their work. Internal process completed but grievance could be pursued at an employment tribunal. 	<p>Clerk to notify date</p>

	<ul style="list-style-type: none"> • External Review of Governance – review taking place during spring 2023 • Education & Training Foundation (ETF) Governance Development Programme - governors encouraged to take part in any of the available modules • ONS re-classification – will have governance implications but full details not yet clear. Further information awaited. 	Clerk to circulate information
22/63	<p>Student Governor Report</p> <p>The Student Governors reported on the Student Governor Festival residential event in Birmingham where they had participated in workshops and activities to develop leadership and governance skills. The students found the event useful and would be taking forward ideas from the training.</p>	
22/64	<p>Higher Education Self-Assessment Report</p> <p>The Corporation reviewed 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 and challenges meeting some of the OfS conditions particularly due to the College's atypical student cohort and local factors. A range of actions and developments were being implemented to achieve the OfS targets. Progress with SAR Action Plans and the Access and Participation Plan (APP) were being regularly monitored by the College Board of Studies for HE.</p> <p>Governors were pleased to note that overall student satisfaction had risen, enrolments had been maintained (despite a national decline) and progression into highly skilled employment had increased, (although it still remained below the OfS metric).</p> <p>The HE QA Group concluded that the SAR provided a rigorous, thorough evaluation with effective action plans.</p> <p>Andrew Smart (HE PTL) was thanked for all his work.</p> <p>The Corporation APPROVED the College HE SAR for 2020/21.</p>	Principal to convey thanks
22/65	<p>Audit Matters</p> <p>65.01 Audit Committee Annual Report 2022</p> <p>The Corporation received the Audit Committee Annual Report, prepared in accordance with the Post-16 Audit Code of Practice. During the year the external auditors, internal auditors and Committee had identified no concerns to draw to the attention of the Corporation.</p> <p>Governors noted the work undertaken during 2022, was reassured by the opinion of the Audit Committee, and ACCEPTED the report.</p> <p>65.02 Internal Audit Annual Report 2021/22</p> <p>The Corporation received the Internal Audit Service Annual Report for 2021/22 and noted that of the seven reviews completed, three had been graded 'substantial assurance', three graded 'reasonable assurance' and one graded 'limited assurance'.</p>	

	<p>The Audit Committee was satisfied with the management actions to address the audit recommendations, which were largely routine issues which had already been rectified.</p> <p>The Corporation NOTED the auditor's overall opinion that the College had reasonable and effective risk management, control and governance processes in place.</p>	
22/66	<p>Annual Report and Financial Statements for 2021/22</p> <p>The Corporation received the Report and Financial Statements for 2021/22, Auditors Key Issues Discussion Document and letter of representation. The Financial Statements had already been thoroughly 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 2021/22 and AGREED the auditor's letter of representation.</p>	
22/67	<p>Update on Callywith College</p> <p>This confidential item is separately minuted.</p>	
22/68	<p>Truro & Penwith Academy Trust (TPAT) Update</p> <p>This confidential item is separately minuted.</p>	
22/69	<p>Update on Current Risks</p> <p>The Principal highlighted the current key risks:</p> <ul style="list-style-type: none"> • <u>Reputation</u>: any negative publicity attracted by the transfer of Helston and Mullion schools to TPAT and the MAT's decisions about the future of the schools, could impact on the College • <u>Failure to Constrain Expenditure</u>: it was increasingly difficult to remain within budget whilst also maintaining the quality of provision • <u>Recruitment</u>: attracting applicants and maintaining recruitment was essential against a declining demographic at Penwith and increased competition from other providers • <u>Ottery</u>: concerns related to a potential overspend and/or underutilisation of the new building • <u>Personnel</u>: a decline in staff morale was an ongoing risk. <p>The Corporation discussed and NOTED the key risks and action to mitigate those risks.</p>	
22/70	<p>Quarterly Review of College's Financial Position 2022/23</p> <p>The Corporation reviewed the College's Financial Position for the two-month period ending on 30 September 2022. Members noted the variations to income and expenditure and the current projections which indicated an end of year deficit. A reforecast budget would be prepared for January and was likely to indicate a deterioration due to increasing utility prices and other costs.</p> <p>Members AGREED that at this stage, based on the evidence provided, the College's overall financial position remained satisfactory both in terms of the continued solvency and the safeguarding of assets.</p>	

22/71	<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 28 September 2022, including an analysis of the excellent summer 2022 FE and HE student achievements, a review of the enrolment position and report on safeguarding work.</p> <p>71.02 Chairs' Standing Committee</p> <p>The Corporation received and NOTED the minutes of the meetings held on 29 September and 20 October 2022 which had been convened to review the Staff Pay Award for 2022/23.</p> <p>71.03 Search and Governance Committee</p> <p>The Corporation received the minutes of the meeting held on 22 October 2022 and APPROVED:</p> <ul style="list-style-type: none"> (i) the re-appointment of Adam Wheeldon as a non-governor member of the Audit Committee until 31 July 2023 (ii) the appointment of David Collins to the Teaching, Learning and Assessment Committee. <p>71.04 Finance and General Purposes Committee</p> <p>The Corporation received the minutes of the meetings held on 11 October and 15 November 2022 and NOTED the various matters raised including consideration of the future use of Haven House.</p> <p>71.05 Investment Panel</p> <p>The Chair of the Investment Panel reported on the meeting held on 15 November 2022 and decision to withdraw funds in early 2023 to support the College's cashflow needs and completion of Ottery.</p> <p>71.06 Audit Committee</p> <p>The Chair of the Audit Committee reported on the meeting held on 22 November 2022 and the appointment of new internal auditors (Haines Watts) who would be undertaking fewer reviews but taking deeper dives into relevant systems.</p>	
22/72	<p>Governance Matters</p> <p>72.01 Calendar of Meetings for 2023/24</p> <p>The Corporation APPROVED the calendar of meetings for 2023/24.</p> <p>72.02 Cycle of Corporation Business for 2023</p> <p>The Corporation APPROVED the cycle of annual business for 2023.</p>	
22/73	<p>Date of Next Meeting</p> <p>The Committee would next meet at 4.30 pm on Weds 29 March 2023 at Penwith College.</p>	ALL to note
22/74	<p>Any Other Business</p> <p>This confidential item is separately minuted.</p>	