



# TRURO AND PENWITH COLLEGE CORPORATION



**Minutes** of the Corporation meeting  
held on Wednesday 29 March 2023 at Truro College

Members: Ms A Anderson, Mrs L Batchelor, Mr R Bray, Mr J Burnett (Chair), Mr P Callen, Mr M Cooper, Mrs L Gooding (via Teams), Ms K Prosser, Mrs S Sanderson, Mr R Townsend, Mr M Tucker (Principal) and Mr A Young.

Also Present: Mrs A Bull (Director of Curriculum Development), Mr S Cryer (Director of Finance), Mrs H McKinstry (Director of Partnerships & Apprenticeships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mrs K Ashworth, Mr D Collins, Ms D Skinnard, Mr D Tse and Prof F Wall

Item	Discussion/Decision	Action
23/01	<b>Declaration of Interests</b> 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.	
23/02	<b>Election of Chair</b> Nominations had been invited for the role of Chair of the Corporation to succeed Jonathan Burnett from April 2023. Robert Townsend had been proposed and seconded. No other nominations were received. Robert Townsend was duly <b>APPOINTED</b> as Chair of the Corporation from 1 April 2023. The Clerk would be contacting all governors about nominees for the Vice-Chair vacancy as a result of Robert's appointment.	Clerk to invite nominations
23/03	<b>Appointment of HE Student Governor</b> The Corporation <b>APPOINTED</b> Graham Doody as HE Student Governor for the 2022/23 academic year and he was welcomed to the Board.	
23/04	<b>Minutes</b> The minutes of the meeting held on 14 December 2022 were <b>APPROVED</b> as a correct record.	
23/05	<b>Matters Arising</b> There were no matters that would not arise elsewhere on the agenda.	
23/06	<b>Chair's Business</b> <b>External Review of Governance</b> – the report was being finalised and governors were invited to a meeting on 3 May 2023 at 4pm when the review findings would be presented and considered.	Clerk to circulate details

	<p><b>Learning Walks</b> – governors were encouraged to take up learning walk opportunities to observe day-to-day teaching and learning in progress.</p> <p><b>Governor Recruitment</b> – recruitment advertising would be taken forward after Easter to promote governor vacancies.</p> <p><b>Truro and Penwith Multi-Academy Trust</b> – on behalf of the Corporation, the Chair had <b>APPROVED</b> the re-appointments of Jeremy Dunn and James Green as College-appointed TPAT Trustees for a further term of 4 years from 28 February 2023 – 27 February 2027.</p>	ALL to note
23/07	<p><b>FE Student Governor Proposal</b></p> <p>The student governors proposed that the term of appointment for FE student governors was changed from the academic year to the calendar year. This would enable 1<sup>st</sup> year students to put themselves forward for election, once they had become familiar with the College and the term of office would synchronise with student workload.</p> <p>The Corporation <b>SUPPORTED</b> the proposal for implementation in 2023/24.</p>	AW/MT to take forward
23/08	<p><b>Principal's Report</b></p> <p>The Principal reported on key developments, including, national issues, student recruitment, industrial action, finances and premises matters.</p> <p>Governors discussed the various matters and asked questions on particular issues:</p> <p><b>Level 3 Qualification Reforms</b> – Governors asked about the impact of the reforms and noted that a considerable number of students would be affected by the defunding of certain vocational courses. The suitability of T Levels for some learners, assessment processes and currency for progression remained a concern. Also, reforms included downgrading BTEC equivalence from 3 to 2 A Levels, which could lead to university's insisting on an A Level in additional to a BTEC qualification, an unreasonable student workload. A national Principals Group was lobbying Government about the reforms.</p> <p><b>Ofsted Preparation</b> – the Principal summarised the range of ongoing activities to drive improvements with progress tracked in a Quality Improvement Plan (QIP), a live document that was regularly monitored and updated. An external review of high needs provision was underway to assess current provision in relation to Ofsted expectations and help inform developments. Governors asked for the QIP to be circulated.</p> <p><b>Student Recruitment</b> – Governors asked for clarification of the applications data and why the conversion of applications to acceptances was higher at Callywith College. The Principal indicated that FE and HE application numbers were showing positive signs and the new online admissions system was working well. In West Cornwall the number of Year 11 students in local schools had not grown, with implications for recruitment at Penwith. The conversion rate was likely to be higher at Callywith as their admissions cycle had been brought forward with twilight interview sessions to process decisions more quickly. Also, some Truro schools submitted applications in batches which could cause delay.</p>	LM to share QIP with governors

	<p><b>Truro and Penwith Multi-Academy Trust</b> – the Principal provided an update on TPAT developments and the Regional Commissioner’s plans to reduce the number of small MATs and single academy trusts.</p> <p><b>Finance</b> – the end of year forecast indicated a deterioration in the financial position and increase in the deficit due to a range of factors including, increases to utility costs and staff pay as well as a decline in some income streams, such as tuition fee income. Governors asked about the costs of student travel and noted expected rises in the bus operator’s pricing of around 7% for 2023/24, with implications for students and for the College’s bursary support.</p> <p><b>Premises</b> – the main focus in coming months was the completion of Ottery (Bodmin), a range of summer refurbishments and IT upgrades. In response to questions, the Principal outlined the curriculum offer to be delivered at Ottery and confirmed that courses which would be delivered in Bodmin were being promoted and beginning to recruit.</p>	
23/09	<p><b>Presentation: Ofsted and Quality Improvement Update</b></p> <p>A presentation on the Ofsted Education Inspection Framework (EIF) and progress with the College’s quality improvements was provided by Alison Attfield (Ofsted Inspector) and Lucy Maggs (SMT Quality Lead).</p>	
23/10	<p><b>Reports and Recommendations from Standing Committees</b></p> <p><b>10.01 Chairs’ Standing Committee and Search &amp; Governance Committee</b></p> <p>Members received and <b>NOTED</b> the minutes of the meetings held on 19 January and 9 March 2023. Governors were pleased to note the appointment of Lyn Gooding as Lead Governor for SEND.</p> <p>Following consideration, the Corporation <b>APPROVED:</b></p> <ul style="list-style-type: none"> <li>i. the re-appointment of Robert Townsend as a governor for a further term of 4 years from 1 August 2023 – 31 July 2027</li> <li>ii. the appointment of Ken Curtis as a non-governor member of the Audit Committee for a term of 4 years from 1 June 2023 – 31 May 2027</li> <li>iii. the appointment of Mark England as a non-governor member of the Employment &amp; Business Policy Committee for a term of 4 years from 1 June 2023 – 31 May 2027</li> <li>iv. the appointment of Julie-Anne Sunderland as a non-governor member of the Employment &amp; Business Policy Committee for a term of 4 years from 1 June 2023 – 31 May 2027</li> <li>v. the appointment of Martin Tucker as a College-appointed TPAT Trustee for a term of 4 years from 29 March 2023 – 28 March 2027.</li> </ul> <p><b>10.02 Finance and General Purposes Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meetings held on 24 January and 7 March 2023.</p> <p>The Committee Chair summarised the key items discussed and ongoing scrutiny of the budget.</p>	

	<p>The Committee Chair explained that a range of financial efficiencies were being implemented for 2023/24 to help address the significant funding challenges and reduce the forecast budget deficit. The efficiencies had been assessed in relation to potential impact on learners and the Teaching, Learning and Assessment Committee had also been consulted on proposals.</p> <p><b>10.03 Employment and Business Policy Committee</b></p> <p>The Corporation received the minutes of the meeting held on 6 February 2023 and noted the various matters considered.</p> <p>The Committee Chair reported that attendance data indicated a significant rise in overall staff absence rates, particularly short term absences, especially in some curriculum and support areas. A similar rise was being reported by benchmarking colleges. Absences were being monitored and absence management processes implemented.</p> <p><b>10.04 Audit Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meeting held on 28 February 2023.</p> <p>Governors welcomed the development of a College KPI data dashboard to help monitor key financial and performance measures across a range of strategic areas.</p> <p><b>10.05 Teaching, Learning and Assessment Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meeting held on 9 March 2022.</p> <p>The Committee Chair highlighted the impressive range of successful destinations achieved by leavers in 2022, the new Careers Strategy and Careers Zone at Truro. A Prevent risk assessment had been completed and vulnerabilities were being addressed. The College Self-Assessment Report had concluded an overall grading of Good for 2021/22 but the extensive activities and improvements meant the College would currently self-assess as Outstanding.</p> <p>Following consideration, the Corporation <b>APPROVED</b> the revised Student Association Constitution.</p>	
23/11	<p><b>Quarterly Review of College's Financial Position</b></p> <p>The Corporation considered the Quarterly Review of the College's Financial Position for the period ending on 31 January 2023.</p> <p>Members noted that due to variations in both income and expenditure there had been a deterioration to the end of year position and a significant deficit was forecast. Cashflow projections indicated a low point in spring 2024.</p> <p>Members <b>AGREED</b> that the College's overall financial position remained adequate and the revised budget for 2022/23 was <b>APPROVED</b> by the Corporation.</p>	
23/12	<p><b>Update on Current Risk Issues</b></p> <p>The Principal identified any increased risks and emerging issues and explained how these were being addressed.</p>	

	<p>Key risks included:</p> <ul style="list-style-type: none"> <li>• failing to maintain quality and retain an Ofsted grade of Outstanding</li> <li>• campus security and unauthorised access to College sites which could present a safeguarding concern</li> <li>• premises cost increases as aging facilities needed to be replaced and upgraded (eg. lifts, laboratories etc).</li> <li>• reliance on bus operators which meant that network changes and price increases could potentially impact on students</li> <li>• failing to meet funding criteria or project funding requirements causing clawback or loss of income</li> <li>• potential reductions in Council high needs funding to support increasing needs</li> <li>• an incident involving a member of staff or for which the College was deemed to be responsible</li> <li>• failing to recruit and retain suitable, highly qualified staff</li> </ul> <p>Governors discussed the mitigating actions to address potential risks and asked what had caused campus security to be identified as an issue. The Principal explained that the Prevent risk assessment had raised awareness of the need to improve security and a range of measures would include controlled access to buildings.</p>	
23/13	<p><b>College Accountability Statement</b></p> <p>The Corporation noted the new requirement for colleges to produce an annual Accountability Statement. The Statement needed to summarise the College’s key aims, targets and outcomes and how these would help deliver the priorities identified in the Local Skills Improvement Plan (LSIP) and address national skills priorities. Completion of an Accountability Statement had become a condition of funding. The Statement needed to be submitted to the DfE by 31 May 2023 and published on the College website by 1 December 2023.</p> <p>As the Accountability Statement needed to be signed off by the governing body and the deadline for submission was between Corporation meetings, the Board <b>DELEGATED</b> authority to the Search and Governance Committee for approval.</p>	For S&G Committee agenda
23/14	<p><b>Callywith College Update</b></p> <p>The Principal provided a brief update and explained that:</p> <ul style="list-style-type: none"> <li>• recruitment at Callywith remained strong and applications for September 2023 were expected to exceed capacity of 1600 students - around 200-400 applicants could be turned away</li> <li>• Callywith trustees were unhappy about having to reduce the curriculum offer and implement selection criteria – the Board was exploring ways to address the capacity challenges and minimise impact on prospective students</li> <li>• the operational logistics for the new STEM Skills Centre (Ottery) were being discussed with counterparts at Callywith</li> <li>• the Service Level Agreement had been finalised for 2022/23 and Callywith College had been informed of the intention to increase charges next year, with the addition of on-costs.</li> </ul>	

23/15	<p><b>Truro and Penwith Academy Trust (TPAT) Update</b></p> <p>The Principal reported on the recent TPAT AGM and governors noted:</p> <ul style="list-style-type: none"> <li>• a number of secondary academies (Pool, Camborne and Redruth) were in talks with potential sponsors</li> <li>• the development of a new secondary Free School at Perranporth by TPAT was currently on hold</li> <li>• the College was recruiting well from Helston (an 11-18 school which recently joined TPAT) and there was a commitment from the TPAT CEO that the 6th form would be closed.</li> </ul>	
23/16	<p><b>Any Other Business</b></p> <p><b>16.01 Thanks</b></p> <p>Governors expressed their appreciation and good wishes to Allister Young and Jonathan Burnett following their resignation from the Corporation. Both were thanked for their exceptional contribution to the work of the governing body.</p>	
23/17	<p><b>Date of Next Meeting</b></p> <p>The Corporation would next meet on Weds 28 June 2023 at 4.30pm at Penwith College.</p>	ALL to note
23/18-23/21	<p><b>Confidential Business</b></p> <p>These confidential items are separately minuted</p>	