



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting
held on Wednesday 28 June 2023 at Penwith College

Members: Ms A Anderson, Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr P Callen, Mr M Cooper, Mrs L Gooding, Mrs S Sanderson, Ms D Skinnard, Mr R Townsend (Chair), Mr D Tse, Mr M Tucker (Principal) and Professor F Wall

Also Present: Mrs A Bull (Director of Curriculum Development), Ms J Cashmore (Director of Operations), Mr S Cryer (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 D Collins, Mr G Doody and Ms K Prosser
Also, Mrs L Briscoe (Director of Student Experience),

Item	Discussion/Decision	Action
23/22	<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>	
23/23	<p>Presentation: High Needs Curriculum Update</p> <p>An in-depth review of high needs provision involving an external specialist had led to a complete overhaul of the curriculum. The rationale for the re-structuring and re-design of the curriculum to increase the focus on learning, personal development and progression was explained and discussed.</p> <p>In response to questions, Governors noted that:</p> <ul style="list-style-type: none"> the new Foundation Studies curriculum was being phased in from 2023/24 with existing commitments to students and applicants being honoured changes were being implemented in consultation with Cornwall Council to align with high needs funding three distinct pathways with clear progression routes would be delivered over 3 days/week the programmes ensured a full timetable, avoiding unproductive gaps during the day the 3 days might be staggered across the week for different pathways to distribute pressure on facilities and staff delivery over 3 days would also reduce travel – many students travelled long distances to attend College current staff had been consulted, were involved with the changes and were on board with the new approach 	<p>Presentation slides to be circulated to ALL</p>

	<ul style="list-style-type: none"> enhanced training and staff development was underway to upskill the workforce and support the new approach parents and carers were also being informed of the changes and would have access to live tracking to observe progression applicants would apply through the College's main admissions system to enable support needs and aptitudes to be assessed and ensure appropriate staffing and resources were in place weaknesses in safeguarding arrangements identified during the review had been fully addressed the new Ofsted Education Inspection Framework (EIF) was challenging and very demanding in relation to high needs provision – the rigorous review and detailed action plan demonstrated the College's awareness of the improvements needed and rapid changes being made. <p>The Corporation welcomed the curriculum developments and requested regular updates to monitor progress.</p>	Senor Quality Team to provide updates
23/24	Minutes The minutes of the meeting held on 29 March 2023 were APPROVED as a correct record.	
23/25	Safeguarding Update A briefing on the revised Keeping Children Safe in Education (KCSIE) statutory guidance for 2023 and changes being made to address new requirements would be circulated to all governors. The KCSIE included a requirement that members of selection panels should complete Safer Recruitment training – details of would be circulated to Governors and those taking part in interview processes would need to complete the training.	Briefing and Safer Recruitment training info to be circulated to ALL
23/26	Election of Vice-Chair of the Corporation Following an election, Sarah Sanderson was duly nominated and elected to the vacant role of Vice-Chair with immediate effect.	
23/27	Matters Arising There were no matters that would not be raised elsewhere.	
23/28	Chair's Business The following matters were raised: <ul style="list-style-type: none"> condolences were expressed following the tragic, sudden death of Peter Cloke who had supported the College over many years the Chair had met with the Chair of Callywith College, Truro and Penwith Academy Trust (TPAT) and The Cornwall College Group as part of his familiarisation process governors were thanked for taking part in learning walks/deep dives the Quality Improvement Plan (QIP) and Areas for Improvement (AFIs) were being regularly updated and available on Convene in response to advertising, a number of prospective governors had applied and interest was being taken forward feedback was provided from the MoU Steering Group (Chairs and Principals of Callywith and Truro and Penwith College) on 5 June. 	

	<p>The Corporation APPROVED the following recommendations from the Search and Governance Committee:</p> <ul style="list-style-type: none"> • appointment of Katie Ashworth to the Finance & General Purposes Committee • appointment of David Collins to the Remuneration Committee. <p>The Search and Governance Committee would also be considering the Callywith College Trust Member vacancy (Peter Cloke).</p>	
<p>23/29</p>	<p>Principal's Report</p> <p>The Principal summarised latest developments and responded to questions on a range of issues, including:</p> <p><u>Exams</u> - arrangements for the wide range of vocational, technical and academic qualifications had been hugely complex with more than 10,000 entries and many students requiring individual exam concessions – student attendance was good.</p> <p><u>Funding</u> – the declining value of base funding was presenting a very challenging situation and there was an increasing disparity with the increases for schools. The pay gap with other sectors was also impacting staff morale, recruitment and retention.</p> <p><u>Collaboration</u> – funding bids were being developed in partnership with The Cornwall College Group to deliver the Local Skills Improvement Plan (LSIP). Also, discussions were continuing with colleagues at Callywith about the operation of Ottery and sharing of services.</p> <p><u>Admissions</u> – the current recruitment position was pleasing with applications up from some schools and down from others (schools with sixth forms). HE applications were currently similar to 2022/23 overall. Recruitment was also underway for courses at Ottery in Nursing and Engineering. So far, 40 apprentices had been recruited at Ottery.</p> <p><u>Premises</u> – the main focus this summer would be the complex task of equipping and furnishing Ottery for use from September 2023.</p> <p><u>Staffing</u> – five new cross-college management roles had been introduced (Head of Academic Studies; Head of Digital Development; Head of Vocational Studies & Personal Development; Head of Occupational Studies and Head of University Centre).</p>	
<p>23/30</p>	<p>Quarterly Review of College's Financial Position</p> <p>The Corporation reviewed the financial position for the period ending on 30 April 2023. Variations to individual budget lines were carefully monitored and savings implemented where possible. An end of year deficit of £2.2m was forecast.</p> <p>Governors discussed the variations and implications. As the EBIDTA position remained positive, an ESFA financial health grading of 'Good' could be achieved this year.</p> <p>Members AGREED that overall, the College's financial position remained satisfactory.</p>	

23/31	<p>Proposed Budget for 2023/24 and Staff Pay Award</p> <p>This confidential item is separately minuted.</p>	
23/32	<p>College Financial Forecasting Return (CFFR) 2022-2025</p> <p>This confidential item is separately minuted.</p>	
23/33	<p>Reports and Recommendations from Committees</p> <p>The Corporation reviewed the minutes and NOTED the various matters considered by:</p> <ul style="list-style-type: none"> • Search and Governance Committee – 11 May 2023 • Teaching, Learning and Assessment – 24 May 2023 • Investment Panel – 7 June 2023 • Finance and General Purposes Committee –7 June 2023. 	
23/34	<p>Risk Management</p> <p>34.01 Annual Review of Risk Management 2022/23</p> <p>The Corporation reviewed the Risk Management report and noted that 2022/23 had been a challenging year due to financial pressures, the after effects of the pandemic as well as staff relations. The mitigating actions and risk management controls had proved effective.</p> <p>34.02 Risk Management Plan for 2023/24</p> <p>Members considered the Risk Register and Risk Management Plan which had been reviewed and recommended for approval by the Audit Committee. Key risks had been identified and actions to address the issues were summarised.</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 2023/24.</p> <p>34.03 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>	
23/35	<p>Internal Audit Plan for 2022/23 – 2024/25</p> <p>The Committee considered the 3 year audit strategy and work plan which had been developed following an audit needs assessment and discussions with management. The Plan for 2023/24 had already been considered and recommended for approval by the Audit Committee.</p> <p>Proposed reviews for 2023/24 included Risk Management; Budgetary Control; Payroll; Health, Safety & Wellbeing; Student Records.</p> <p>Following consideration, the Corporation APPROVED the Internal Audit Strategy for 2022/23 – 2024/25.</p>	

23/36	College Accountability Statement	
	<p>The Corporation considered the Accountability Statement setting out the College’s response to local, regional and national skills needs. The Statement had already been debated and approved by the Search and Governance Committee for publication.</p> <p>Governors discussed the actions being taken by the College to address skills shortages and to meet future skills needs, particularly in the two key sectors identified in the LSIP: Manufacturing, Engineering and Marine; Construction and Retro-fit.</p> <p>Governors welcomed the Statement and asked how progress on LSIP priorities would be monitored and what was funding was available to support new developments.</p> <p>The Corporation noted that capital and revenue funding would be available from the Local Skills Improvement Fund (LSIF) and the College had registered interest in bidding for funds. The College’s Accountability Statement would become a key document both internally and externally to drive developments. The achievement of target outcomes would be monitored by the funding body and Ofsted.</p>	
23/37	Callywith College Update	
	This confidential item is separately minuted.	
23/38	Truro and Penwith Academy Trust Update	
	This confidential item is separately minuted.	
23/39	External Review of Governance	
	<p>The Corporation reviewed the draft action plan identifying the activity to progress the key recommendations prioritised by Governors. The agreed actions would be taken forward as indicated during 2023/24.</p> <p>A diagram setting out the governance relationships with the College’s sponsored trusts and partner organisation was noted.</p> <p>Following consideration, the Corporation APPROVED the proposed action plan.</p>	
23/40	Any Other Business	
	<p>40.01 Haven House</p> <p>Governors noted that a large charity had expressed an interest in leasing space at Haven House. Negotiations to agree arrangements were being taken forward in conjunction with the College’s advisors.</p> <p>40.02 Farewell & Thanks</p> <p>The Corporation thanked the governors who had come to the end of their term of office: Anya Anderson, Michael Cooper, Graham Doody and Derek Tse. Governors and SMT expressed their appreciation and wished them well for the future.</p>	

23/41	Date of Next Meeting The Corporation would next meet at 4.30 pm on Wednesday 4 October 2023 (venue to be confirmed – possibly Ottery).	ALL to note
The staff and students withdrew for consideration of items 23/42 and 23/43.		
23/42	Director of Finance & Digital Services This confidential item is separately minuted.	
23/43	Update on Discussions with Unions This confidential item is separately minuted.	