



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation held on Wednesday 4 October 2023
at the STEM & Health Skills Centre, Ottery Building, Bodmin

Members: Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr P Callen, Mr D Collins, Mr O Marshall-Whitley, Mr J Parsley, Ms K Prosser, Mrs S Sanderson, Ms D Skinnard, Mr R Townsend (Chair), Mr M Tucker (Principal) and Prof F Wall

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 (former Finance Director), Miss L Langdon (Head of Finance), 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 Gooding, Mr L Hallam, and Mr R van de Velde

Item	Discussion/Decision	Action
23/44	<p>Safeguarding Update: Keeping Children Safe in Education (KCSIE)</p> <p>The Designated Safeguarding Lead explained the changes to the statutory duties set out in the KCSIE for 2023/24 and the actions to address additional responsibilities regarding:</p> <ul style="list-style-type: none"> • filtering and monitoring digital systems • children absent and missing from education • online pre-recruitment checks for shortlisted candidates • use of College premises by external organisations • a change to the legal marriage age from 16 to 18 years <p>Governors asked about filtering and monitoring and the DSL explained that monitoring processes were already in place and would be enhanced with new filtering software. Two packages were currently being trialled and a filtering system would be fully introduced later this term.</p> <p>Governors NOTED the additional requirements and received a leaflet summarising roles and responsibilities and providing key contacts.</p>	
23/45	<p>Appointment of New Members</p> <p>The Corporation APPROVED the appointment of new Governors, (subject to completion of DBS checks):</p> <ul style="list-style-type: none"> • Lee Hallam as a Governor and member of the Audit Committee (for a term of 4 years until 3 October 2027) • Ramon van de Velde as a Governor and member of the Finance & General Purposes Committee (for a term of 4 years until 3 October 2027) 	

	<ul style="list-style-type: none"> • Olaf Marshall-Whitley as a Governor and member of the Teaching, Learning and Assessment Committee (for a term of 4 years until 3 October 2027) • Jonah Parsley as an FE Student Governor (Penwith) and a member of the Teaching, Learning and Assessment Committee (for the 2023/24 academic year). <p>New Governors were welcomed to the meeting.</p>	
23/46	<p>Register of Members Interests and Confirmation of Eligibility</p> <p>Members were asked to check and update the Register of Members' Interests and to complete Eligibility Forms to confirm ongoing eligibility.</p>	Governors to notify Clerk of changes
23/47	<p>Minutes</p> <p>The minutes of the meeting on 28 June 2023 were APPROVED as a correct record.</p>	
23/48	<p>Matters Arising</p> <p>There were no matters arising that would not be covered elsewhere on the agenda.</p>	
23/49	<p>Chair's Business</p> <p>The Corporation was asked to ratify Chair's Action taken in September to approve an improved pay award, (following email consultation with governors). As a result of an uplift in the core funding rate per learner, the pay award for 2023/24 was increased from 2% to 5% for staff earning over £25k (or pro rata equivalent) and increased from 5% to 7% for staff earning £25k or less (or pro rata equivalent).</p> <p>The Corporation APPROVED the revised pay award.</p> <p>The Chair reminded governors of:</p> <ul style="list-style-type: none"> • Graduation Ceremony – 14th October at 1.30pm, Truro Cathedral • Governors' Conference – Friday 17th & Saturday 18th November • Ofsted Preparation – essential reading in Convene Document Library • View Safeguarding Presentation • Ottery Building Opening Event – date to be confirmed 	Clerk to circulate link
23/50	<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 noted that:</p> <ul style="list-style-type: none"> • Student Achievements – excellent results had been gained this summer and exam outcomes had been discussed in detail at the recent Teaching, Learning & Assessment Committee. Each curriculum area was in the process of producing a Programme Area Review (PAR) and a full analysis would be included in the College Self-Assessment Report (SAR) • Enrolments - poor GCSE Maths and English results across Cornwall this year meant a larger number of Level 3 learners re-sitting Maths and/or English in 2023/24 which presented significant challenges. 	

	<p>Also, disappointing GCSE results had required additional 1:1 guidance for applicants and around 3,000 course changes with many students switching from A Levels to vocational qualifications</p> <ul style="list-style-type: none"> • Apprenticeships – achievement in end point assessments remain good and progression into employment was excellent. The College’s decision to focus on high quality and to only work with employers who met high standards ensured successful outcomes • Learners with High Needs – the redesign of the curriculum had been a huge project and the College was working closely with the Council to phase in the Progression Pathways courses. A legal challenge had been launched by parents seeking 5 days provision beyond the period of the previous Court Order (which ended in 2025). Although commissioning and funding provision was the Council’s responsibility, the challenges impacted on the College. The Principal was meeting with the campaigners to explain the curriculum offer and clarify arrangements • Higher Education: Teaching Excellence Framework (TEF) – the College grading of Silver had been confirmed which was an excellent outcome and a very positive endorsement of the quality of the College’s HE provision. Andrew Smart in particular was thanked for his work on the TEF submission • Ofsted Preparation – an inspection visit was expected this term and staff were being briefed on what to expect. The Quality Improvement Plan (QIP) for 2022/23 had been signed off and published for Governors on Convene. The QIP for 2023/24 would be updated as PARs were completed • Staff Pay and Unions – the UCU had sought clarification on the use of the uplift in core funding awarded to colleges in September. The College had explained how this had been used to fund the increased pay award for 2023/24. UCU was conducting a national ballot on further industrial action which was due to close on 10 October • Premises – work on Ottery and Fal was nearing completion and a new swipe card entry system was about to go live in some buildings. Negotiations concerning the rental of Haven House were ongoing • Finance - the annual curriculum costing exercise was underway to identify efficiencies. A range of funding bids had been successful and the outcome of the College’s Local Skills Improvement Fund (LSIF) application to deliver the Local Skills Improvement Plan was due shortly. Securing grants was time consuming and allocations had to be spent within a tight timeframe but the College was confident that deadlines would be met • Student Services – student engagement with the new Navigate platform (for recording extracurricular achievements, work experience and other non-academic activity) was excellent and 2600 learners had completed an initial skills assessment. Skills Clinics would support personal development and help enhance soft skills <p>The Corporation NOTED the latest developments, programme area activities and student achievements. Governors welcomed the new dashboard which summarised 3 year trends for student numbers, income sources and staffing.</p>	<p>MT to convey thanks</p> <p>Governors to view QIP on Convene</p>
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23/51	<p>Financial Update and Revised Budget for 2023/24</p> <p>The Head of Finance provided an end of year update for 2022/23 and budget variations. The final accounts were being prepared for the audit. Improvements to income were largely matched by a rise in expenditure and the final outturn would be close to the end of year forecast.</p> <p>Following the government's decision in the summer to increase the core funding rate from 2023/24, the College had received an additional allocation of £1.29m. The additional income would fund an improved pay award and resulted in a reforecast budget deficit of £2.2m.</p> <p>The budget approved by the Board in June 2023 meant the College would fall into the 'Requires Improvement' financial health category and Governors were very conscious that repeated deficit budgets were unsustainable. A key focus throughout the year would be actions to reduce the deficit and work towards restoring a balanced budget.</p>	
23/52	<p>Update on College's Strategic Plan 2023/24 – 2026/27</p> <p>The Principal explained that a complete revamp of the Strategic Plan was underway to identify fewer key strategic aims with clearer objectives and targets. A full discussion on the objectives for the next 3 years would take place at the Governors' Conference in November to inform the final Plan for consideration by the Board in December.</p> <p>Governors raised the importance of a clear, overarching sustainability strategy, encompassing all aspects of the College and the meeting AGREED that this would be discussed further at the Conference.</p> <p>The Corporation ENDORSED this approach.</p>	MT/RT for conference & Strat Plan
23/53	<p>Update on Current Risk Issues</p> <p>The Principal reported on the changes to risk ratings, emerging issues and mitigating actions. He explained the 12 areas deemed to be significant risks and the measures to reduce those risks.</p> <p>Governors NOTED the current risk register and was satisfied that issues were being appropriately monitored and addressed.</p>	
23/54	<p>Reports from Corporation Standing Committees</p> <p>54.01 Remuneration Committee – 3 July 2023</p> <p>The Committee Chair summarised the process and confirmed that the remuneration of the senior postholders and Clerk were duly considered and approved in line with the Senior Postholder Remuneration Policy.</p> <p>54.02 Employment Policy Committee – 26 Sept 2023</p> <p>The Committee Chair reported on the range of issues raised, particularly employer engagement, development of new business partnerships and delivery of the Local Skills Improvement Plan (LSIP).</p> <p>54.03 Teaching Learning and Student Assessment – 27 Sept 2023</p> <p>The Committee Chair outlined the key issues raised, including the impact of poor GCSE grades on enrolments, the complexity of exam concessions as well as complaints/compliments received during 2022/23 which raised no specific themes or underlying concerns.</p>	

23/55	<p>Truro and Penwith Academy Trust (TPAT)</p> <p>The Principal reported that:</p> <ul style="list-style-type: none"> • all TPAT schools had moved to digital learning via iPads • TPAT was working with the DfE on the North Coast secondary free school proposals • several TPAT schools were recently graded 'Good' by Ofsted • schools were experiencing poor behaviour, which was a national concern 	
23/56	<p>Callywith College Trust (CW)</p> <p>The Principal reported that:</p> <ul style="list-style-type: none"> • the MoU Steering Group was continuing to meet regularly • merger of the two colleges remained the long term ambition • as a single academy trust (SAT), CW was likely to come under pressure to join a multi-academy trust (MAT) • further growth this year meant that CW was now at full capacity and campus facilities, car parking etc were tight - a significant number of applicants had been turned away, especially for Level 2 • TPC service charges for 2023/24 were being finalised in line with the methodology agreed with CW - costs had risen this year • now that Ottery was functioning there were some operational issues to be resolved with CW • TPC was currently buying-in limited cleaning and locking/ unlocking services from CW for Ottery • CW was a big competitor for TPC - a strategy for working together would be considered at the Governors' Conference 	MT/RT for conference & Strat Plan
23/57	<p>Governance Matters</p> <p>57.01 Report on the Payment of Expenses to Members for 2022/23</p> <p>The Clerk REPORTED that the total expenditure on course fees and reimbursement of travel expenses was £576.</p> <p>57.02 Report on Use of the Corporation Seal for 2021/22</p> <p>The Corporation NOTED that the official seal had been used on three occasions this year to execute land transfers and a funding agreement.</p> <p>57.03 Review of Scheme of Delegation of Governance Functions</p> <p>The Corporation considered the scheme of delegation and AGREED it remained fit for purpose with no changes required.</p>	
23/58	<p>Date of Next Meeting</p> <p>The Corporation would next meet at 4.30 pm on Wednesday 13 December 2023 at Penwith College.</p>	ALL to note
Staff and students left prior to consideration of the following items		
23/59	<p>Director of Finance & Digital Services</p> <p>This confidential item is separately minuted.</p>	
23/60	<p>Head of Governance</p> <p>This confidential item is separately minuted.</p>	