



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation held on Wednesday 13 December 2023 at the Zennor Building on the Penwith Campus, Penzance.

Members: Mrs K Ashworth, Mr R Bray, Mr P Callen, Mr H Dean, Mr O Marshall-Whitley, Mr J Parsley Ms K Prosser, Ms D Skinnard, Mr R Townsend (Chair), Mr M Tucker (Principal), Mr R Van De Velde 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), 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), Mrs A Winter (Clerk to the Corporation) and Miss Wendy Randle (Head of Governance)

Apologies: Mrs L Batchelor, Mr D Collins, Ms J Connor, Mrs L Gooding, Mr L Hallam and Mrs S Sanderson.

Item	Discussion/Decision	Action
23/61	<p>Presentation – Ofsted</p> <p>The Principal delivered the planned Ofsted presentation for Governors. The slides are available from the Head of Governance on request.</p> <p>Following the presentation, Governors provided the following feedback:</p> <ul style="list-style-type: none"> ▪ Review wording around the experience of the management team and competition and collaboration with other FE providers. ▪ Inclusion of the bursary programme, where applicable, to support all students to attend the range of trips on offer. ▪ Increase references to safeguarding, to include students feeling safe on campus, sustainability and links with business partners such as the Chamber of Commerce. <p>It was noted that there will only be 10 minutes to deliver the presentation, yet there will be opportunities to cover further areas raised, along with topical areas covered during college inspections, within position papers shared during the inspection and the initial phone call with Ofsted.</p> <p>It was noted that the presentation will be recorded when delivered to staff; a copy of the recording will be shared with Governors.</p>	MT
23/62	<p>Apologies</p> <p>Apologies were received and accepted from Mrs L Batchelor, Mr D Collins, Jo Connor, Mrs L Gooding, Mr L Hallam and Mrs S Sanderson.</p>	

23/63	<p>Register of Members Interests and Confirmation of Eligibility</p> <p>Members were asked to check and update the Register of Members' Interests. Those Governors not present will be asked to review their declarations.</p>	HoG
23/64	<p>Minutes</p> <p>The minutes and confidential minutes of the meeting on 4 October 2023 were APPROVED as a correct record.</p>	
23/65	<p>Matters Arising</p> <p>There were no matters arising that would not be covered elsewhere on the agenda.</p>	
23/66	<p>Principal's Report</p> <p>The Board received the Principal's report. An update on regional Ofsted inspections was provided and staff and Governor training continues. Governors were thanked for their attendance at the Governor Conference (16&17/11/2023) and their involvement in the student voice session.</p> <p>Tutorial programme: Governors noted that a key theme of the student voice session on 16/11/23 had been the tutorial programme with discussions held at the Governor Conference on this provision. It was reported that historic barriers to delivery have been reviewed, resulting in the implementation of recent improvements, as shared with the Board.</p> <p>Cross College review week was completed; Programme Team Leaders (PTLs) and quality nominees reviewed subjects and courses and a summary of strengths and areas for development had been included in the report.</p> <p>Accountability Statement: Governors received the paper which provided a six month progress update. Updated guidance on the duty to review had been published on the day of the meeting.</p> <p>SAR Headline grades and validation update: External validation has been undertaken by a former Ofsted Inspector who noted the progress made and appreciation of the inspection framework. Programme area reviews have been completed and discussions held with PTLs; programme areas have not been graded. The Board supported the final gradings of Outstanding across all areas, Good for high needs provision and the assessment of meeting skills needs graded as strong.</p> <p>Capital Development update: It was reported that the Ottery building has not been signed over to the College, the works on the Fal lecture theatre have been completed and Allen reception is near to completion.</p> <p>The College have secured funding to replace the tent structure in construction with a permanent roof and building entry controls have been introduced; due to their success in improving lanyard compliance and preventing unauthorised people entering college buildings, these will be rolled out across all buildings on all campuses by February 2024.</p>	

	<p>Attendance Data: It was reported that student attendance is a national issue, specifically in Cornwall, with challenging conversations taking place across all stages of the education system. In order to improve data accuracy and allow further analysis of student attendance the College revised the coding; it was reported that 87% of students are in College, 8% of students have an informed absence and 5% hold an unexplained absence which requires further exploration.</p> <p>The College emphasised the need to ensure good quality teaching to ensure students benefit from attending in person and plan to review the impact of attendance on student outcomes.</p> <p>Recruitment: 500 places have been offered and accepted with daily applications received. The College continues to support schools and students with their applications and are monitoring the impact of measures in place to retain potential students' interest.</p> <p>College efficiencies: A key strategic aim is to reduce the deficit budget. The College are identifying areas for efficiencies and developing targets for Governors' review and subsequent monitoring for 2024.</p> <p>Premises: To ensure the maintenance of the estates to a very high standard and reduce the use of external contractors, three trades people have been appointed.</p> <p>Data Dashboard: Governors' attention was drawn to 'pay as a percentage of total income' and outcomes from the recent Annual Strategic Conversation. Going forward the College and Board will need to ensure this percentage is sustainable and an efficient use of income.</p> <p>The Principal noted the number of activities undertaken across the College included within the report.</p> <p>In response to Governor questions, it was noted that the Director of Teaching and Learning is responsible for the analysis of the attendance data. Early indications suggest a significant number of holidays and medical appointments, which the College plan to further analyse, with less impact on attendance due to bus services than expected. It was noted that whilst there is not a code linked to special circumstances, there is flexibility within the system which will not penalise the students.</p>	
<p>23/67</p>	<p>Chair's Business</p> <p>67.01 Chair's Action</p> <p>The Corporation was asked to ratify the following Chair's Actions taken since the last Board meeting:</p> <ul style="list-style-type: none"> ▪ Appointment of the Head of Governance, Wendy Randle ▪ Re-appointment of Dan Austin and Anita Firth as College-appointed TPAT Trustees ▪ Appointment of the selection panel for the Chief Finance Officer role ▪ Appointment of the Callywith College Member appointment; Lucy Langdon. <p>The Board ratified the Chair's Actions.</p>	

	<p>67.02 Board decisions The Board were asked to consider the following items:</p> <ul style="list-style-type: none"> ▪ Appointment of Katie Ashworth as Chair of Investment Panel ▪ Appointment of Robert Townsend as Chair of F&GP ▪ Re-appointment of Kim Conchie as a non-governor member of Employment & Business Policy Committee <p>The Board approved the appointments.</p> <p>67.03 Sustainability Survey Governors were thanked for completing the sustainability survey at the Governor Conference. The results will be reviewed at the January Search & Governance Committee meeting, following which a Sustainability Working Party will be scheduled to progress actions. Governors were invited to express an interest to join the group with the Head of Governance.</p> <p>67.04 Annual Strategic Conversation (ASC) Further detail contained in the confidential minutes.</p> <p>67.05 General</p> <ul style="list-style-type: none"> ▪ Governors' attention was drawn to an invite circulated for High Needs training taking place on 2/2/24, 2-4pm on Teams. ▪ The Board were informed of a survey that will be circulated requesting feedback on 2024/25 meeting dates and the recent Governor Conference. 	<p>ALL</p> <p>ALL</p> <p>ALL</p>
23/68	<p>Student Governor report</p> <p>Two Student Governors in attendance were invited to report to Board, the following points were noted:</p> <ul style="list-style-type: none"> ▪ Student feedback has been shared with the Principal regarding the communication of SMT messages with students. ▪ Positive feedback has been received from students on lanyards. ▪ The Student Association Constitution is under review to ensure it continues to reflect the needs of the College and will be presented to the March Board meeting and include how the Truro and Penwith campuses can work together. ▪ Ten new student councillors have been elected for Truro Student Council from a pool of over 40 candidates. ▪ Truro Student Council hold reserves of £750 with limited income and expenditure. ▪ Penwith Student Council has been strong this year with good engagement. ▪ A climate assembly was held at the Penwith campus demonstrating strong feelings from students on environmental sustainability. <p>In response to a Governor's question, it was reported that feedback to students on points raised during the student voice session of the Governor Conference is planned for 18/12/23.</p>	
23/69	<p>College Strategic Plan 2023/24 – 2026/27 and Targets and Performance Indicators for 2023/24</p> <p>Following a number of meetings with Governors a final draft of the plan had been circulated for review. The plan proposes seven objectives; all</p>	

	<p>have a named Senior Management Team (SMT) and a governance committee for monitoring.</p> <p>Following Governors challenge on the position of sustainability within the plan, a Governor’s proposal to include environmental sustainability as the eighth objective was agreed. The eighth objective would include the development of an environmental sustainability strategy with clear aims and targets.</p> <p>It was noted that carbon literacy training is planned for January for staff in both academic and operational teams, following which all staff will need to agree actions and a suitable timeline to embed sustainability within their respective areas. Governors were invited to attend the training; further details to be circulated.</p> <p>The Board approved the strategic plan subject to the addition of the environmental sustainability objective to be developed by the Principal and represented to the March Board meeting Targets will be reviewed annually, with ongoing monitoring at all Committees and Corporation meetings.</p>	<p>JC/HoG</p> <p>MT</p>
<p>23/70</p>	<p>Reports and Recommendations from Standing Committees</p> <p>The Board received the Committee meeting minutes circulated with the meeting papers.</p> <p>70.01 Teaching, Learning and Assessment Committee: The Committee reviewed complaints and the key themes which related to staff industrial action/disruption, exam concessions and transport.</p> <p>70.02 Search and Governance committee: no further issues to raise with the Board.</p> <p>70.03 Finance and General Purposes Committee: further detail contained in the confidential minutes.</p> <p>70.04 Investment Panel: further detail contained in the confidential minutes.</p> <p>70.05 Audit Committee: The Investment Panel and Finance Director were thanked for the outcomes achieved.</p>	
<p>23/71</p>	<p>Audit Matters</p> <p>71.01 Audit Committee Annual Report for 2023</p> <p>The Corporation received the report.</p> <p>71.02 Internal Audit Service Annual Report 2022/23</p> <p>The Corporation received the report.</p>	
<p>23/72</p>	<p>Finance Matters</p> <p>72.01 Report of the Members of the Corporation and Financial Statements 2022/23</p> <p>The Finance Director reported that there had been a clean report presented. It was noted that the LGPS presented a surplus position</p>	

	<p>which is not recognised within the accounts and that the cashflow position from operations is borderline.</p> <p>72.02 External Auditors Key Issues Discussion Document</p> <p>72.03 Letter of Representation and Management Letter from the Auditor</p> <p>72.04 Review of the College's Financial Position for 2023/24</p> <p>The Board received and approved the associated reports (72.01-72.04), noting the £2m deficit, cash flow position and the planned timeline to return to a surplus budget. The papers will be signed accordingly and submitted to the ESFA.</p>	
23/73	<p>Update on Current Risks</p> <p>Following a recent SMT review it was noted that two additional risks have been included; Artificial Intelligence (AI) and staff recruitment. The College invited Governor involvement in a college group exploring AI.</p> <p>In response to a Governor question, there are risks and opportunities with AI to include the opportunity to reduce staff workload and guide support students with safe use of AI to include the risks around plagiarism and changes to assessment.</p> <p>It was reported that good progress has been made in the automation of the student application process.</p>	ALL
23/74	<p>Update on Callywith College</p> <p>It was reported that the MoU Steering Group recently met, following this a draft paper on the progress made and the effectiveness of the MoU was prepared by the Callywith College Principal. Subsequent to the receipt of the progress report, the Principals and Chairs have met separately.</p> <p>Callywith College continues to be successful. Further detail contained in the confidential minutes.</p> <p>A working group, to include Governors, will be formed to consider the strategic view and merger and to hold collaborative conversations around curriculum offer and share centralised resources. An invite to this group will be extended to the Chair and Principal of Callywith College.</p>	
23/75	<p>Update on TPAT</p> <p>It was noted that the Principal and Director of Curriculum Development are trustees of TPAT and Peter Callen is a Member. Further detail contained in the confidential minutes.</p>	
23/76	<p>Governance Matters</p> <p>Calendar of Meetings for 2024/25</p> <p>The Search and Governance Committee will consider the outcomes of the previously mentioned survey and present a draft calendar of meetings for 2024/25 for Governors' review.</p>	S&G/ HoG

	<p>Cycle of Corporation Business for 2024 Board approved the Cycle of Corporation Business for 2024.</p> <p>Finance and General Purposes Committee Terms of Reference The revised TOR were reviewed and approved by Board subject to the amendment to role titles.</p>	HoG
23/77	<p>Any Other Business None.</p>	
23/78	<p>Date of next meeting Wednesday 27 March 2024 at 4:30pm at Truro College</p>	
	<p>CONFIDENTIAL MATTERS Staff members and Student Governors left the meeting.</p>	
23/79	<p>Appointment of the Chief Finance Officer Further detail contained in the confidential minutes.</p>	