



# TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting held on Monday 24 June 2024 at the Zennor Building on the Penwith Campus and on MS Teams

Members: K Ashworth, N Basher, L Batchelor, R Bray, P Callen, P Cox, O Marshall-Whitley, T Merritt, S Sanderson, D Skinnard, R Townsend (Chair), M Tucker (Principal), R Van De Velde, F Wall, J Warren and C Wathern

Also Present: L Briscoe (Director of Student Experience), A Bull (Director of Curriculum Development), L Langdon (Chief Finance Officer), L Maggs (Director of Operations, Penwith College), V Pearson (Director of Teaching and Learning), H McKinstry (Director of Business Partnerships & Apprenticeships) and Wendy Randle (Head of Governance)

Item	Discussion/Decision	Action
<b>1</b>	<p><b>Apologies, welcome and declarations of interest</b> Apologies were received and accepted from Dean Clayton-Madge, David Collins, Lynn Gooding, Lowenna Ovens, Kate Prosser, Hollie Holmes and Jane Cashmore (Director of Operations)</p> <p>The Board welcomed Jane Warren, Tamsin Merritt, Nichola Basher and Chris Wathern to their first Board meeting.</p> <p>O Marshall-Whitley, R Bray and N Basher will leave the meeting for agenda item 8.2 due to conflicts of interest. The Senior Management Team (SMT) and the Head of Governance declared an interest in agenda item 8.2.</p> <p>There were no additional declarations of interest to those contained on the register.</p>	
<b>1.1</b>	<p><b>Student Governor Appointments</b> The Truro and Penwith campuses have appointed their Student Governors. The Board were reminded of a previous decision to change the term of office to start in January and end in December. The Board approved the following:</p> <ul style="list-style-type: none"> <li>▪ Nicholas Basher, term ending Dec 2025.</li> <li>▪ Hollie Holmes, term ending Dec 2025</li> <li>▪ Takura Mtetwa, term starting Jan 2025 – Dec 2025.</li> </ul>	
<b>1.2</b>	<p><b>Staff Governor Appointment</b> Roland Bray has been elected by staff for a further term of four years in the role of Staff Governor. The Board ratified the appointment.</p>	
<b>2</b>	<p><b>Board development session</b> The Director of Teaching and Learning and the Associate Director of Inclusive Practice were invited to present on the College’s High Needs and SEND provision.</p> <p>It was noted that Cornwall Council commission the College to support students via the three day programme of progression for three years. The College currently supports 235 students with an Education Health Care Plan (EHCP), some of these students have high needs; students are spread across the</p>	

	<p>College and within Progression Pathways. A student is defined as ‘high needs’ if they attract funding over £6k per year. The College offers a graduated support offer for all students.</p> <p>An update was provided on the changes implemented to date, including the staffing structure, rewrite of programmes and outcomes from the external review of the provision. The College shared details on the priority focus areas; high quality curriculum delivery, comprehensive staff development and embedding of the restructure, policies and procedures.</p> <p>Details of support needed from the Board were shared and included an understanding of the current provision, the national and local context for SEND and how this impacts the College and students. Ongoing consideration of SEND when making decisions, with regular coverage of SEND at meetings is needed.</p> <p>In recent months there has been the following governance activity:</p> <ul style="list-style-type: none"> <li>▪ Two tours of the Tregye campus, attended by 8 Governors.</li> <li>▪ All Governors have been invited to attend the SEND focus fortnight.</li> <li>▪ All Governors are required to participate in the High Needs/ SEND governance training planned for 02/07 and delivered by an external consultant.</li> <li>▪ High needs &amp; SEND governance will be on the 2024/25 Governance Development Plan as agreed by Search and Governance Committee.</li> <li>▪ A new SEND Lead Governor has been appointed and a close relationship with the Safeguarding, EDI and SEND Lead Governors will be developed.</li> </ul> <p>In response to a Governor question, measures the Board can use to measure College achievements include engagement, participation and attendance data including a breakdown to allow for comparisons with peers. Challenge for the SMT on withdrawals and exclusions where applicable.</p> <p>A Governor reflected on their personal experience, noting the financial impact on the College supporting those students who do not yet have an EHCP in place. It was noted that the College have re-costed every learner and are engaging with Cornwall Council to ensure transparency of costs; the College and Cornwall Council will sometimes have differing views on which students should receive the high needs funding.</p> <p>The Board noted the council’s decision to remove the residential accommodation, for respite and development of independence, at Pencalenick school.</p> <p>The Board thanked the Associate Director of Inclusive Practice who left the meeting.</p>	
3	<p><b>Minutes</b> The minutes and confidential minutes of the meeting on 27 March 2024 were approved as an accurate record of the meeting.</p>	
4	<p><b>Matters Arising</b> The Board reviewed the matters arising report and approved the appointment of Chris Wathern to the role of Member on the Members Board of TPAT due to CW’s skills and experience within education and MATs.</p>	
5	<p><b>Chair’s Business</b> There was no Chair’s action to report.</p>	

	<p>The Chair reminded Governors of the High Needs/ SEND Governance training taking place at the Truro campus and on Teams on 02/07, 09-10:30am.</p> <p>The Chair reminded the Board of the upcoming annual governance self assessment which would include self evaluation questionnaires, 1:1s with the Chair, a 360 appraisal of the Chair and Committee review meetings which will be scheduled for early September. Outcomes will be reviewed by Search and Governance Committee and included in a Governance Development Plan for 2024/25.</p>	
<b>6</b>	<b>Principal's Update</b>	
<b>6.1</b>	<b>May Update</b> Board received the report circulated in May. The Principal reported that he had written to the Secretary of State Education following her recent College visit; details of the response received were shared.	
<b>6.2</b>	<b>Principals' report</b> Board received the report and the following highlights were noted: <ul style="list-style-type: none"> <li>▪ Election update - the lack of reference to colleges was noted, as was the potential need to develop new relationships with new MPs.</li> <li>▪ Investment in the Ottery building and the building's impact is being used politically; the College have responded accordingly.</li> <li>▪ Cornwall College have announced a new Principal; Rob Bosworth, current Vice Principal at Exeter College. A continuation of good relationships is expected.</li> <li>▪ The College's Ofsted inspection will likely take place in the autumn term.</li> <li>▪ The College will require three exam centres moving forward with ongoing challenges to support all students.</li> <li>▪ Details of student achievements, exhibitions, performances, trips and visits were noted.</li> <li>▪ An improved student offered and accepted conversion rate was reported with overall numbers increasing across the College.</li> <li>▪ An update on the financial efficiencies was noted with the impact of these changes to be seen in the October payroll.</li> <li>▪ An update on progress being made on the Seaton project and the impact on capacity was noted.</li> </ul>	
<b>7</b>	<b>Quarterly Review of the College's financial position</b> Further detail contained in the confidential minutes.	
<b>8</b>	<b>College budget</b>	
<b>8.1</b>	<b>College Budget for 2024/25</b>	
<b>8.2</b>	<b>Staff Pay Award</b>	
<b>8.3</b>	<b>College Financial Forecasting Return (CFFR) 2024/25 – 2025/26</b> Detail contained in the confidential minutes.	
<b>9</b>	<b>Reports and Recommendations from Standing Committees</b> The Board received the Committee meeting minutes circulated with the meeting papers.	
<b>9.1</b>	<b>Search and Governance Committee 16/05/24</b> Board received the minutes.	
<b>9.2</b>	<b>Teaching, Learning and Assessment 22/05/24</b> The Committee Chair highlighted the successful implementation and visible results of the Smoothwall and the assurance provided with the development of a HE strategy.	
<b>9.2.1</b>	<b>Access and Participation Plan</b>	

<p><b>9.3</b></p> <p><b>Investment Panel 18/06/24</b></p> <p><b>9.3.1</b></p> <p><b>Investment Policy</b></p> <p><b>9.4</b></p> <p><b>Finance and General Purposes Committee 11/06//24</b></p> <p><b>9.5</b></p> <p><b>Employment and Business Policy Committee 17/06/24</b></p> <p><b>9.6</b></p> <p><b>Audit Committee 04/06/24</b></p> <p><b>9.7</b></p> <p><b>Internal Audit Strategic Plan 2024/25</b></p>	<p>The College have been awarded an extension to the submission deadline to 31/10/24. The Board reviewed the papers circulated and agreed to delegate approval of the final document to the Committee Chair and Chair of the Board.</p> <p>The acting Committee Chair updated on the proposals to remove £4m from the Investment fund to improve liquidity, proposing that £2m is returned to the fund with the further £2m placed in a new HSBC account to support capital investment. The fund is reduced to £5.5m. Board approved the proposal.</p> <p>The Board noted the minimal amendments and approved the policy.</p> <p>The Committee Chair noted that discussions took place on the budget.</p> <p>The distribution of the minutes will follow.</p> <p>The acting Committee Chair reflected on the good discussion held during the meeting, reporting that Committee had reviewed the internal and external audit strategies and held lengthy discussion on risk management.</p> <p>The Board approved the plans shared in the report, with plans for the remainder of the year to be shared at the December Board meeting.</p>	<p>SS/RT</p> <p>LL</p>
<p><b>10</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p>	<p><b>Risk Management</b></p> <p><b>Risk Management 2024/25</b></p> <p><b>Risk Register</b></p> <p><b>Risk Management Policy</b></p> <p><b>Risk Appetite statement</b></p> <p>The CFO reported that College is reviewing and implementing the recommendations from the Internal Audit report on Risk Management. The Board approved the Risk Management Policy and Risk Appetite statement, noting they would be holding documents until the planned reviews have been undertaken.</p> <p>The increased ownership of risk by committees was noted during the summer term meetings.</p>	
<p><b>11</b></p>	<p><b>Accountability Statement</b></p> <p>The Director of Business Partnerships and Apprenticeships updated on the paper. It was noted that a six month review of progress against the statement was considered by Board at their December meeting, with the annual review received at this meeting.</p> <p>The College have incorporated the national, local and College specific objectives and plan to include the Cornwall Economic Forum objectives once these are published. It was noted that Olaf Marshall-Whitely has agreed to take on the new Lead Governor for Skills role which is under development.</p> <p>The importance of the document was noted. Board approved the Accountability Statement; a copy is available in the documents library on Convene.</p>	
<p><b>12</b></p>	<p><b>Safeguarding Annual Report</b></p>	

	<p>The Director for Student Experience reported four highlights from the report:</p> <ul style="list-style-type: none"> <li>▪ The Safeguarding S175 return is planned for submission and will be reviewed by the Lead Governor for Safeguarding and the Chair of the Board. No issues are reported and the document has been peer reviewed by The Cornwall College Group and Callywith College.</li> <li>▪ The College have updated Prevent guidance in line with government guidance.</li> <li>▪ Smoothwall is reporting a level 3 risk rating with 5 being the highest. Concerns around online racist behaviour are being addressed using a range of educational initiatives and the disciplinary procedure.</li> <li>▪ Keeping Children Safe in Education (KCSIE) 2024 guidance will be released on 1/09/24 with no major changes expected.</li> </ul>	
<b>13</b>	<p><b>Update on Callywith College</b> An agenda item at the Governors' Annual Strategic Conversation.</p>	
<b>14</b>	<p><b>Update on TPAT</b> The Principal and Director of Curriculum continue to attend Trust Board meetings.</p>	
<b>15</b>	<p><b>IoT relicensing - collaboration agreement</b> The Director of Curriculum reported that the IoT partnership has agreed to relicense for a further 10 years. The widening of the partners, to include The Cornwall College Group, had been encouraged to support future funding.</p> <p>In response to a Governor question, it was understood that nationally the benefits of relicensing, specifically regarding the uncertainty of future funding, have been debated and that other IoTs have agreed to relicense. The strategic direction for The Cornwall College Group would likely be marine engineering with encouragement for land based. In response to a Governor question, other employers are engaged and consulted with in addition to the partners detailed in the partnership.</p>	
<b>16</b>	<p><b>Governance</b></p>	
<b>16.1</b>	<p><b>Committee Membership update</b> The Board approved the Committee membership update.</p>	
<b>16.2</b>	<p><b>Annual report on use of the Corporation Seal</b> The Board received the report.</p>	
<b>16.3</b>	<p><b>Governor Engagement</b> All Governor Engagement will fall under the name 'Governors on the Ground', details of the various activities which can be completed, the new reporting template and the opportunities for the autumn term will be shared with Governors.</p>	WR/LM
<b>16.4</b>	<p><b>Task and Finish groups</b> A number of small short term groups have been put in place to support developments. These include a small number of Governors and an SMT lead. The following groups are in place/ being scheduled:</p> <ul style="list-style-type: none"> <li>▪ Higher Education Strategy</li> <li>▪ Artificial Intelligence (AI)</li> <li>▪ Green Sustainability</li> <li>▪ HR Strategy</li> </ul>	
<b>17</b>	<p><b>Any Other Business</b> The Chair reported that this was the last meeting for Kate Prosser, Lynn Gooding and Peter Callen as they come to the end of their terms of office. The Board and SMT thanked the retiring Governors for their contribution to the College.</p>	

18	<p><b>Date of next meeting</b>  <b>Annual Governors' Strategic Conversation</b>  Thurs 11 July 2024, 2-5pm Valency building at the Truro campus.</p> <p><b>Corporation meetings</b>  Mon 30 September 2024, Bodmin, Ottery  Tues 10 December 2024 Truro, Valency  Wed 26 March 2025 Penwith, Zennor  Wed 25 June 2025 Truro, Valency  All meetings start at 4pm</p> <p><b>Governors' Conference</b>  Fri 15 November and Sat 16 November 2024, 10:30am Fal Building and Greenbank hotel</p>	
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