



# TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation held on Wednesday 27 March 2024 at the Valency Building on the Truro Campus.

Members: K Ashworth, L Batchelor, R Bray, P Callen, D Collins, H Dean, O Marshall-Whitley, J Parsley, K Prosser, S Sanderson, R Townsend (Chair), M Tucker (Principal), R Van De Velde and F Wall

Also Present: L Briscoe (Director of Student Experience), A Bull (Director of Curriculum Development), J Cashmore (Director of Operations), 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)

Apologies: D Skinnard and L Gooding

Item	Discussion/Decision	Action
<b>Pre Board</b>	<p>The Programme Team Lead for Nursing was invited to present on the Nursing and Allied Health programmes, the partnerships held with the University of Greenwich, The Royal Cornwall Hospital Trust and The Cornwall Foundation Trust, proposed future programme developments and the use of the simulation suites at both Truro and Ottery campuses.</p> <p>The Board were reminded that the provision was implemented in response to local workforce need. The following points were noted:</p> <ul style="list-style-type: none"> <li>▪ 212 students are enrolled with retention well above the national benchmark.</li> <li>▪ Good outcomes are achieved. There are internal progression routes and 100% graduate employment to date.</li> <li>▪ There is a small group of students at the Ottery campus with expansion planned.</li> <li>▪ Details on employer involvement were shared; employers are engaged with induction and tutorial sessions, with programmes adjusted to align with employer needs.</li> <li>▪ The College has supported resourcing of the programme with part time lecturing contracts; 15 lecturers continue to work in current practice.</li> <li>▪ Challenges facing the provision include the recruitment of experienced staff due to competitive NHS salaries and pension, alignment of timetabling with the College and ongoing costs i.e. servicing and maintenance and subscription costs.</li> <li>▪ The College anticipate growth in the provision due to the NHS workforce plan and are considering paramedic science and specialist district nurse programmes.</li> </ul> <p>In response to a Governor question, there has been some resistance to nursing associates received in practice; this is improving with some sessions taught together which provides clarity where the roles differ and where they can compliment.</p> <p>A Governor reflected on positive feedback received from Plymouth University, noting the University has nominated the College for a partnership award.</p>	

	<p>A Governor noted similar recruitment challenges faced by other sectors and encouraged the College to explore and share the benefits/ reasons that staff like working for the College, suggesting the use of a short video as a recruitment tool.</p> <p>The PTL was thanked for their time and presentation to the Board.</p>	
<b>1</b>	<p><b>Apologies</b> Apologies were received and accepted from Lyn Gooding and Daphne Skinnard.</p> <p>It was reported that resignations have been received from Lee Hallam and Jo Connor (Student Governor). This would be the last meeting for Henry Dean and Jonah Parsley. Student Governor recruitment is underway for all Student Governor roles.</p> <p><b>Register of Members Interests and Confirmation of Eligibility</b> There were no additional declarations of interest to those contained on the register.</p>	
<b>2</b>	<p><b>Appointment of Independent Governors</b></p> <ul style="list-style-type: none"> <li>▪ Peter Cox</li> <li>▪ Dean Clayton-Madge</li> <li>▪ Lowenna Ovens</li> <li>▪ Chris Wathern</li> </ul> <p>The Board had received the CVs prior to the meeting and following the recommendation from the Search and Governance Committee agreed to appoint four new Governors, each for a four year term of office. Committee membership will be discussed with the individuals, with proposals agreed by Search and Governance and shared with Board.</p>	S&G
<b>3</b>	<p><b>Minutes</b> The minutes and confidential minutes of the meeting on 13 December 2024 were approved as an accurate record of the meeting.</p> <p>The minutes and confidential minutes of the Special Board meeting on 19 December 2024 were approved as an accurate record of the meeting.</p> <p>A typo to a Governor name was amended during the meeting.</p>	
<b>4</b>	<p><b>Matters Arising</b> There were no matters arising that would not be covered elsewhere on the agenda.</p>	
<b>5</b>	<p><b>Chair's Business</b> Items would be covered during agenda items. There was no Chair's action to report.</p>	
<b>6</b>	<p><b>Principal's Report</b> The Board received the Principal's report the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ An update was provided on the qualifications reform and the potential impact of a general election.</li> <li>▪ The College await the outcome of the Principal recruitment at The Cornwall College Group; the improved relationship and the importance of this relationship was noted.</li> <li>▪ Callywith College recently had a 2 day Ofsted inspection; the outcome is not yet known.</li> <li>▪ Apprenticeship outcomes are good and the College are now the best performing College in Devon and Cornwall. Plans to improve the achievement rate further in the future are included in the strategic plan.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ A high number of student interviews have taken place and new systems are improving conversion rates; the impact of 170 students completing joint applications with Callywith College was noted as was the expected impact of smaller year groups at Penair and Roseland schools.</li> <li>▪ Ongoing challenges within staff recruitment, specifically within engineering and nursing were shared. The College has been lobbying the DfE and local MPs to raise awareness of this issue.</li> <li>▪ College trips are underway, student achievements were shared.</li> <li>▪ Two further points are included in the confidential minutes.</li> </ul> <p>A Governor summarised that the greatest challenges include student recruitment, specifically due to competition, and the resulting impact on achieving a surplus budget.</p> <p>A discussion took place on marketing. The College recognise the need to improve marketing of the College's offer, successes and quality of experiences, to include the use of social media and targeted marketing.</p> <p><b>Sustainability objective, action plan and Sustainability Policy</b> The Board reflected on the sustainability objective developed following Board's request at the December meeting. Board approved the objective, noted the action plan and approved the Sustainability policy.</p> <p>In response to a Governor challenge on the net zero target and scope for increased ambition, the College reported they are keen to present a realistic target for the size of the organisation. A sustainability task and finish group will be formed to review governance of this area.</p> <p><b>Annual Strategic Conversation</b> Board received the formal letter, noting the comments had been considered at the December Board meeting.</p>	
7	<p><b>Student Governors report</b> The two Student Governors in attendance were invited to report to Board, the following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Penwith Student Council is appointing a new Student Governor and Truro Student Council have commenced the recruitment process.</li> <li>▪ The negative impact of buses and transport to the College on achieving the strategic objectives was highlighted.</li> <li>▪ The Student Governor recruitment process is being reviewed.</li> <li>▪ The review of the Student Association Constitution remains ongoing.</li> </ul> <p>The Student Governors were thanked for their contributions to the Governing Board during their tenure.</p>	
8	<p><b>Reports and Recommendations from Standing Committees</b> The Board received the Committee meeting minutes circulated with the meeting papers.</p> <p><b>8.1 Search and Governance Committee 23/01/24</b> Items from this Committee are covered under other agenda items.</p> <p><b>8.2 SAR Working Party 24/01/24</b> The Working Party Chair encouraged Governors to reflect on historical decision making around engineering and the need for the Board to be more holistic in future decision making. Governors were encouraged to read the executive summary of the SAR (Self Assessment Report) alongside this year's Quality Improvement Plan (QIP).</p>	

	<p>In response to a Governor question on whether the College are Ofsted ready, it was understood that the College continue to review other colleges' Ofsted experiences and now predict an Ofsted inspection in the autumn term.</p> <p>Governors supported the SAR gradings and received the QIP.</p> <p><b>8.3 Finance and General Purposes Committee 30/01/24 &amp; 12/03/24</b> Further detail contained in the confidential minutes.</p> <p>The Board approved the revised budget and a Governor encouraged the College's ongoing transparency on achieving the surplus budget strategic aim.</p> <p>Following the recommendation from the F&amp;GP Committee, the Board approved the HE and Tuition fees, noting the proposed changes.</p> <p><b>8.4 Employment and Business Policy Committee 05/02/24</b> The Board received the minutes in the absence of the Committee Chair and thanked the non Corporation members for their contributions.</p> <p><b>8.5 HE Quality Assurance Group</b> An update was provided by the TLA Committee Chair who chaired the meeting. The Committee Chair praised the HE student ambassador programme, suggesting a presentation on the offer at a future Board meeting, with plans for Governors to meet future ambassadors to be progressed.</p> <p>It was noted that the College received a silver grading for the TEF, are retaining student numbers in a competitive market and all agreed that improvements to HE governance were needed.</p> <p><b>8.6 Audit Committee</b> The Board received the minutes in the absence of the Interim Committee Chair. It was noted that the meeting had been short and that there were areas of development being considered.</p> <p><b>8.7 Teaching, Learning and Assessment Committee:</b> The Committee Chair noted the thorough report on safeguarding, highlighting that the College continues to work with external agencies to address safeguarding and behaviour incidents. It was noted that students continue to report that they feel safe on campuses, that the lanyard policy is effective and the secure entrances to buildings have been well received by staff and students.</p> <p>The Committee reviewed the complaints data and noted the key themes; staff industrial action/disruption, exam concessions and transport. Governors were reviewing one complaint.</p> <p>All Governors were encouraged to attend the upcoming learning walk opportunities.</p>	HG/MT
9	<p><b>Update on current risk issues</b> The Chief Finance Officer explained the College's risk review process; risks are reviewed by the SMT with changes highlighted to Board.</p> <p>The risks highlighted included securing adequate funding, an increase of significant incidents and additional risk around whistleblowing reporting and how to develop an open and transparent culture for staff to share issues.</p>	

	It was noted that the new Colleges Finance Handbook emphasises the Board's risk responsibilities and the role of the Audit Committee. Committees will begin to review their relevant risks during Committee meetings.	
<b>10</b>	<b>Update on Callywith College</b> Detail contained in the confidential minutes.	
<b>11</b>	<p><b>Update on TPAT</b></p> <p>The following governance roles are fulfilled by staff/ Governors:</p> <ul style="list-style-type: none"> <li>▪ The Principal and Director of Curriculum Development are Trustees of TPAT</li> <li>▪ The Principal and Director of Teaching and Learning Curriculum Development are Members. Peter Callen is the Corporate Member. S&amp;G Committee were asked to consider a replacement for Peter Callen.</li> </ul> <p>It was reported that the Members have adopted new Articles of Association and that the Principal raised concerns at recent Trustees meeting around the growth of TPAT, specifically future growth/ acquisition within FE, noting the DfE's strong encouragement for all MATs to grow.</p> <p>All TPAT students are being provided with an iPad; the potential impact of this on future students' IT equipment expectations was noted.</p> <p>Further detail contained in the confidential minutes.</p>	S&G
<b>12</b>	<p><b>Governance Matters</b></p> <p><b>12.1 Calendar of Meetings for 2024/25</b> The Board received the meeting schedule for 2024/25; a TPC email account will be used for meeting invites going forward.</p> <p><b>12.2 Committee Chair and Vice-Chair appointments and Standing Committees</b> The Board considered the S&amp;G Committee recommendations and approved the following appointments:</p> <ul style="list-style-type: none"> <li>▪ Linda Batchelor and Daphne Skinnard for a further four year Governor term of office.</li> <li>▪ Kim Conchie for a further four year term of office in the role of non Corporation member, on the Employment and Business Policy Committee.</li> </ul> <p><b>12.3 Governor terms of office</b> It was reported that the S&amp;G Committee recently reflected on good practice for Governor terms of office; two terms of four years. The Board currently have a mix of longer term and newer Governors and whilst remaining satisfied with the current position, noted the need to review each case individually and revisit this position in a year.</p> <p><b>12.4 Employment and Business Policy Terms of Reference (TOR)</b> The revised TOR were reviewed and approved by Board subject to the amendment to role titles.</p> <p><b>12.5 Learning Walks</b> Governors were reminded of the quality review week w/c 22/04/2024 and were encouraged to attend sessions. A Governor reflected on a recent visit to Level 2 art which had been inspirational and moving.</p> <p><b>12.6 Code of Good Governance</b> The College have previously adopted the AoC's Code of Good Governance. Following a recommendation from the S&amp;G Committee, the Board agreed to adopt the new code for the 2023/24 academic year.</p>	HG

12.7	<p><b>Colleges Financial Handbook</b> The Board received the newly introduced Education and Skills Funding Agency (ESFA) Colleges Financial Handbook.</p>	
13	<p><b>Any Other Business</b> In response to a Governor question, it was reported that the College have responded to student feedback received, via information on posters across the campuses, which also contain QR codes to more information. Follow up surveys on particular themes are planned.</p> <p>The College continue to work on a parental engagement strategy and training has been completed by staff to support improved engagement with parents and students.</p> <p>The College plan to implement a digital transformation strategy in the future.</p>	
14	<p><b>Date of next meeting</b> Monday 24 June 2024 at 4:30pm at Penwith College.</p>	
	<p><b>CONFIDENTIAL MATTERS</b> Staff members and Student Governors left the meeting.</p>	
15	<p><b>College wide efficiencies</b> Detail in the confidential minutes.</p>	
16	<p><b>Haven House</b> Detail in the confidential minutes.</p>	