



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting held on
Tuesday 10 December 2024 at the Truro campus and on MS Teams

Members: K Ashworth, L Batchelor, R Bray, D Collins, P Cox, H Holmes, O Marshall-Whitley, L Ovens, K Penney, T Merritt, S Sanderson, D Skinnard, 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)

Item	Discussion/Decision	Action
	<p>The meeting was preceded by a confidential presentation and discussion on the recent Ofsted inspection. The slides shared have been uploaded to the meeting pack on Convene.</p> <p>Following the presentation, the meeting paused for Governors to share a mince pie with staff.</p>	
1	<p>Apologies, welcome and declarations of interest</p> <p>Apologies were received and accepted from N Basher, K Penney, C Wathern and J Warren. There was a mix of attendance in person and on Teams. Sarah Sanderson would leave the meeting early.</p> <p>Governors reviewed the annual summary of declaration of interests and confirmed its accuracy.</p>	
2	<p>Minutes of meeting held on 30/09/2024</p> <p>The minutes and confidential minutes of the previous meeting were approved as an accurate record of the meeting.</p>	
3	<p>Matters arising</p> <p>The Board received the report and noted the updates provided and no outstanding actions.</p>	
4	<p>Chair's briefing</p> <p>The Chair expressed formal thanks to the Principal, the SMT and all staff for their hard work during the Ofsted inspection.</p> <p>The Board ratified the use of the Chair's action used, in consultation with the Chair of the Finance and General Purposes Committee Chair, to change the payment schedule of the grant funding for the Seaton Building, following a request from The Cornwall College Group.</p> <p>The Chair reported that they are meeting union representatives with the Director of Curriculum on 11/12/24.</p>	
5	<p>Principal's Update</p> <p>The Board received the confidential report circulated and the following highlights were noted:</p>	

	<ul style="list-style-type: none"> ▪ The College are keen to take forward discussions from the Governors' Conference around marketing, the college mission, vision and values and development of the strategic plan. ▪ The Association of Colleges (AoC) has been invited to attend the school teacher pay review body to ensure college staff pay is included as part of these discussions. ▪ David Hughes attended the Tertiary Colleges Conference for the first time. There were concerns noted that he is not representing Tertiary Colleges adequately. ▪ The AoC has prepared a response on how colleges can impact the government's five missions. ▪ Two local MPs spoke with the Ofsted inspectors during the inspection. The College continue to develop relationships with local MPs. ▪ The Seaton extension is to be handed over as planned. Work has started on the Estates strategy. ▪ Details of a meeting scheduled on post 16 provision in mid Cornwall were shared. The Principal will attend. ▪ Further updates included in the confidential minutes. <p>In response to a Governor's question, it was reported that data on how many students apply to more than one college is known for applications to both Penwith and Truro and Truro and Callywith, but not for multiple applications to other provisions. The schools students are joining from is also included in the data.</p>	
6 6.1	<p>Strategic Planning</p> <p>Progress against the Strategic Plan</p> <p>The Principal was invited to provide an update on progress made against the Strategic Plan objectives.</p> <p>Objective 1 – the College awaits the government's decision on the curriculum reforms prior to progressing a T Level in Business. Further progress is needed with curriculum planning with Callywith.</p> <p>Objective 2 – detail contained in the confidential minutes.</p> <p>Objective 3 – the Estates strategy is progressing well with a discussion needed on capital investment in renewable technologies.</p> <p>Objective 4 – the ongoing monitoring of student voice continues.</p> <p>Objective 5 - good progress has been achieved with developing relationships with stakeholders and the College continue to develop data tools to enhance practice.</p> <p>Objective 6 – achieving progress in the Progression Pathways curriculum remains the focus.</p> <p>Objective 7 – the College have not yet made progress on developing pay scales.</p> <p>Objective 8 – following SMT's review of the Environmental Sustainability task and finish group's proposed changes to this strategic plan objective and KPIs, these will be considered at the next Audit Committee, prior to presentation to Board in March.</p> <p>6.2 Strategic Plan 2024/27</p> <p>The Board reflected on the strategic plan timeline shared at the conference and actions to progress this with Governors.</p>	WR
7	<p>Risk Register</p> <p>The Board received the papers. The Chief Finance Officer (CFO) provided an update on the risk management processes and reporting, developed to meet the Internal Audit report recommendations and with support from the Head of Governance and other governors.</p>	

	<p>It was noted that the risk register now includes a risk target, RAG rating, scoring, and direction of travel. Additionally, all governance committees now consider their relevant risks at each meeting. Several Governors and members of the SMT attended Risk Management training held before the November Audit Committee meeting, delivered by Internal Auditors, Validera.</p> <p>The Board approved the risk management plan, supporting documents, and risk management policy.</p> <p>A discussion took place on the risks, and it was highlighted that Finance remains a high-risk area, with developing issues around the public transport network. In response to a Governor's question about the public transport offer, specifically buses, it was noted that a meeting with Cornwall Council (CC) and First Buses was held to consider the financial viability of some services. Discussions remain ongoing.</p> <p>Further detail contained in the confidential minutes.</p>	
8	<p>Termly Financial Update and Revised Budget 2024/25 and two year forecast</p> <p>The Board received the papers.</p> <p>Revised budget</p> <p>Detail contained in the confidential minutes.</p>	
9 9.1	<p>Quality</p> <p>Quality Strategy</p> <p>Following the recommendation from the Teaching, Learning and Assessment Committee, the Board approved the Quality Strategy.</p>	
9.2	<p>SAR headlines and gradings and action plan</p> <p>It was understood that the meeting had been cancelled due to the Ofsted inspection and rescheduled to 19/12/24. A Governor emphasised how informative the SAR is and encouraged Governors to read the executive summary.</p>	
9.3	<p>HE SAR headlines and action plan</p> <p>The Board received the paper. It was reported that College is meeting its OfS regulatory requirements and are reviewing and reducing the offer to ensure viable programmes alongside financial planning and efficiencies. The support of the Governors HE Strategy task and finish group was noted.</p> <p>In response to a Governor question, there is no upward trend in student recruitment. Nursing and Allied Health numbers are more positive, and the College is promoting internal recruitment.</p>	
10 10.1	<p>Audit Matters</p> <p>Audit Committee Annual Report 2023/24</p> <p>Following the Audit Committee's recommendation, the Board received and approved the Audit Committee's Annual report.</p>	
10.2	<p>Internal Audit Service Annual Report for 2023/24</p> <p>The Board received the report presented by the Internal Auditors, as presented at the recent Audit Committee meeting. It was noted that the Audit Committee had challenged the outcome of the substantial assurance provided by the budgetary controls internal audit report due to the increased deficit position reported at the 2023/24 year end. A statement provided by the IA reported that <i>"the review is of the processes over the management of budgets by budget holders in collaboration with finance, rather than validation of budget values etc. On reflection the Executive Summary could have benefitted from some</i></p>	

	<p><i>additional background words in terms of the forecast position etc. at the time of audit, to reflect the fact that it was expected, albeit not to the final extent which materialised”.</i></p> <p>It was noted that a discussion had taken place during committee on the need to improve scoping processes to ensure value added through internal audits.</p>	
11	<p>Report of the Members of the Corporation and Financial Statements 2023/24 External Auditors Key Issues Discussion Document Letter of Representation and Management Letter from the Auditor Regulatory Self Assessment Questionnaire</p> <p>The Board received the papers for the above agenda items. It was reported that the Finance and General Purposes Committee had reviewed the financial statements and the External Auditors had presented the documents to the Audit Committee, with the F&GP Chair and Chair of the Corporation in attendance.</p> <p>The two orange rag ratings in the KIDD were a result of a new financial system and staff changes. There were no points to note in the management letter, no amendments to the financial statements and a clean audit was reported.</p> <p>The Board approved all documents and the application of the relevant signatures; the CFO will ensure the submission of the papers to the ESFA.</p>	
12	<p>Governance</p>	
12.1	<p>Governance Structure and Membership</p> <p>The Board received the paper and reflected on the debates taken place prior to the proposals being considered by Board. Governors agreed the importance of monitoring the effectiveness of these changes, specifically the focus on skills and people and agreed to trial the changes. The Board approved the following changes to the governance structure;</p> <ul style="list-style-type: none"> ▪ removal of Employment and Business Policy with the HR responsibilities going to F&GP and Skills to Teaching, Learning and Assessment. ▪ removal of the Investment Panel with the responsibilities moving to F&GP. ▪ removal of the HE Quality Assurance Group and the SAR working party with the responsibilities moving to TLA. <p>Board approved the standing committees’ membership and noted that recruitment for a Chair of the Audit committee will commence in the new year. It was understood that a new Student Governor for Penwith has been identified and a new HE Student Governor will be elected on 11/12/2024.</p>	
12.2	<p>Governance Self Assessment and Governance Action Plan (GAP) and KPIs</p> <p>The Board received the paper and noted the outcomes of the self assessment process had been captured in the GAP. Board approved the GAP and Board KPIs and delegated ongoing monitoring of progress against the GAP to the S&G Committee.</p>	
12.3	<p>Training and Development Plan</p> <p>The Board received the paper and were thanked by the Chair for the high level of engagement in both training and Governor on the Ground activities during 2023/24. It was noted that there is a requirement to report governor training undertaken in the annual report and financial statements which has been met.</p>	
12.4	<p>Terms of Reference (TOR)</p> <p>The Board received and agreed with the respective committee recommendations and approved the proposed changes:</p> <ul style="list-style-type: none"> ▪ Search and Governance TOR. ▪ Audit Committee name change to Audit, Risk and Assurance and TOR. ▪ Finance and General Purposes TOR. 	

12.5	Corporation Cycle of Corporation Business The Board received the paper and agreed to approve the Cycle of Corporation Business. It was noted that there would be some changes during the year to ensure alignment with the strategic priorities.	
12.6	Governors' Conference feedback The Governors were thanked for attending and providing their feedback on the conference. It was noted that the opportunity to spend time with SMT and Governors, hear from students and staff, time for discussions and presentations from external leaders in the county were beneficial. The Governors were keen to take forward strategic plan discussions and to ensure that feedback is provided to staff and students from their sessions.	RT MT
13	Minutes from Corporation Standing Committees: <ul style="list-style-type: none"> ▪ Search and Governance 24/10/24 ▪ HE Quality Assurance 6/11/24 ▪ Teaching and Learning Assessment 6/11/24 ▪ SAR Working Party 19/12/24 (rescheduled due to Ofsted) ▪ Finance and General Purposes 8/10/24 & 12/11/24 and Special meetings on 24/09/24 & 28/11/24 (to follow) ▪ Investment Panel 13/11/24 (to follow) ▪ Audit 19/11/24 <p>The Board received the minutes of the meetings over the autumn term. It was noted that the minutes for the Investment Panel and Special F&GP (28/11/24) meeting will be uploaded once approved.</p>	
14 14.1	Callywith and TP Colleges update MoU Steering Group brief for Corporation The Board received the paper updating on the recent Callywith and TPC MoU Steering Group meeting. A short discussion took place on the College's proposals for Callywith College on the Health and Social Care proposal and Callywith's request to rent space in the Ottery building. The Chair encouraged Governors to express an interest in joining the MoU steering group with the Head of Governance.	ALL
14.2	New Governor paper The Board welcomed the paper that would provide consistent messaging on the history and current arrangements between the two colleges. In response to a Governor's question, the College plan to discuss the ongoing relationship with the Regional Schools Director.	
	Staff and Student Governors left the meeting	
5 Conf	Financial efficiencies Detail contained in the confidential minutes.	
15	Dates of next meetings Wed 26 March 2025 Penwith, Zennor Wed 25 June 2025 Truro, Valency All meetings start at 4pm	