



# TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting held on Monday 30 September 2024  
at the Ottery Building and on MS Teams

Members: K Ashworth, L Batchelor, R Bray, D Collins, P Cox, O Marshall-Whitley, L Ovens, K Penney, T Merritt, S Sanderson, D Skinnard, R Townsend (Chair), M Tucker (Principal) and J Warren.

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
1	<b>Apologies, welcome and declarations of interest</b> Apologies were received and accepted from N Basher, H Holmes, R Van de Velde, F Wall, C Wathern and J Cashmore (Director of Operations)  There were no additional declarations of interest to those contained on the register.	
2	<b>Minutes</b> The minutes and confidential minutes of the meeting on 24/06/2024 were approved as an accurate record.	
3	<b>Matters Arising</b> The Board reviewed the matters arising report. The Chair reported that the Board had agreed the sale of Haven House via written resolution as per the details in the paper. In response to a Governor's question, the sale funds will be ringfenced in working capital with no time limit.  It was reported that Chairs' action had been used to appoint Kay Penney to the Finance and General Purposes and Employment & Business Policy Committees.	
4 4.1	<b>Strategic Planning</b> <b>Progress made against the Strategic Plan 2023/24</b> The Principal provided a summary of progress made against the strategic objectives. The following points were highlighted; <ol style="list-style-type: none"><li>1. There has been an increase overall in recruitment. The College will not recruit much further in apprenticeships to avoid diluting the quality of offer and there has been no growth in HE.</li><li>2. Progress against achieving a surplus budget will be considered under agenda item 8.</li><li>3. An estates review is underway to support the formation of an estates strategy, which will be shared with Corporation.</li><li>4. The personal development offer continues to be a flagship area for the College, including careers advice, enrichment and work experience.</li><li>5. The Accountability Agreement reflects the ongoing work with local employers and development of strong partnerships to include the new CEO of the Chamber of the Commerce.</li><li>6. Student outcomes will be considered under agenda item 5.</li></ol>	

	<p>7. Governors were thanked for their time and impact on the development of a HR Strategy; it was noted that the task and finish group have planned Governors on the Ground activities for the autumn term.</p> <p>8. Good progress is being made by the Governor/ SMT task and finish group on the Sustainability Strategy. A session will be delivered by an external speaker at the Governors' Conference (November) on environmental sustainability and skills needs of Cornwall.</p>	
<b>4.2</b>	<p><b>Strategic Plan 2024/2027</b></p> <p>The Principal reported that further developments to the Strategic Plan are planned, to include more measurable targets, alterations to the first two objectives, inclusion of the high needs provision and a more public facing document. Governors were thanked for their contributions both before and during the meeting; the latest version will be shared following the meeting.</p> <p>A Governor reflected that they welcomed the plans for measurable targets and encouraged a strengthening of the language around the ambition for the College, further exploration of the desired outcomes and how committees can assure themselves of progress towards these outcomes. Governors approved the plan noting the planned developments to be incorporated and shared with Governors after the meeting.</p>	MT
<b>5.1</b>	<p><b>Principal's Update</b></p> <p><b>Principals' report</b></p> <p>Further detail contained in the confidential minutes.</p>	
<b>6</b>	<p><b>Student Governors' report</b></p> <p>The Chair invited SMT to feedback on the issues raised in the report. The College accept the challenges presented on the transport and bursary systems and are undertaking a full review, recognising the number of systems that parents/carers need to use and the challenge to ensure parents/ carers are aware of communications during the summer holidays.</p> <p>Following the feedback on the delivery of the Prevent programme, the College have reflected on this and plan to redeliver this important programme in a different format over the next few weeks.</p> <p>SMT continue to reflect on the delivery of the enrichment offer.</p>	
<b>7</b>	<p><b>Safeguarding update</b></p>	
<b>7.1</b>	<p><b>Keeping Children Safe in Education (KCSIE) 2024</b></p> <p>The Board received the updated Tier 1 leaflet, the full KCSIE 2024 guidance and the presentation shared with staff on the changes. Highlights were shared by the Designated Safeguarding Lead.</p>	
<b>7.2</b>	<p><b>Lead Governor Annual report</b></p> <p>The Board received the annual report and an update on the deep dive into safer recruitment and the single central record; the follow up of any actions will be shared with the next Audit Committee. It was noted that the College have published a mental health strategy; personalised by the College and based on Association of Colleges (AoC) guidance.</p> <p>A Governor was keen to learn about the processes in place to mitigate the risk to reputation that could be caused from staff misconduct, and challenged the reporting mechanisms in place and the Board's role in oversight. A lengthy discussion took place on the data available on CPOMS (the College's data dashboard), reporting mechanisms internally and within the governance structure and when reporting to LADO is completed. It was noted that the College undertake peer reviews with TCCG and Callywith College three times a year and assurance is also provided by the Safeguarding 175 submission to Cornwall Council. Further discussion will take place on this outside of the meeting.</p>	LBa

<b>7.3</b>	<b>Safeguarding Policies</b> It was noted that policies have been updated in line with KCSIE 2024 guidance where necessary. The Board approved the policies.	
<b>8</b>	<b>Financial update</b> Detail contained in the confidential minutes.	
<b>9</b>	<b>Risk Register</b> Board received the risk register and the CFO highlighted that four new risks have been identified, with two removed since the last report to Corporation. The risk management processes are being reviewed to incorporate suggestions from the internal audit, with proposals to be considered at the next Audit committee meeting.	
<b>10</b>	<b>Reports and Recommendations from Standing Committees</b>	
<b>10.1</b>	<b>Remuneration Committee 18/09/24</b> The Committee Chair reported that they had agreed to award all Senior Postholders a 1% pay award, consistent to that awarded to all College staff.	
<b>10.2</b>	<b>Employment and Business Policy Committee 24/09/24</b> The minutes will follow once completed.	WR
<b>10.3</b>	<b>Special Finance and General Purposes Committee 24/09/24</b> The minutes will follow once completed.	WR
<b>11</b>	<b>Governance</b>	
<b>11.1</b>	<b>Employment and Business Policy and F&amp;GP Committee</b> The Committee Chair reported that following the Committee's self review meeting, the Committee have proposed some changes for consideration at the next Search and Governance Committee.	S&G
<b>11.2</b>	<b>Remuneration Committee TOR</b> The Corporation noted the proposed amendments and approved the TOR.	
<b>11.3</b>	<b>SPH Remuneration policy</b> The Corporation noted the proposed amendments and approved the policy.	
<b>11.4</b>	<b>Governors on the Ground (GOTG)</b> Governors received the GOTG report template to complete on any GOTG activity. Governors were encouraged to participate in the upcoming Quality Review weeks and Oxbridge mock interviews.	
<b>11.5</b>	<b>Annual report on the Payment of Expenses to Governors 2024/25</b> The Corporation received the annual report.	
<b>11.6</b>	<b>Governors' Conference</b> The Chair reported that the CEO of Cornwall Council had been invited to present and attend the dinner with other sessions planned on sustainability, marketing and the strategic direction of the College.	
<b>12</b>	<b>Date of next meeting</b> Tues 10 December 2024 Truro, Valency Wed 26 March 2025 Penwith, Zennor Wed 25 June 2025 Truro, Valency All meetings start at 4pm  <b>Governors' Conference</b> Fri 15 November and Sat 16 November 2024, 10:30am Fal Building and Greenbank hotel	