

Minutes of the Corporation meeting held on Wednesday 26 March 2025 at the Penwith campus and on MS Teams

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

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
	The meeting was preceded by a confidential presentation and discussion on governance; detail contained in the confidential minutes. The slides shared have been uploaded to the meeting pack on Convene.	
1	<p>Apologies, welcome and declarations of interest</p> <p>Apologies were received and accepted from J Warren and L Chessman. There was a mix of attendance in person and on Teams. S Sanderson will leave the meeting after the reflection session, PC & RB will both leave at 6pm and KA will arrive late.</p> <p>All were reminded of the various potential conflicts which could arise during the meeting, where necessary Governors will leave the meeting.</p>	
2	<p>Minutes of meeting held on 13 February 2025.</p> <p>The confidential minutes of the previous Special Board 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. It was noted that feedback from staff and student voice sessions at the conference still needs to be shared.</p> <p>It was noted that Principal will not be in the staff selection processes and therefore will be able to hear appeals as part of the Redundancy Policy, therefore there is less urgency to review this policy.</p>	MT
4	<p>Chair's briefing</p> <p>It was reported that Chair's action had been used to ratify the appointment of the HE Student Governor and that the Finance, Infrastructure and People (FIP) had made an additional decision re enhanced VR on email following their meeting.</p> <p>A panel of Governors recently heard an appeal of the outcome of a complaint, outcomes and recommendations will be considered at the next Search and Governance meeting.</p>	
5 5.1	<p>Strategic Planning</p> <p>Progress made against the Strategic Plan 2024/25</p> <p>The Principal provided a summary of progress made against the strategic objectives</p> <ul style="list-style-type: none"> Student recruitment is positive to date, though there is increasing competition within 16-18 year olds provision. There is minimal growth within HE. 	

	<ul style="list-style-type: none"> ▪ A first draft of the new Estates strategy has been shared with the FIP Committee and a maintenance plan is being developed. The strategy will require Board approval at a future meeting. ▪ Student outcomes have been excellent as demonstrated in the performance tables, the College now need to sustain these results. ▪ Progress is being made within sustainability objective, with support from the Governors' Task and Finish group. <p>Further points included in the confidential minutes.</p>	
5.2	<p>Strategic Planning task and finish group</p> <p>A new strategic plan is being developed with support from the Governors' task and finish group and will be shared with Board for consultation when appropriate.</p>	
6	<p>Risk Register (RR)</p> <p>The Board received the paper and invited the CFO to provide an overview of the risk management processes in place and key risks linked with teaching and learning, finance and estates. It was noted that finances are under pressure with risks heightened as the College navigates the change management programme underway. The significant risk associated with transport, specifically buses was flagged.</p> <p>A discussion took place on the need to increase capacity within committees to further focus on risk, emphasising the importance of monitoring the orange rated risks with upward arrows, not just the red rated ones. It was noted that further exploration of some risks is required where they remain the same rating even after mitigating factors are put in place.</p>	KC/LL
7	<p>Principal's Update</p> <p>The Board received the confidential report circulated; detail contained in the confidential minutes.</p>	
8	<p>Finance Matters</p>	
8.1	<p>Committee Chair reports</p> <p>Received.</p>	
8.2	<p>Termly Financial Update and Revised Budget 2024/25 and two year forecast</p> <p>Detail contained in the confidential minutes.</p> <p>The Board approved the revised budget for 2024/25, noting the two year forecast will form part of the reporting to the June meeting alongside budget setting.</p>	
9	<p>Quality</p>	
9.1	<p>Committee Chair report TLA</p> <p>OMW reported that the meeting had a very full agenda and encouraged all Governors to read the minutes. There had been a lengthy discussion on high needs and Progression Pathways and the rapid improvement planned for this area, with a task and finish group now in place to monitor progress. Detail contained in the confidential minutes.</p>	
9.2	<p>SAR headlines and gradings and action plan</p> <p>The Board approved the SAR gradings and received the action plan.</p>	
9.3	<p>Nursery Ofsted Outcome – well done to the Nursery team</p> <p>The Board noted the 'Good' outcome received from the Nursery's Ofsted inspection and congratulated the team.</p>	
10	<p>Governance</p> <p>Katie Ashworth joined the meeting.</p>	

10.1	Search and Governance Committee Chair report Received	WR
10.2	Audit Committee Chair report Received.	
10.3	Remuneration Committee Chair report Received.	
10.4	Task and Finish groups update The Chair thanked Governors involved for their time supporting these groups.	
10.5	Governors on the Ground (GOTG) All Governors were encouraged to engage with GOTG activities in the summer term, following excellent Governor engagement in the Autumn term and less so in the spring term due to differing priorities. Details will be shared.	
10.6	Terms of Reference – Quality, Education and Skills Approved by Board.	
10.7	Code of Conduct The Board approved and agreed to adopt the updated version of Eversheds' Code of Conduct.	
10.8	Meeting dates 2025/26 Received by Board. It was noted that the S&G Committee and Strategic Planning task and finish group agreed that the 2025 Governors' Conference will not take place in its traditional form. The S&G Committee will determine the format for 2025.	
11	Callywith and TP Colleges update MoU Steering Group brief for Corporation Detail contained in the confidential minutes.	
12	Minutes from Corporation Standing Committees Board received the below Committee minutes: 12.1 Search and Governance 22/01/25 12.2 Teaching, Learning and Assessment 26/02/25 12.3 SAR Working Party 19/12/24 12.4 Finance and General Purposes 12/03/25 & 18/03/25 12.5 Investment Panel 13/11/24 12.6 Audit 11/03/25	
13	AOB 13.1 SPF Projects – application of the Corporation Seal Board approved the application of the seal to the Deeds of Variation issued by Cornwall Council, to accept the continuation funding approved for three Shared Prosperity Fund projects until 31/03/2026. 13.2 Application of the Corporation Seal It was noted that a request for the application of the seal has been received for a student letter, additional detail has been requested and it was agreed that the decision be delegated to the Chair.	
14	Dates of next meetings Wed 25 June 2025 Truro, Valency at 4pm It was noted that the Governors Strategic Conversation session will be rescheduled.	