TRURO & PENWITH COLLEGE CORPORATION

Minutes of the Corporation meeting held on
Tuesday 24 March 2026 at Truro College and on MS Teams

Members:	L Batchelor, R Bray, H Coupland, K Curtis, A Loder, O Marshall-Whitley, T Merritt, L Ovens, K Penney, G Potter, J Rose, S Sanderson, A Slade, R Townsend (Chair), M Tucker (Principal), C Wathern and C Weavill.
Also Present:	L Briscoe (Director of Student Experience), A Bull (Director of People, Culture and Curriculum), L Langdon (Chief Finance Officer), H McKinstry (Director of Business Partnerships & Skills), Vicky Pearson (Director of Learning, Assessment and Support), Wendy Randle (Head of Governance) and C Riding (Principal Designate)

Item	Discussion/Decision	Action
	Governors only	
	Pre Board session. Strategic planning and strategic governance The incoming Principal joined Governors to reflect on strategic planning processes and achieving strategic governance. Further detail contained in the confidential minutes.	
1 1.1	**Apologies, welcome and declarations of interest** Apologies were received and accepted from F Wall and A Pardoe. New Governors were welcomed to their first Board meeting, as was the Principal Designate, Carl Riding who would take over from Martin Tucker on 1st April 2026. **Declaration of Interests** The Board reviewed the annual declaration of interests summary. There were no additional declarations.	
2 2.1 2.2	**Minutes of meeting held on** **Special Confidential Special Corporation, 27 November 2025** The confidential minutes of the two meetings held on the 27 November were agreed to be an accurate record of the meetings. **Corporation, 9 December 2025** The minutes and confidential minutes of the meeting held on 9 December 2025 were approved as an accurate record of the meeting.	
3	**Matters arising** The Board received the report and noted the updates provided.	
4	**Chair's briefing** **Application of the Seal – Chair's action used** The Chair updated that Chair's action had been used to approve the application of the Seal on 13/02/26, to execute the Section 38 Agreement relating to the road adoption works at the Watchmakers development, Bodmin. The agreement is required so Cornwall Council can adopt newly constructed estate roads serving the Bunny Homes development. The College retains a very small area of land affected by the agreement and is therefore required to sign. All plans have been confirmed as accurate by the Head of Estates.	

	FE Commissioner Letter The Chair highlighted the new FE Commissioner's letter which had been circulated to Board, noting the emphasis on strong and effective governance with the following areas specifically highlighted; a. the Triumvirate (meetings of the Principal, Chair and Head of Governance) b. Senior Postholders – Boards should be clear on who their SPHs are, the nature of their roles and their interrelationship with the Board and its Committees. c. Risk and Board assurance framework (BAF) d. The Governor journey It was reported that a paper will be prepared for the Search, Governance and Remuneration Committee (SGR), to be shared with Board, outlining the college's position in these areas. **Board Decisions approved via email** The following decisions had been approved by Board via email. 1. Approval of the appointment process for Chair and Vice Chair of the Corporation 2. Approval of the following policies, following recommendations from the Finance, Infrastructure and People (FIP) Committee: • Sickness Policy • Absence Management Policy • Appraisal Policy • Capability Policy • Grievance Procedure • Leave of Absence Policy • HE tuition fees • 19+ Tuition fees • Reserves Policy Governors were thanked for the comments circulated on these policies and agreed to continue to undertake policy approval via email where proposed changes are minimal. 3. Appointment of Graham Potter and Andy Pardoe to the role of Governor for a term of four years, as recommended by the SGR Committee. 4. Appointment of Chris Weavill and Adele Bull as Callywith College Trustees, as recommended by the SGR Committee; note that a more recent update will be provided later in the meeting.	
5	**Progress against the interim Strategic Plan** The Principal reported on the good progress made against the interim strategic plan, noting that individual committees have considered their relevant areas. The following points were highlighted; ▪ Student recruitment and student transport remain priorities for the Senior Management Team (SMT) ▪ Stephens Scown solicitors have been instructed to progress the data sharing agreement between the College and Callywith College ▪ The incoming Principal, Principal and a Governor had attended the recent Employer Connect meeting In response to a Governor's question, the outcomes from the recent staff survey will be incorporated into the People strategy rather than the overarching strategic plan.	
6	**Risk Register (RR)** All Committees have reviewed their relevant risks from the Risk Register this term, followed by a review of the full Risk Register during the recent Audit, Risk and Assurance (ARA)	

	Committee meeting. The CFO reported the key risks, further detail contained in the confidential minutes.	
7	**Student and Staff Governor report** **Staff Governor report** The Staff Governor reported that there is staff excitement for the new Principal joining the College and it has been good to see Carl Riding on campus. Workload and pay conversations continue amongst staff. **Student Governors report** The Student Governors' report was received by the Board. Governors discussed how students share their views and noted that student surveys are undertaken termly. Parent surveys are also completed. It was noted that outcomes are promoted through "You Said, We Did" communications, and that the Director of Student Experience also takes matters to the Student Council. A summary of survey outcomes will be shared with the Student Governor. A discussion took place regarding lecturer strike action and the importance of providing balanced communications to students, staff and parents so that students understand the context and impact. It was suggested that a resource for students could be developed, potentially linked to wider awareness raising about unions. There are currently no known plans for further strike action this academic year. Governors also discussed whether students and staff fully understand the College's governance structure, including the role of governors, and noted that this could be strengthened through future transparency of communications. The Student Governors welcomed improvements to enrichment at Penwith and emphasised the importance of continuing to widen the diversity of opportunities available, while also considering accessibility and cost to support attendance. The need to strengthen higher education student representation was also raised.	LB
8	**Principal's Update** The Board received the Principal's report. It was noted that much of the report had been considered as part of earlier agenda items. In addition to this, detail was included on the white paper, competition, funding pressures, estate developments, curriculum reform, apprenticeship changes, student achievements, and leadership transition. It was agreed that due to time constraints, the staff survey outcomes would be shared at a Special Corporation meeting to allow fuller discussion.	WR
9 9.1 9.2 9.3	**Quality** **Committee Chair report** The Committee Chair's report was received with emphasis on the earlier conversation held on student recruitment. **Interim Curriculum Strategy** Following recommendation from the Quality of Education and Skills (QES), the Board approved the interim Curriculum Strategy. **EDI Annual Monitoring report Aug 2024-25** The report had been included in the Information Pack. The Committee Chair encouraged all Governors to review the report.	
10 10.1	**Audit Matters** **Committee Chair report**	

   10.2	The Board received the Audit, Risk and Assurance (ARA) Committee Chair's report. It was noted that key risks had been considered earlier in the meeting. **AI Policy & Digital Strategy update** The Board approved the AI policy following recommendation from ARA, it was also agreed to delegate future approvals of reasonable changes to SMT to ensure the policy keeps up with the pace of change.	
11 **11.1** **11.2** **11.3** **11.4** **11.5**	**Finance Matters** **Committee Chair report** The Board received the Interim Committee Chair's report and invited them to provide key updates. The CFO and College were praised for their reporting into FIP, it was noted that the Committee were quietly pleased with progress being made within the finances and continue to monitor future positions. **Termly Financial Update** The Board received the assurance report from the FIP Committee. **Estates Plan** The Estates Plan was received and approved. It was noted that further work within this area is planned as a focus area for the FIP Committee. **Health and Safety Policy** The Board approved the policy. It was noted that typically the ARA Committee would be responsible for review and recommendation to Committee yet timings on this occasion had resulted in the FIP Committee undertaking this review. **Annual Accounts 2024/25 – Callywith College, TPAT and Trust** The Board received the annual accounts which had been considered by the Committee.	
12 **12.1** **12.2** **12.3** **12.4** **12.5**	**Governance** **S,G&R Committee Chair Report** The Board received the report. **Governance Action Plan & KPIs** The Board received the paper and noted progress made against the areas for improvement and KPIs. **Meeting Dates 2026/27** The Board approved the dates for the next academic year. **Callywith College** (i) MoU Steering Group brief for Board The Board received the update report. (ii) Callywith/TPC MoU Agreement and Appendices Following the MoU Steering Group's recommendation, the Board approved the revised MoU and supporting appendices. (iii) Callywith/TPC briefing document for new governors **TPAT update** The Principal reported they had recently attended the TPAT AGM and that the Leading Edge Academy Trust had joined TPAT.	

	Governors only	
12.6	Appointment of the Chair and Vice Chair of the Corporation The Board considered the nominations submitted for both roles. Each candidate left the meeting and Governors agreed the following appointments: ▪ Kay Penney to take on the role of the Chair of the Corporation from 1st September for a term of 2 years. ▪ Sarah Sanderson to continue in the role of Vice Chair of the Corporation for a further term of 2 years. It was reported that Sarah Sanderson's term of office was due to end and that she had completed longer than the recommended two terms of fours years as a Board member. It was noted that the SGR Committee recommended that Sarah Sanderson be appointed for a further term of two years to support consistency of leadership within the Board and to retain institutional knowledge, allowing time for newer governors to develop theirs. The Board approved the extended terms of office.	
13	**Minutes from Corporation Standing Committees:** The Board received the below minutes: ▪ Search and Governance 21/01/26 ▪ Quality of Education & Skills 24/11/25 & 10/02/26 ▪ Finance, Infrastructure and People 26/11/25, 27/01/25, 10/03/26 ▪ Audit, Risk & Assurance 25/11/25 & 24/02/26	
14	**AOB** This would be the last governance meeting for the Principal. Governors had attended various retirement celebrations to include a dinner of thanks on 10/03/26 and coffee and cake with staff. On behalf of the Corporation, the Chair of the Corporation thanked the Principal for their commitment and dedication to the College.	
15	**Dates of next meetings** Tues 23 June 2026 (Ottery, Bodmin) Mon 12 October 2026 (Valency, Truro) Wed 9 December 2026 (Valency, Truro) Wed 24 March 2027 (Zennor, Penwith) Wed 23 June 2027 (Valency, Truro)	