TRURO & PENWITH COLLEGE CORPORATION

Minutes of the Corporation meeting held on
Wednesday 25 June 2025 at the Truro campus and on MS Teams

Members:	K Ashworth, N Basher, L Batchelor, R Bray, D Collins, P Cox, O Marshall-Whitley, T Merritt, S Sanderson, D Skinnard, R Townsend (Chair), M Tucker (Principal), R Van de Velde, F Wall and C Wathern.
Also Present:	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
1	**Apologies, welcome and declarations of interest** Apologies were received and accepted from Kay Penney and Chris Wathern. Lisa Briscoe (Director of Student Experience) sent apologies. Attendees were reminded of the various potential conflicts of interest which could arise during the meeting, and where necessary Governors/ SMT would need to leave the meeting. The Chair thanked Governors and SMT for their time and contributions during what had been a challenging academic year.	
2	**Minutes of meeting held on 25 March 2025.** The minutes and confidential minutes of the previous meeting held on 25 March 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** The Chair reported that the Annual Strategic Conversation had been held with the DfE and that the summary letter would be shared with Governors once received. An overview of the meeting was shared. Governors were thanked for their time spent during special meetings during the academic year, there had been 4 Special Corporation meetings and 6 Special FIP meetings. It was reported that Chair's action had been used to update the Chairs' Committee Terms of Reference, included in the meeting pack. A summary of the outcomes from the reflection session at March Board were received. The annual governance self assessment survey would be circulated after the meeting; all Governors were encouraged to complete.	MT ALL
5 5.1	**Strategic Planning** **Progress made against the Strategic Plan 2024/25** The Principal provided a summary of progress made against the strategic objectives:	

	▪ **Student recruitment -** some progress made, but retention remains a challenge. There will be a strong focus on adult learners going forward. ▪ **Personal Development -** good progress made and an area of strength for the College. There are significant changes planned for the volume of delivery for the next academic year. ▪ **Financial resilience and stable budget -** addressed in budget papers to be considered later in the meeting. CEFFS meetings with the FEC team have yielded a broadly supportive report with useful recommendations. Questions were raised on some areas of provision and the rationale for interviewing all students which the College will explore. ▪ **High quality estate and sustainable estate -** the Estates Strategy remains outstanding with review and approval expected in the autumn term. Closer collaboration between the Head of Estates and CFO is planned. ▪ **Meeting local, regional and national skills needs -** Ofsted graded the College's skills provision as strong and the College were awarded National Apprenticeship Provider of the Year. The College hold a strong regional standing with key bodies in Cornwall. ▪ **Student outcomes –** excellent results were reported at the start of the academic year. Improved outcomes within attendance and Progression Pathways students are needed. ▪ **People strategy and workforce development –** the HR team is in development with plans to develop the HR strategy in the next academic year. The College plan to review lecturer pay bands and support staff pay. ▪ **Environmental sustainability strategy -** progress was delayed due to other priorities, this objective will be integrated into the new strategic plan.	
5.2	**Strategic Planning task and finish group** A Governor reported that the Task and Finish (T&F) group has been focused on a five-year strategic plan. The focus for the next Senior Management Team (SMT) strategy day will be on immediate priorities related to efficiencies and restructuring. Further discussions are planned for the Governors' Conference on 14th November.	
6	**Risk Register (RR)** The Board received the paper considered by the Audit, Risk and Assurance Committee (ARA) at their June meeting. Both the ARA and FIP Committees noted the improvements made in the presentation of information. The risks linked to people, specifically following the restructure, were noted as were the changes to ratings of risks linked to finance and the student transport tender. Additional risks such as global, political and AI, which could impact the sector more widely, were considered. Feedback from the ARA Committee included the need to review the number of risks, identify strategic risks for Board review and to include commentary on mitigation factors with some consideration around risk measurables.	
7	**Student Governor report** Board thanked the Student Governors for their report. A lengthy discussion took place on the important points raised within the report linked to; homophobic comments within FE, a reduction of anti-social behaviour in toilets, the consistency of the delivery of tutor sessions and the price increase and service offer of the bus service for the new academic year. It was concluded that the College will monitor the delivery of the tutor sessions via the Head of Faculty roles and that further guidance will be provide to students on the reporting of anti-social behaviour so that the College can respond accordingly.	MT
7	**Principal's Update** Board received the Principal's report. The Principal provided the following updates:	

	Partnerships ▪ The College are building relationships with MPs and the new administration of Cornwall Council. ▪ Technical Excellence Colleges (TEC) – whilst the College cannot complete a joint bid with the Cornwall College Group (TCCG) they are considering an approach by Exeter College. Any bid would result in the College being a training provider for the whole of the South West region. ▪ The College are developing partnerships with CELT Multi Academy Trust; SMT members will visit Bodmin College to provide an update on the FE sector. ▪ Good relationships continue with TPAT and opportunities with Helston sixth form and Penwith campus will be explored. Funding ▪ The spending review indicates potential future funding challenges due to significant emphasis on mayoral authorities which does not apply in Cornwall. ▪ There is a focus on High Needs and SEND funding. ▪ The College have negotiated a fee reduction with Greenwich University for some HE programmes. Operations and Estates ▪ Summer maintenance plans were shared to include the refurbishment of the Kenwyn building at the Truro campus. ▪ Early certification for cyber essentials is expected and will include a replacement of staff IT equipment. ▪ The transport contract has been secured with Go Cornwall and will be monitored. In response to Governor questions, the TEC partnership requires one of the partners to hold a good financial health grading. To date only plans for construction have been released, early indications suggest proposals will align with the Invest 35 strategy. The challenge for the College with be delivery across the SW region. Further discussion detail contained in the confidential minutes.	
9 **9.1**	**Finance Matters** **Committee Chair report** The Committee Chair provided a verbal report; a written report would follow and be uploaded to Convene.	 PC
9.2	**Budget 2025/26 and two year forecast** Detail contained in the confidential minutes. Governors agreed the need to consider progress against the budget and review the budget at the end of October, early November.	 FIP
9.3	**Staff Pay Award** Detail contained in the confidential minutes. The Board approved the Budget and Capital Budget for 2025/26 and the two year forecast. Board noted the monitoring requirements stipulated in the confidential minutes to be undertaken by both SMT and Board.	 SMT/ FIP
9.4	**Annual review of Investment policy** Board approved the policy.	
9.5	**Menopause policy.** Board approved the policy.	
10 **10.1**	**Quality Matters** **Committee Chair report**	

	Board received the Committee Chair report. The Committee Chair reflected on the challenges faced during the academic year and the potential resulting impact on student outcomes when compared to the excellent results received at the end of 2024/25. **HE Strategy** The HE strategy has been developed with support of a Governors' Task and Finish Group. The strategy aims to develop students for high quality local jobs. The key pillars of the strategy will be further developed in order to realise the strategy. A Governor stated that they had been impressed with the data sourced and robust approach to developing the strategy. The College thanked the Task and Finish group for their support and challenge, specifically around strategic thinking. The Board approved the strategy, following recommendation from the QES Committee. **Accountability Statement** The Director of Business Partnerships and Skills reported that the statement had been prepared to align provision with new guidance. Governors received the paper prepared by the Head of Governance outlining the importance of Accountability Statement and the Board's their statutory duty to review due to review the curriculum to ensure this meets local needs. Board approved the accountability statement. **EDI Policy** The Board approved the EDI policy as recommended by the QES Committee.	
10.2	(see above: HE Strategy)	
10.3	(see above: Accountability Statement)	
10.4	(see above: EDI Policy)	
11	**Safeguarding report** Board received the report and noted no concerns from the Safeguarding Lead Governor. It was reported that the Single Central Record (SCR) checks had been completed.	
12 **12.1** **12.2** **12.3** **12.4**	**Audit** **Committee Chair report** Board received the report. **Internal Audit Plan 2025/26** The Committee Chair reported that the Internal Audit plan was developed using a risk based approach and based on a three year cycle. The Board agreed to approve the plan for 2025/26 and provided provisional approval for the subsequent years. **Approval of Internal Auditors for 1 +1 years** Detail contained in the confidential minutes. Following the Committee's recommendation, Board appointed the Internal Auditors for a further year. **Approval of External Auditors for 2 years** Following the Committee's recommendation, Board appointed the External Auditors for 2 years.	
13 **13.1** **13.2** **13.3**	**Governance** **Search and Governance Committee Chair report** Board received the report. **Standing Orders and Scheme of Delegation** An overview of the changes was shared and Board agreed to approve the documents subject to sight of the tracked changes. **Membership 2025/26**	

	Board approved the Committee membership for 2025/26.	
13.4	**Governors on the Ground (GOTG) & Task and Finish groups update** Board received the paper. The Chair thanked Governors involved for their time supporting these activities. Plans to further develop GOTG for the next academic year will be implemented.	
13.5	**Annual report on the use of the Seal** Received by Board.	
13.6	**Annual self assessment** Governors were informed that the annual self assessment process will be undertaken shortly and were encouraged to complete the survey which would be circulated after the meeting.	
14 14.1	**Callywith and TP Colleges update** **MoU Steering Group brief for Corporation** Detail contained in the confidential minutes.	
14.2	**TPAT update** Board received the paper.	
15	**Minutes from Corporation Standing Committees** Board received the below Committee minutes:	
15.1	Search and Governance 08/05/25	
15.2	Quality of Education & Skills 21/05/25	
15.3	Finance and General Purposes 04/04/25, 14/05/25, 17/06/25*	
15.4	Audit, Risk and Assurance 03/06/25	
15.5	Remuneration Committee 21/05/25 & 10/06/25**	
	*The FIP minutes of 17/06/25 would be uploaded to Convene once approved by the Committee Chair.	WR
	**The Remuneration Committee minutes of 10/06/25 would be uploaded to Convene once approved.	WR
	AOB The Board and SMT thanked Katie Ashworth and David Collins who were retiring from their Governor roles. Their contributions and commitment to the College during their tenures was noted. Thanks were also given to Jane Cashmore, retiring from her role as Director of Operations on the SMT. Jane has been an integral part of the team and will be missed.	
	Student and Staff Governors and SMT members, bar the Principal, left the meeting.	
17 17.1	**Remuneration Committee part B** **Committee Chair report** Board received the paper	
17.2	**SMT Roles and Responsibilities** Detail contained in the confidential minutes, part 3.	
17.3	**Summary of SPH objectives 2025/26** Detail contained in the confidential minutes, part 3.	

	Independent Governors only **The Principal left the meeting.** Detail contained in the confidential minutes, part 4.	
20	**Dates of next meetings** Mon 13 October 2025, Truro Valency Tues 9 December 2025, Penwith Zennor Tues 24 March 2026, Truro Valency Tues 23 June 2026, Truro Valency All meetings will take place 4 – 6:30pm	