TRURO & PENWITH COLLEGE CORPORATION

Minutes of the Corporation meeting held on
Tuesday 9 December 2025 at the Penwith campus and on MS Teams

Members: L Batchelor, R Bray, L Chessman, A Loder, O Marshall-Whitley, T Merritt, K Penney, A Slade, R Townsend (Chair), M Tucker (Principal), F Wall 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) and Wendy Randle (Head of Governance)

Item	Discussion/Decision	Action
1 1.1	**Apologies, welcome and declarations of interest** Apologies were received and accepted from K Curtis, L Ovens, S Sanderson, C Wathern and V Pearson. Two new Student Governors, Aoife Slade and Aoife Loder, were welcomed to their first meeting. **Annual Declaration of Interests** The Board reviewed the annual declaration of interests summary. There were no additional declarations of interest.	
2	**Minutes of meeting held on 13 October 2025.** The minutes and part 2 confidential minutes of the previous meeting held on 13 October 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 provided an update on Governor recruitment. It was noted that Board have appointed, via email, two new Governors; Heather Coupland to the Finance, Infrastructure (FIP) Committee and Jasmine Rose to the Audit, Risk and Assurance (ARA) Committee. Further interviews are scheduled for 16/12 and the Search, Governance and Remuneration (S,G,&R) Committee panel members will put forward any recommendations for appointment to Board via email. The incoming Principal is visiting the College on 11/12 to meet with members of the SMT and the current Principal. The Chair thanked everyone involved in the recruitment process and reflected on some of the interesting ideas shared by candidates for the future of the College.	
5	**Strategic Plan proposals for 2025-2026** The Board received the revised interim Strategic Plan for 2025-26 to include Governors' contributions from the Strategic Planning task and finish group and Governors' Conference. Governors were pleased with a concise report and key measurables to support Governors in holding the SMT to account on the delivery of the Strategic Plan. Board approved the Strategic Plan.	

6	**Risk Register (RR)** All Committees have been reviewed their relevant risks from the Risk Register this term, followed by a review of the full Risk Register at the ARA Committee's recent meeting. The Board noted the changes and a more concise document. An updated version will be shared with the Board following the meeting.	LL
7	**Student and Staff Governor report** **Staff Governor report** The Staff Governor was invited to provide a verbal report. It was reported staff comms of important events has been inconsistent. To support Board in understanding staff voice, the Staff Governor will attend more staff voice meetings. The Principal reflected on the comms channels in place; the staff voice meetings, Things you Need to Know emails and the weekly Principal's briefings and how these could be improved to engage more staff. Governors reflected on the need to ensure two way communication and noted the Governors on the Ground (GOTG) opportunities available to the Board which would support Governors achieving this. The Principal would provide a short overview to staff on the Principal recruitment processes in his next Principal's briefing, to include the reasons for the timeline of communication. It was noted that the College is developing the next staff voice survey and will include communications; outcomes of this survey will be considered by the FIP Committee. **Student Governors report** Student Governors were invited to provide a verbal report. The HE Student Governor reported that there no significant concerns within HE. The FE Student Governors were both in their first years of A Level Programmes. They had found the campus atmospheres welcoming and the transition from school to college had been smooth. Regarding the Truro transition there had been some aspects which were a little less clear and these will be raised with the Director for Student Experience. The issue of smokers and vapers congregating outside Penwith College was discussed and had been raised in the Student Council meetings. The situation will be revisited again with the Head of Campus.	RB MT AB LBr MT
	The meeting paused for 30 mins whilst Governors enjoyed a mince pie with Penwith campus staff.	
8	**Principal's Update** The Board received the Principal's report. The Board noted the context of the Post 16 education and skills white paper and the opportunities presented for the College. The following further highlights were noted: ▪ There was no additional investment in FE in the recent budget, though funding was allocated to Cornwall. ▪ Further discussions and ongoing monitoring of the recruitment of nursing apprenticeships is underway. ▪ Clarity on the Local Skills Improvement Plans (LSIP) plans is being sought; the College maintain good relationships with Cornwall Council. ▪ Details on the Technical Excellence College status outcomes were shared; there is a possibility for the possible links with Exeter College who have been awarded TEC status – construction. ▪ The College have secured a £2.3m grant from the Office for Students (OfS) for cyber and digital infrastructure. ▪ The new Head of People is settling in well. Governors thanked the People team for their support with the Principal recruitment.	

	▪ UCU have balloted in 32 colleges in the UK, with strike action planned 14,15 & 16 January. The College await the outcome of the NEU re-ballot and are accessing support from the AoC for all colleges expecting strike action. ▪ There has been little feedback received from staff on the pay award. ▪ First buses has withdrawn from Cornwall with Go Cornwall expected to take on these routes. There remains some reliability issues, yet things have settled. ▪ The College is exploring a 16-18 year old combined train and bus pass for students. ▪ Ofsted updates were provided at the recent Quality of Education and Skills (QES) Committee meeting; regular updates and training will be provided to Governors when needed. Further details contained in the confidential minutes.	
9 **9.1** **9.2**	**Callywith and TPAT update** **MoU Steering Group brief for Corporation** The Board received the briefing paper. **Outcomes from the Governance Conference** The Board received the paper updating on the outcomes from the Governor's Conference and progress being made against these. The Principal will share a report on GDPR and IT from the Head of IT with Governors and will take forward discussions with the Callywith College Principal. Governors were encouraged to express an interest in the role of Trustee on the Callywith College Board of Trustees with the Head of Governance.	MT
9.3	**TPAT update** The Principal provided a verbal update. It was reported that TPAT are taking on the Leading Edge MAT, a complex process due to likely changes to the articles owing to Diocese involvement. It was reported that MATs and academies are being encouraged to explore partnerships rather than acquisitions.	
10 **10.1**	**Quality** **Committee Chair report** The Vice Committee Chair provided a verbal update on the QES Committee meeting which had focussed on the Self Assessment Report (SAR) and Quality Improvement Plan (QIP), alongside discussion on the new Ofsted framework, changes from the Curriculum reforms and a presentation on the College's involvement in the Education Endowment Fund (EEF) project to support staff CPD in supporting disadvantaged learners. The annual EDI and Mental Health reports reviewed by the Committee had been uploaded to Convene for Governors information.	
10.2	**SAR headlines, gradings and action plan** The Board approved the SAR gradings and QIP following the QES Committee's recommendation.	
10.3	**HE SAR headlines and action plan** The Board received the papers and approved the action plan as recommended by the QES Committee.	
10.4	**High Needs Strategy and update** The Board received the briefing paper.	
11 **11.1**	**Audit Matters** **Committee Chair report** The Board received the ARA Committee Chair's report.	

11.2	**ARA Committee Annual Report 2024/25** The Board received the annual report and noted the assurance the report provided from the ARA Committee, and their opinion that the College has adequate and effective risk management, governance and control processes in place.	
11.3	**Internal Audit Service Annual Report for 2024/25** The Board received the report and noted the comments regarding the Internal Auditors provision.	
11.4	**Environmental Sustainability Policy** In response to a Governor's question, the KPIs within the policy will be cascaded to all Committees to ensure wider engagement on Environmental Sustainability. The College plan to further develop relationships with sector leaders such as South Devon College, to identify good practice which will guide future investment. It was noted that the College is developing a Climate Action Plan. Following recommendation from ARA Committee, the Board approved the policy.	
11.5	**Risk Management Plan & Policy** Following recommendation from ARA Committee, the Board received and approved the plan and policy for 2026.	
11.6 11.7 11.8	**Counter Fraud policy** **Gifts & Hospitality policy** **Anti Bribery policy** The Board approved the above three policies.	
12 12.1	**Finance Matters** **Committee Chair report** The Interim FIP Committee Chair reported that there had been two meetings held since the last Corporation meeting which had considered the revised budget 2025/26 and 2026/27; approved at the Special Corporation meeting on 27/11/25. The Committee reviewed the Estates plan which was a recommended read for newer governors and received an update on the procurement timeline for the HR system.	
12.2	**Termly Financial Update** The Corporation received the assurance report from the FIP Committee.	
 12.3 12.4 12.5 12.6 12.7	**<u>Annual Financial Statements</u>** **Executive summary** **Report of the Members of the Corporation and Financial Statements 2024/25** **External Auditors Key Issues Discussion Document** **Letter of Representation and Management Letter from the Auditor** **Regulatory Self Assessment Questionnaire** The Committee received the above documents. It was reported that the FIP and ARA Committees had reviewed the papers and the Chair of the Corporation reported that the CFO had completed an excellent job, with the external auditors reporting a clean audit. The Board agreed and approved all documents and the application of the relevant signatures; the CFO will ensure the submission to DfE is completed.	
13 13.1	**Governance** **Training and Development outcomes 2024/25 and Training and Development Plan 2025/26** The Board received the Training and Development outcomes for 2024/25 and approved the Training and Development plan for 2025/26. The Head of Governance reminded the Board	

	to share any requests for training; it was noted that with a significant appointment of new governors there will be training and development put in place to support them and existing Governors.	
13.2	**Remuneration Committee Annual Report** The Board received the Remuneration Committee annual report. The Committee Chair reflected on the recommendations from the Weston College FEC report considered at Committees throughout the year.	
13.3	**Corporation Cycle of Corporation Business** The Board received and approved the cycle of business.	
14 **14.1** **14.2** **14.3**	**Minutes from Corporation Standing Committees:** Search and Governance 23/09/25 Quality of Education & Skills 07/10/25 Finance, Infrastructure and People 30/09/25 & 11/11/25 The Board received the above minutes, Governors will be informed when the following minutes are uploaded to Convene: ▪ Quality of Education & Skills 24/11/25 ▪ Finance, Infrastructure and People 26/11/25 ▪ Audit, Risk & Assurance 25/11/25	WR
16	**AOB** The Principal reported that the College has reviewed the IB programme and have made the operational decision to financially support the IB for 2026, following the DfE's decision to remove the 25% contribution. In response to a Governor suggestion, comms will be shared more widely to encourage student recruitment for 2026/27.	
	Student and Staff Governors and SMT and Principal left the meeting	
15 **15.1**	**Principal recruitment and next steps** The Head of Governance reported that the Head of People has been asked to lead on the incoming Principal's induction and the Head of Marketing on the comms linked to their first six months in post; both will present papers to the Search, Governance and Remuneration Committee(S,G&R) meeting in January with proposals shared more widely with Governors.	**WR**
15.2 **15.3**	**Confidential Corporation minutes 13/10/25 part 3 & 4** **Confidential Special Corporation minutes 27/11/25** The Board received and approved these minutes.	
15.4	**Board self-assessment report** Board received the Board Self Assessment report noting this had been reviewed by the S,G&R Committee. The Head of Governance reported that outcomes will be put into a Governance Action Plan to be reviewed by S,G&R at their January meeting and then shared with Board for comment and approval.	**WR**
17	**Dates of next meetings** Tues 24 March 2026, Truro Valency Tues 23 June 2026, Truro Valency All meetings will take place 4 – 6:30pm	