



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting held at Truro College on Wednesday 10 October 2018.

Members: Mrs K Ashworth, Mrs L Batchelor, Ms A Burlton, Mr P Callen, Mr D Collins, Mr R Crossland, Ms B Duff, Ms L Edge, Ms B Michael, Sir Robert Owen, Mrs S Sanderson, Mrs E Seward-Adams, Dr E Sheridan, Ms D Skinnard, Mr D Walrond (Principal), Mr K Wilson, Mrs E Winser (Chair), Mrs J Woodhouse and Mr A Young

Also Present: Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mr D Houghton (Finance Officer), Mrs C Mewton (Director of Studies), Mr A Stittle (Director of Teaching and Learning), Mr M Tucker (Director of Penwith College), Mr M Wardle (Director of Curriculum) and Mrs A Winter (Clerk to the Corporation)

Apologies: Mr W Elliott and Dr J Lander
Also, Mrs S Dickinson (Director of Finance)

Item	Decision	Action
18/39	<p>Welcome</p> <p>The Chair welcomed the new Staff Governor, Mrs Emma Seward-Adams, to her first meeting.</p>	
18/40	<p>Governance Matters</p> <p>40.01 Higher Education Student Governor</p> <p>The Corporation considered and APPROVED a recommendation from the Search and Governance Committee to amend the membership determination set out in the Instruments and Articles of Government to add a Higher Education Student Governor as follows:</p> <p><i>2. (1) (d) two members who are <u>further education students at the institution and one member who is a higher education student at the institution, and have been nominated and elected by their fellow students, or by a recognised association representing such students, or nominated following a process agreed by the Corporation.</u></i></p> <p>The Corporation also APPROVED amendments to the Governor Appointment and Re-Appointment Procedures.</p> <p>40.02 Appointment of Student Governors</p> <p>The Corporation APPROVED the appointment of:</p> <p>(i) Bethany Michael (Truro) and Anya Burlton (Penwith) as FE Student Members of the Corporation and of the Teaching, Learning and Assessment (TLA) Committee for 2018/19.</p> <p>(ii) Brittany Duff as the HE Student Member of the Corporation and of the TLA Committee for 2018/19.</p>	<p>AW to amend I&A and procedures accordingly</p>

18/41	<p>Chair's Business</p> <p>41.01 Resignation</p> <p>The Chair reported that John Green had tendered his resignation from the governing body.</p> <p>The Corporation ACCEPTED his resignation and thanked John for his contribution to governance and his involvement with the College.</p> <p>41.02 Graduation</p> <p>The Chair reminded governors of the graduation ceremony on Friday 19 October 2018 at Truro Cathedral - all governors were invited to join the academic procession.</p> <p>41.03 Governors' Conference</p> <p>Members were reminded that the annual conference was due to take place on Friday 9 and Saturday 10 November 2018. The conference programme was being prepared and would be circulated shortly.</p> <p>41.04 Oxbridge Mock Interviews</p> <p>Governors were asked to indicate willingness and availability to assist with mock interviews for prospective Oxbridge applicants.</p> <p>41.05 Governor Learning Walks</p> <p>All governors were encouraged to complete a learning walk this term and a schedule of proposed dates was provided.</p>	<p>Clerk to convey thanks</p> <p>Governors to reply to AS</p> <p>Governors to reply to Clerk</p>
18/42	<p>Register of Members Interests and Confirmation of Eligibility</p> <p>Members were asked to update the Register of Members' Interests for 2018/19 and to confirm ongoing eligibility to serve as a governor.</p>	<p>Governors to notify Clerk of changes</p>
18/43	<p>Principal's Report</p> <p>The Principal provided an update on national and local issues in which he highlighted the ongoing funding issues in FE and the launch of a campaign led by the Association of Colleges and other organisations to bring attention to the under-funding of colleges. This included 'Colleges Week' (15-19 October 2018) during which the Principal would be attending a lobby of parliament and meeting with two of the six Cornish MPs (Sarah Newton and Scott Mann).</p> <p>The Corporation was pleased to hear that the enrolment process had gone well. Although targets had been met at Truro (a slight decline in the context of a falling 16-18 demographic), the combined registrations across Truro, Penwith and Callywith had grown to an estimated 52% of the total Year 11 cohort in the County.</p> <p>Members noted the various premises projects completed over the summer, which included refurbishment of eating outlets prior to the transfer of catering provision to Caterlink. The sports hall at Truro had also been upgraded and improvements made to maintain and refresh other buildings as necessary. Modifications to the Morrab Road premises in Penzance were underway to enable part of the former library building to be leased for community use.</p>	

	<p>The Principal explained that from September 2018, late opening across the College had been reduced to two evenings in order to achieve cost savings.</p> <p>A brief update on the Stadium for Cornwall was also provided and the latest situation with regards to the Truro City Football Club Treyew Road development was explained. A decision on the £3m matched funding from Sport England would be announced in the Government's autumn budget statement on 29 October 2018. In the meantime, the legal process and preparation of the tender were progressing.</p> <p>Governors NOTED the report, latest developments and College statistics with interest.</p>	
18/44	<p>Further Education Commissioner's Review of Post-16 College Provision in Cornwall</p> <p>The confidential item is separately minuted.</p>	
18/45	<p>Minutes</p> <p>The minutes of the meeting held on 27 June 2018 were APPROVED and signed as a correct record.</p>	
18/46	<p>Matters Arising</p> <p>46.01 Office for Students (Minute 18/22.01)</p> <p>The College's application to register with the new HE regulator, the OfS, was progressing. Following the submission of detailed evidence, additional information had been requested and material was being compiled in response to the OfS queries.</p> <p>46.02 Institute of Technology (IoT) (Minute 18/22.02)</p> <p>Governors noted that the IoT proposal by the Cornwall/ Devon/ Somerset consortium was progressing to the second stage of the approval process. A detailed submission was being prepared which included delivery arrangements and governance processes. If the bid was successful, it was likely the College would receive around £2m towards workshops for Engineering and Digital Technology.</p> <p>46.03 Top Up Funding for High Needs Support (Minute 18/22.04)</p> <p>Although a satisfactory agreement had been reached with the Council on HNS funding for 2018/19, concerns remained about future funding and maintaining full week provision for learners with high needs. The College would maintain a dialogue with the Council.</p> <p>46.04 Safeguarding (Minute 18/33)</p> <p>The latest information leaflet for governors 2018/19 providing guidance on roles and responsibilities as well as relevant contacts was distributed at the meeting.</p>	

18/47	<p>Finance Matters</p> <p>47.01 Quarterly Review of College's Financial Position</p> <p>The Corporation received a review of the College's Financial Position for the period from 1 August 2017 to 31 July 2018. Members noted that the end of year accounts were 'draft' at this stage as invoices relating to the 2017/18 financial year were still being received and processed. As a result of various adjustments and efficiencies, a close to breakeven position was expected.</p> <p>Cashflow projections for the coming two years remained positive.</p> <p>Governors CONCLUDED that overall the College was in good financial health and agreed that, based on the evidence provided, the continued solvency and safeguarding of assets remained satisfactory.</p> <p>The Senior Management Team was congratulated on an excellent outcome.</p> <p>47.02 Annual Report on the Payment of Expenses to Members</p> <p>A summary of the course/conference fees and travel/subsistence expenses for governor activities during 2017/18 was presented. The Corporation NOTED that expenditure remained low at £1,491 (not including the annual conference), compared to £1,081 in 2016/17.</p>	
18/48	<p>Update on Current Risks</p> <p>The Principal highlighted the current key risks:</p> <ul style="list-style-type: none"> • <u>Funding</u>: Funding issues were being highlighted in the media during Colleges Week and the Chancellor was being urged to urgently address the disparity between pre-16 and 16-18 funding. It was hoped that the Government's autumn budget statement on 29 October would include some positive news for colleges. • <u>College Finances</u>: The College's budget for 2018/19 was very tight and a failure to achieve the efficiency savings necessary to remain within budget remained a key concern. • <u>FEC Review of College Provision in Cornwall</u>: The FEC's review was due to be concluded by the end of October 2018. In the meantime, uncertainty remained about the future FE landscape in Cornwall and implications for the College. <p>The Corporation NOTED the key risks identified and the action to mitigate those risks.</p>	
18/49	<p>College Strategic Plan Update</p> <p>The Principal presented the Strategic Plan for 2018/19 - 2020/21 and explained that this was an overarching plan, setting out the College's main priorities. The Plan was intentionally succinct, expressing the strategy in broad terms to provide clear direction and could be adapted in response to new opportunities and developments.</p>	

	<p>The Corporation reviewed the strategic objectives, targets and key actions and following consideration, members agreed that the Plan provided a clear strategy for the College and agreed to ADOPT the Strategic Plan for 2018/19 – 2020/21.</p>	
18/50	<p>Review of College’s Educational Character and Mission</p> <p>Members noted that it was a requirement of the Instruments and Articles of Government that the Corporation regularly reviewed the Educational Character and Mission of the College.</p> <p>Following consideration, Governors concluded that the main aims of the College remained consistent and the ethos and values were unchanged.</p> <p>The Corporation CONFIRMED the College’s continuing commitment to operate as a broad-based tertiary college and supported the mission: <i>To provide the best possible learning experience, leading to the highest possible level of achievement by our students.</i></p>	
18/51	<p>Reports from Corporation Standing Committees</p> <p>51.01 Finance and General Purposes Committee</p> <p>The Corporation received and noted the minutes of the meeting held on 3 July and draft minutes of the meeting on 1 October 2018.</p> <p>The Corporation APPROVED an amendment to the Investment Policy to avoid investments in the pornography sector.</p> <p>51.02 Teaching, Learning and Assessment Committee</p> <p>The Corporation received the minutes of the meeting held on 26 September 2018. Governors were very pleased to note, in particular, the excellent outcomes across academic and vocational qualifications in summer 2018.</p>	
18/52	<p>Truro and Penwith Academy Trust (TPAT)</p> <p>The TPAT Chair summarised the latest position and reported on developments, including:</p> <ul style="list-style-type: none"> • Cape Cornwall (secondary school) had joined TPAT on 1 September, taking the total number of schools to twenty-five • TPAT now included more than 5,000 pupils and 900 staff • summer examination outcomes at the secondary schools had been very good • all TPAT schools were graded ‘Good’ by Ofsted • the CEO and Chair of TPAT had recently been involved in discussions with the Regional Schools Commissioner concerning potential sponsorship of schools currently within the Adventure Learning Academy Trust (ALAT) • a new Governance Officer had been appointed to fulfil the clerking and company secretary role from 1 September 2018 • as the TPAT central team expanded, there was a greater need for office capacity and the possibility of leasing space commercially was being explored. 	

18/53	<p>Callywith College Trust</p> <p>The Callywith College Chair summarised the latest position and reported on developments, including:</p> <ul style="list-style-type: none"> • the remarkable growth this year with 780 enrolments (well over the DfE's Planned Admission Number (PAN) of 730) • of the 504 new students in 2018/19, around 300 had registered on vocational diplomas and 200 on A Level programmes • more than 30 new employees had also started in August 2018 and were being integrated into the staff team • the interim summer results were excellent • there was significant interest from potential students for 2019/20 entry • although the College had capacity to expand to 1280 students however, the range of provision that could be offered was limited by its Free School/Academy status • Trustees had discussed the implications of the FEC's Review of Post-16 Provision in Cornwall at a recent strategy session. 	
18/54	<p>Date of Next Meeting</p> <p>The Corporation would next meet at 4.30pm on Wednesday 12 December 2018 at Penwith College.</p>	All to note
PART II – Confidential Business		
	Confidential items 18/55 – 18/57 are separately minuted.	