



# TRURO AND PENWITH COLLEGE CORPORATION



**Minutes** of the Corporation meeting held on Wednesday 12 December 2018 at Penwith College

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

**Also Present:** Mr M Arnold (Director of Quality), Ms J Cashmore (Director of Operations), Mr D Haughton (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:** Mrs K Ashworth, Mr W Elliott, Sir Robert Owen and Mrs J Woodhouse  
Also, Mrs S Dickinson (Director of Finance)

Item	Discussion/Decision	Action
18/60	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 10 October 2018 and Special meeting held on 10 November 2018 were <b>APPROVED</b> and signed as a correct record.</p>	
18/61	<p><b>Matters Arising</b></p> <p><b>61.01 Oxbridge Mock Interviews (Minute 18/41.04)</b></p> <p>The Director of Teaching and Learning reported that of the seventy Oxbridge applications submitted this year, around 45 candidates had been invited for interview by their chosen university. In previous years approximately 25-30% of those applying were subsequently made an offer. This ratio was comparable to the independent school sector. Governors were thanked for taking part in mock interviews with Oxbridge candidates.</p> <p><b>61.02 Colleges Week (Minute 18/43)</b></p> <p>The Principal confirmed that as part of the national Colleges Week campaign, he had attended a lobby of Parliament and met with five of the six Cornish MPs. The MPs were generally supportive and the campaign had helped to raise awareness of the FE funding position.</p> <p><b>61.03 Office for Students (Minute 18/46.01)</b></p> <p>The Director of Studies confirmed that the College had completed the registration process, had responded to all requests for additional information and was waiting to hear from the OfS.</p>	

	<p><b>61.04 South West Institute of Technology (IoT) (Minute 18/46.02)</b></p> <p>Governors noted that the Cornwall/Devon/Somerset consortium had submitted its second stage bid. A presentation would be made to the DfE in Spring 2019 before a final decision was made. Although the anchor employer had withdrawn from the consortium, supporting statements had been supplied by a number of businesses and the proposal was able to progress with slight changes. As the submission scored highly in the first phase, it was hoped that the Cornwall/Devon/Somerset IoT would be one of those approved.</p>	
18/62	<p><b>Further Education Commissioner’s Review of Cornwall</b></p> <p>This confidential item is separately minuted.</p>	
18/63	<p><b>Chair’s Business</b></p> <p><b>63.01 Governor Learning Walks</b></p> <p>Governors were encouraged to take part in Learning Walks and were asked to complete and return feedback sheets to the Clerk for monitoring by the Teaching, Learning and Assessment Committee.</p> <p><b>63.02 Succession Planning - Senior Management Team (SMT)</b></p> <p>The Chair provided a confidential update on the roles and tenure of the current members of the SMT, the growing workload and future projects. The Chairs’ Standing Committee had recently discussed the position and concluded that additional SMT capacity was needed to take forward developments, cope with increasing pressures and plan for personnel changes that were expected in the next 12-24mths.</p> <p>A national recruitment process would be launched in early 2019 with the aim of appointing a number of senior postholders. Governors would be invited to observe candidates’ presentations on 27 February 2019 and attend a Special Corporation meeting on 28 February 2019 to consider recommendations from the selection panel.</p>	<p>ALL to note dates Clerk to confirm details</p>
18/64	<p><b>Principal’s Report</b></p> <p>The Principal presented his report and the following national and local issues were discussed further:</p> <ul style="list-style-type: none"> <li>• <b>Open Days/Recruitment:</b> recent open days at Truro, Penwith (and also Callywith), had been very busy, lively events, demonstrating the quality and range of the offer across Cornwall.</li> <li>• <b>TES FE College of the Year:</b> Truro and Penwith College had again been shortlisted for the College of the Year Award – the winner would be announced in March 2019.</li> <li>• <b>FE funding:</b> whilst the Ofsted Chief Inspector had voiced concerns about the chronic underfunding of colleges, the Skills Minister and others still appeared to identify poor leadership and governance as the key problem in FE. The recent departure of a number of principals and several colleges issued with notices of financial concern reinforced that perception.</li> <li>• <b>IoT and T Levels:</b> there was nervousness amongst some employers about being linked with colleges as a result of perceived risks related to financial instability.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Seaton Extension:</b> the preparatory groundworks and drainage system would be undertaken during December 2018/ January 2019 – the original cost estimate had been significantly reduced.</li> <li>• <b>Stadium for Cornwall:</b> confirmation of funding towards the development was still awaited from central Government, pending the completion of due diligence by Sport England (on behalf of the Department for Digital, Culture, Media and Sports). The due diligence work entailed detailed and lengthy checks on all aspects of the project. In the meantime, Cornwall Council had written urging the Minister to progress the funding without further delay. The College’s solicitors were addressing the necessary legal processes.</li> <li>• <b>Artificial Pitch:</b> a planning application for the replacement of an artificial pitch at Truro (part funded by the RFU) had been submitted and it was expected that work would commence around Easter for completion by September 2019.</li> <li>• <b>Morrab Road, Penzance:</b> the extensive roof repairs to the former library building (with listed building status) had taken longer than expected (due to complexity) but would be finished in early 2019.</li> <li>• <b>Truro Leisure Centre:</b> an agreement with GLL had been reached and the College had taken over the management of studio facilities.</li> <li>• <b>Student and College Activities:</b> a huge range of different activities showcasing students’ work both nationally and internationally, as well as trips, activities and sporting events had been taking place.</li> <li>• <b>College Statistics:</b> The headline student numbers, staffing and funding figures were provided.</li> </ul> <p>In reply to questions, the Principal confirmed the College had made the approved contribution towards the Stadium design fees at this stage and other partner(s) were meeting ongoing expenditure.</p> <p>The overall costs of the Morrab Road roof repairs were not expected to rise, despite the work taking longer and being more complex than anticipated, as the contract had been agreed on a fixed fee basis.</p> <p>The student enrolment numbers were discussed, particularly for Penwith (where the demographic rise predicted for the rest of the County was not expected to occur). Failure to successfully complete the necessary Level 2 qualifications at school (eg. maths and English) was also impacting on enrolments for Level 3 programmes.</p> <p>Governors <b>NOTED</b> the wide range of student/College activities and College statistics with interest.</p>	
18/65	<p><b>College Self-Assessment Report 2017/18</b></p> <p>The Corporation considered the College SAR which had already been scrutinised in detail by the SAR Working Party. The Working Party Chair summarised the group’s deliberations and conclusions.</p> <p>The grades for each programme area (12 Outstanding, 6 Good and 1 Requires Improvement) and overall judgement of Outstanding (grade 1) had been considered by the Working Party and a range of cross-College issues were explored in greater detail.</p>	

	<p>The Working Party also checked progress with the 2016/17 action plans and any issues that were being carried forward into 2018/19. The Working Party agreed that action plans were focused and areas for improvement were receiving appropriate attention.</p> <p>The Working Party concluded that the SAR provided a rigorous, thorough evaluation of provision supported by good evidence and the External Validation Report endorsed this view.</p> <p>Following discussion, the Corporation <b>APPROVED</b> the College SAR for 2017/18.</p>	
<b>18/66</b>	<p><b>Update on Current Risks</b></p> <p>The Finance Officer highlighted the current key risks:</p> <ul style="list-style-type: none"> <li>• <u>Funding</u>: the ongoing national funding position was continuing to impact on all colleges and finances continued to be very tight</li> <li>• <u>College Budget</u>: it had been necessary to set a deficit budget for 2018/19 and remaining within budget would be challenging as it was dependant on achieving a range of efficiency savings</li> <li>• <u>Senior Management Capacity</u>: the impact of new challenges, policy changes and initiatives as well as the ongoing FEC Review of Cornwall was continuing to create additional workload pressures.</li> </ul> <p>The Corporation noted the key risks and action to mitigate those risks.</p>	
<b>18/67</b>	<p><b>Audit Matters</b></p> <p><b>67.01 Audit Committee Annual Report 2018</b></p> <p>The Corporation received the Audit Committee Annual Report and was reminded that the purpose of the report, as required by the Post-16 Audit Code of Practice and the Committee's terms of reference, was to provide assurance to the governing body on the effectiveness of the risk management, control and governance arrangements.</p> <p>In the opinion of the Audit Committee, the extent of the audit work carried out by the College auditors, and fully detailed in the reports received, together with the scrutiny and oversight provided by the Committee, could be relied upon to provide assurance that adequate, effective and reliable audit arrangements were in place. Also, the Committee concluded that the framework of governance, risk management and control and processes for securing economy, efficiency and effectiveness were adequate and effective.</p> <p>The Corporation noted the audit work undertaken during 2018, was reassured by the opinion expressed by the Audit Committee, and <b>ACCEPTED</b> the report.</p>	
	<p><b>67.02 Internal Audit Annual Report 2017/18</b></p> <p>The Corporation received the Internal Audit Service Annual Report for 2017/18 which had been reviewed by the Audit Committee. Members noted that six reviews had gained the highest grade of 'substantial assurance' and one had been judged 'reasonable assurance'.</p>	

	<p>The Chair of the Audit Committee explained that only two recommendations had been made and both had received appropriate attention.</p> <p>The Corporation was pleased to note the outcome of the reviews and noted the auditor's opinion that the College had adequate and effective risk management, control and governance processes in place.</p> <p>The Corporation <b>ACCEPTED</b> the auditor's report.</p>	
<p><b>18/68</b></p>	<p><b>Finance Matters</b></p> <p><b>68.01 Report of the Members of the Corporation and Consolidated Financial Statements for 2017/18</b></p> <p>The Corporation received the Report and Consolidated Financial Statements for 2017/18 which had already been reviewed and recommended for approval by the Finance and General Purposes Committee and the Audit Committee.</p> <p>The Chair of the Finance and General Purposes Committee explained the key issues underpinning the accounts and the financial results summarised in the report which indicated a small operating surplus – a very positive outcome given the reduced FE funding. The College had also retained an 'Outstanding' financial health grading by the Education and Skills Funding Agency which was exceptional in the sector.</p> <p>An unqualified audit had been confirmed by the auditors and the College remained in a very strong financial position.</p> <p>The Corporation <b>APPROVED</b> the College Financial Statements for 2017/18 and <b>AGREED</b> the auditors letter of representation.</p> <p><b>68.02 Cornwall School Centred Initial Teacher Training Accounts</b></p> <p>The Corporation received the School Centred Initial Teacher Training (SCITT) Final Accounts for 2017/18 which had already been reviewed and recommended for approval by the Finance and General Purposes Committee and by the Audit Committee.</p> <p>The Corporation noted that the funds provided by DfE had been applied in accordance with the financial memorandum and that the SCITT accounts had been operated appropriately to the satisfaction of the auditors. The programme had achieved an operating surplus and remained in a sound financial position with healthy reserves.</p> <p>The Corporation <b>APPROVED</b> the Cornwall SCITT accounts for 2017/18 and DfE Audit Grant Return. Members also <b>AGREED</b> the auditors letter of representation.</p>	
<p><b>18/69</b></p>	<p><b>Quarterly Review of College's Financial Position</b></p> <p>The Corporation received and noted the Quarterly Review of the College's Financial Position for the first two months ending on 30 September 2018.</p>	

	<p>Members noted that at this early stage income and expenditure were broadly in line with the budget although staffing costs were expected to rise due to increases in the National Minimum Wage, pension contributions and maths and English Level 2 delivery. A revised budget would be prepared in January.</p> <p>Cashflow projections remained positive for the next two years and Members agreed that, based on the evidence provided, the College's financial position remained satisfactory both in terms of the continued solvency and the safeguarding of the assets of the institution.</p>	
<b>18/70</b>	<p><b>Targets and Performance Indicators for 2018/19</b></p> <p>The Corporation received a report explaining the proposed targets and performance indicators for 2018/19 which were based on the achievement of financial indicators, learning goals and performance measures. An analysis of the long term trends was also considered.</p> <p>Members discussed the proposed targets and the changing context. An explanation of adjustments, which largely related to national developments (such as new funding formulae and curriculum developments), were explained.</p> <p>Following discussion, the Corporation <b>AGREED</b> to adopt the proposed targets and performance indicators for 2018/19.</p>	
<b>18/71</b>	<p><b>Reports and Recommendations from Standing Committees</b></p> <p><b>71.01 Teaching, Learning and Assessment Committee</b></p> <p>The Corporation received the minutes of the meeting held on 26 September 2018 and <b>NOTED</b> the range of issues explored by the Committee, including the excellent summer 2018 achievements.</p> <p><b>71.02 Finance and General Purposes Committee</b></p> <p>The Corporation received the minutes of the meetings held on 1 October and 13 November 2018 and <b>NOTED</b> the matters considered.</p> <p><b>71.03 Search and Governance Committee</b></p> <p>The Corporation received the minutes of the meeting held on 1 November 2018. Members <b>NOTED</b> that a review of compliance with the AoC Code of Good Governance had been conducted and a number of governance documents were being updated as a result of the review.</p> <p><b>71.04 Audit Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meeting held on 27 November 2018.</p>	
<b>18/72</b>	<p><b>Truro and Penwith Academy Trust Update</b></p> <p>The TPAT Chair summarised key developments:</p> <ul style="list-style-type: none"> <li>• TPAT schools were continuing to perform well and all but one had achieved an Ofsted grading of 'Good' – the Trust was aware of the specific improvements needed at the one primary school and was taking action to address areas for development</li> </ul>	

	<ul style="list-style-type: none"> <li>the Trust was continuing to grow and the Regional Schools Commissioner had recently invited TPAT to take on schools from another multi academy trust – the necessary due diligence processes were underway with the view to new schools joining on 1 April 2019</li> <li>a number of prospective new trustees had been identified and applications were being taken forward</li> <li>the TPAT central staff had been relocated to offices in Fal which were more suitable for the team.</li> </ul>	
<b>18/73</b>	<p><b>Callywith College Trust Update</b></p> <p>The Callywith College Chair summarised key developments:</p> <ul style="list-style-type: none"> <li>recruitment was excellent for 2018/19 with enrolments of 770 (compared to 330 last year) which was well above the published admission number (PAN) of 730</li> <li>a PAN of 955 had been requested for 2019/20 and admissions interviews were taking place for September 2019 entry</li> <li>the College’s first Self-Assessment Report was very strong and demonstrated potential to achieve an Ofsted ‘Outstanding’ judgement in the near future</li> <li>the DfE Advisor assigned to Callywith College had recently visited and reported very positively on the progress made</li> <li>the senior management team had worked hard to manage the rapid growth of the College, to assimilate new staff and to establish effective teaching and learning</li> <li>the Board had considered the implications of the emerging recommendations from the FEC Review of Cornwall and responded positively to the possibility of working more closely with its sponsor body, Truro and Penwith College.</li> </ul>	
<b>18/74</b>	<p><b>Governance Matters</b></p> <p><b>74.01 Instruments and Articles of Government</b></p> <p>The Corporation considered and <b>APPROVED</b> amendments to the Instruments and Articles recommended by the Search and Governance Committee. The proposed amendments would expand the membership to include a higher education student and update the rules on eligibility in accordance with latest charity law.</p> <p><b>74.02 Calendar of Meetings for 2019/20</b></p> <p>The Corporation <b>APPROVED</b> the schedule of meetings for 2019/20.</p> <p><b>74.03 Cycle of Corporation Business for 2019</b></p> <p>The Corporation <b>APPROVED</b> the cycle of annual business for 2019.</p>	ALL to note
<b>18/75</b>	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 4.30 pm on Wednesday 27 March 2019 at Truro College.</p>	ALL to note
<p><b>Confidential Business</b></p> <p>Confidential Items 18/76 and 18/77 are separately minuted.</p>		