



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting
held on Wednesday 27 March 2019 at Truro College

Members: Mrs K Ashworth, Mrs L Batchelor, Ms A Burlton, Mr P Callen, Mr D Collins, Mr R Crossland, Ms B Duff, Dr J Lander, 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 J Woodhouse and Mrs E Winser (Chair)

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

Apologies: Mrs C Mewton (Director of Studies) and Mr M Wardle (Director of Curriculum).

Item	Discussion/Decision	Action
19/01	Sad News The Corporation noted with great sadness the recent death of Sue Dickinson, the College's former Director of Finance. The governing body acknowledged her tremendous contribution to the success of the College and to the establishment of Truro and Penwith Academy Trust (TPAT) and Callywith College. Governors expressed their deepest condolences to Sue's family and friends.	
19/02	Minutes The minutes of the meeting held on 12 December 2018 were APPROVED and signed as a correct record, subject to a correction to Minute 18/61.01 (to clarify that approximately 30% of those making Oxbridge <u>applications</u> were subsequently made an offer).	Clerk to amend
19/03	Matters Arising 03.01 Oxbridge Mock Interviews (Minute 18/61.01) Governors were pleased to learn that of the 45 candidates interviewed, 21 had received an offer from Cambridge or Oxford University. 03.02 TES FE College of the Year 2019 (Minute 18/64) The Principal reported that Truro and Penwith College was a finalist but 'College of the Year' had been awarded to Bridgend College.	
19/04	Chair's Business 04.01 Governor Resignations The Corporation noted the resignation of Will Elliott (on 15 February 2019) and Lucy Edge (on 20 February 2019).	

	<p>Will and Lucy were thanked for their contribution to the work of the governing body and their support for the College.</p> <p>04.02 Governor Recruitment</p> <p>The Chair reported some interest in response to a recent piece in the local press promoting governor opportunities. The Clerk would arrange a visit for prospective candidates.</p> <p>04.03 Complaint</p> <p>Bob Crossland, Linda Batchelor and Lizzie Sheridan were thanked for their thorough investigation of a recent complaint which had been complex and time-consuming. The complaint had not been upheld.</p> <p>04.04 Search and Governance Committee Recommendations</p> <p>Following consideration, the Corporation APPROVED:</p> <ul style="list-style-type: none"> (i) the re-appointment of Jan Woodhouse for a further term of four years from 1 August 2019 – 31 July 2023 (ii) the re-appointment of John Lander for a further term of office from 1 August 2019 – 31 December 2020 (iii) the re-appointment of Ken Wilson for a further term of office from 1 August 2019 – 31 December 2020 (iv) the re-appointment of Ellen Winsor for a further term of two years from 1 August 2019 – 31 July 2021 (v) the appointment of Michael Cooper as a governor and member of the Finance and General Purposes Committee for a term of four years from 1 August 2019 – 31 July 2023. 	<p>Clerk to arrange visit</p>
<p>19/05</p>	<p>Principal's Report</p> <p>The Principal presented his report and a wide range of issues were discussed further, including:</p> <ul style="list-style-type: none"> • Funding and Finance The financial position remained extremely challenging throughout the sector and colleges were continue to campaign for FE funding to be prioritised in the Government's 2019 Spending Review. • FEC Review of Post-16 Provision in Cornwall See Confidential Minute 19/16 • Premises See Confidential Minute 19/17 • Student and College Activities Examples of recent activities, trips and sporting events highlighted the wide range of varied student and College achievements. • College Statistics Headline student numbers, staffing and funding figures were provided. <p>Governors NOTED the report and College statistics with interest.</p>	

<p>19/06</p>	<p>Quarterly Review of College’s Financial Position</p> <p>The Corporation considered the Quarterly Review of the College’s Financial Position for the period ending on 31 January 2019.</p> <p>Members noted that finances for 2018/19 remained very tight and a budget deficit was forecast with a potential impact on investments. Every effort would be made to improve the end of year outcome and achieve an ESFA Financial Health rating of ‘Good’.</p> <p>Members AGREED that due to substantial reserves, the College's overall financial position continued to remain satisfactory.</p>	
<p>19/07</p>	<p>Reports and Recommendations from Standing Committees</p> <p>07.01 Finance and General Purposes Committee</p> <p>The Corporation received and noted the minutes of the meetings held on 22 January and 12 March 2019 and the Chair of the Finance and General Purposes Committee summarised the key items discussed at the meetings.</p> <p>The Committee recognised that the number and value of bad debts remained low and acknowledged the effectiveness of the Finance team’s debt collection processes. The Committee had requested an update on sales ledger debts and charging arrangements for lettings.</p> <p>The Corporation noted the various items considered by the Committee and APPROVED the revised budget for 2018/19.</p> <p>07.02 Search and Governance Committee</p> <p>Members received and noted the minutes of the meeting held on 31 January 2019. Following consideration, the Corporation APPROVED:</p> <ul style="list-style-type: none"> • revised role descriptions for the Chair of the Corporation, Governor, Principal and Clerk to the Corporation • a revised Public Value Statement • adoption of the AoC’s Colleges’ Senior Post Holder Remuneration Code (December 2018). <p>7.03 Employment and Business Policy Committee</p> <p>The Corporation received the minutes of the meeting held on 11 February 2019 and noted the various matters considered, including:</p> <ul style="list-style-type: none"> • the comprehensive range of staff development opportunities provided during the year which included an emphasis on raising awareness and support for student mental health • good apprenticeship achievement rates for 2017/18, well above national averages, and a continuing positive trend in 2018/19 • low staff absence rates and supportive measures to maintain attendance and wellbeing. <p>Following consideration, the Corporation APPROVED the revised Anti-Slavery and Human Trafficking Statement.</p>	

	<p>07.04 Audit Committee</p> <p>The Corporation received and noted the minutes of the meeting held on 26 February 2019.</p> <p>As TIAA Ltd were reaching the end of their current contract, the Committee had invited the internal auditors to re-tender. Market testing to compare costs and services within the College sector had been conducted and the Committee concluded that, despite a slight price increase, the proposal from TIAA remained cost effective. The Committee confirmed ongoing satisfaction with the service provided by TIAA and recommend re-appointment.</p> <p>Following consideration, the Corporation APPROVED:</p> <ul style="list-style-type: none"> • revised terms of reference for the Audit Committee • the re-appointment of TIAA Ltd as internal auditors for a further period of three years beginning on 1 August 2019. <p>07.05 Teaching, Learning and Assessment Committee</p> <p>The Corporation received and noted the minutes of the meeting held on 13 March 2019. The Committee Chair highlighted in particular:</p> <ul style="list-style-type: none"> • exceptional results reported in the DfE Post-16 Performance Tables for 2017/18 (academic and vocational programmes) which included impressive value added scores and demonstrated the College's huge impact on overall performance in the county • Equality and Diversity Monitoring Report for 2018 which provided a detailed account of the key principles and inclusive practices to promote inclusion throughout the College. 	
19/08	<p>Update on Current Risks</p> <p>The Principal identified key risks relating to three particular areas: -</p> <ul style="list-style-type: none"> • challenging funding position – a deficit budget had been set with possible implications for the financial health grading • senior leadership capacity – although new appointments had been made, it would take time for the new team to be established • FEC's Review of Cornwall – the situation was complex and developments could potentially impact negatively on reputation. <p>Each area was being carefully managed in order to mitigate the risks.</p>	
19/09	<p>Public Access to Meetings Policy</p> <p>The Policy was reviewed and APPROVED by the Corporation, subject to a minor amendment.</p>	Clerk to update and publish
19/10	<p>Truro and Penwith Academy Trust (TPAT) Update</p> <p>The Corporation received the report of the Ofsted evaluation visit completed in January 2019. The 4-day evaluation of a multi-academy trust was the first of its kind conducted by Ofsted. The findings and conclusions were extremely positive, confirming the success of TPAT and recognising strong leadership and good outcomes across schools.</p>	

	<p>The TPAT Chair of Trustees also reported that a number of additional schools would be transferring to TPAT following the collapse of another Trust. Also, three new Trustees had been recruited to the Board.</p> <p>Governors congratulated and thanked all those responsible for the ongoing success of TPAT.</p>	
19/11	<p>Callywith College Trust</p> <p>The Callywith College Chair reported on recent activity:</p> <ul style="list-style-type: none"> • more than 700 applications for September 2019 had been received, (including 100 dual applications to both Callywith and Truro Colleges) • the Education and Skills Funding Agency (ESFA) had rejected the estimate of 950 learners for 2019/20 and indicated a funding allocation based on 770 - this would create serious cashflow difficulties and the allocation had been challenged • the budget for 2018/19 remained very tight and staff were working hard to ensure a breakeven end of year outcome • interim results were encouraging and student performance at this stage was very good • recruitment was underway for a number of additional academic and support posts to scale up provision for 2019/20 • following the appointment of Lucy Maggs (currently Assistant Principal, Student Experience at Callywith College) to the role of Director of Teaching and Learning at Truro and Penwith College, senior management roles and structure were being reviewed. 	
19/12	<p>Date of Next Meeting</p> <p>The Committee would next meet at 4.30pm on Wednesday 26 June 2019 at Penwith College.</p>	ALL to note
PART II – Confidential Business		
Confidential items 19/13 – 19/18 are separately minuted.		