



TRURO AND PENWITH COLLEGE CORPORATION



Minutes of the Corporation meeting
held on Wednesday 31 March 2021 via Teams

Members: Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr P Callen, Mr D Collins, Mr M Cooper, Mr R Crossland, Mrs L Gooding, Sir Robert Owen, Ms K Prosser, Mrs S Sanderson, Dr E Sheridan, Ms D Skinnard, Mr R Townsend, Mr M Tucker (Principal) and Mr A Young.

Also Present: Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mr S Cryer (Director of Finance), Ms L Maggs (Director of Operations, Penwith College) Mrs C Mewton (Director of Studies), Mrs V Pearson (Director of Teaching and Learning), Mr A Stittle (Director of Partnerships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Ms K Skipper (HE Student Governor)

Item	Discussion/Decision	Action
21/02	<p>Minutes</p> <p>The minutes of the meeting held on 16 December 2020 were APPROVED as a correct record.</p>	
21/03	<p>Matters Arising</p> <p>02.01 Curriculum Costing Exercise</p> <p>Governors NOTED the outcome of the annual curriculum costing exercise would be reported to the autumn meetings of the Finance & General Purposes and Teaching, Learning & Assessment Committees.</p> <p>02.02 Graduation 2020 (Minute 21/34.01)</p> <p>Governors NOTED the virtual graduation celebration would take place on 28 May 2021 at 6pm.</p>	ALL to note
21/04	<p>Chair's Business</p> <p>The Corporation NOTED:</p> <ul style="list-style-type: none"> • ESFA Annual Strategic Conversations with Colleges were being introduced to review current and future plans and would involve the ESFA, FEC, Chair, Principal, governors and senior managers • Governor views about a return to onsite meetings would be invited via an online survey - at this stage the expectation was that the 30 June Corporation meeting would be held onsite, if safe to do so. • Learning walks – governors were encouraged to take part where/when possible in accordance with Coronavirus restrictions • SMT Interviews – thanks to all those who participated in the process. • Complaint Appeal Panel – thanks to the panel members who dealt with this case. 	

21/05 Principal's Report

The Principal reported on key developments, including:

Chancellor's Spring Budget – very little new funding for colleges although there would be some extra funds to increase traineeships and incentives for businesses to hire apprentices.

FE White Paper 'Skills for Jobs: Lifelong Learning for Opportunity and Growth' - included important developments and opportunities for colleges with an emphasis on education leading to jobs, filling skills gaps, investment in higher level technical qualifications and access to training throughout learners' lives. The College was well placed to take forward the priorities and expand higher technical qualifications within the new Valency building (Truro) and STEM Skills Centre (Bodmin).

Summer Exams and Teacher Assessed Grades (TAGs) – the enormous task of carrying out assessments, collating evidence, developing quality assurance processes and submitting TAGs by the June deadline was underway, placing additional pressures and responsibilities on staff. Students undertaking occupational qualifications with a requirement to demonstrate practical or professional competence would carry out assessments on site, complying with public health guidance.

Results and Enrolment – processes had been adapted for September 2021 in line with the revised results publication dates of 10th August (A Levels) and 12th August (GCSEs) with staff changing their holiday arrangements to conduct advice sessions and complete enrolments.

Communication – the Principal was continuing regular dialogue with his counterparts at The Cornwall College Group (TCCG) and Callywith College. He was also involved with the LEP's new employer group which had been established in response to the White Paper.

Coronavirus – the College was continuing to adapt to the easing of restrictions with a return to on site delivery for most students from 8 March. Systems for regular lateral flow testing had been set up with very few positive test results and only a small number of individuals required to self-isolate. Students were generally very pleased to be back at College and there was good compliance with the necessary safety measures. Some HE delivery remained online in accordance with OfS and University of Plymouth requirements.

Capital Works – a Capital Maintenance Grant had enabled upgrades to heating, lighting and other repairs/refurbishment to go ahead.

Programme Team Activities – examples of the vast range of activities providing a breadth of extra-curricular and enrichment opportunities was provided.

College Statistics – the headline student numbers, staffing and funding figures were provided.

In response to questions, the Principal reported that discussions about assessment arrangements for International Baccalaureates were ongoing with concerns raised about the predicted grade methodology.

	<p>Governors asked about the strategies to eliminate potential inequalities and unconscious bias in TAGs and the Principal explained the rigorous moderation processes, additional training for staff and guidance which was being carefully implemented. The importance of evidence-based decisions and significance of course assessments for exam board sampling and potential exam appeals was stressful for staff.</p>	
21/06	<p>Review of College Quality Strategy 2021-2024</p> <p>The Corporation considered the updated College Quality Strategy which set out the framework which underpinned the quality of provision. The Strategy summarised the College's approach to quality improvement, identified the internal and external drivers and quality processes to ensure that the College achieved its mission. It also summarised the key quality assurance measures in place including, reliable data, learner voice, course reviews, lesson observations and stakeholder views. The Strategy was part of a pro-active, continual process of improvement.</p> <p>In reply to questions, the Director of Quality explained where processes had been adapted during the pandemic (eg. lesson observations) and Governors noted that less national data would be published for 2019/20 and 2020/21.</p> <p>Members agreed that the document clearly summarised the key principles underlying the College's continuous focus on improvements and supported the updated Strategy. The inclusion of feedback from compliments was suggested.</p> <p>The Corporation and agreed to ADOPT the College's Quality Strategy for 2021-2024.</p>	SMT to consider
21/07	<p>Confidential Minutes</p> <p>The confidential minutes of the meetings held on 16 December 2020 and 17 February 2021 were APPROVED as a correct record.</p>	
21/08	<p>Senior Management Team Recruitment</p> <p>The Chair summarised the 2-day online selection process to fill the three SMT vacancies from August/September 2021. A separate selection panel (comprising three governors, the Principal and an external panel member) had overseen the process for each role. The Selection Panel Chairs provided feedback and made recommendations to the Corporation.</p> <p>Following discussion, the Corporation APPROVED the appointment of:</p> <ul style="list-style-type: none"> • Director of Student Experience – Lisa Briscoe • Director of Curriculum Development – Adele Bull • Director of Business Partnerships & Apprentices – Hayley McKinstry 	
21/09	<p>Review of Corporation Investment Strategy and Risk Appetite</p> <p>This confidential item is separately minuted.</p>	
21/10	<p>Transport Proposals</p> <p>This confidential item is separately minuted.</p>	

21/11	<p>Confidential Reports and Recommendations from Committees</p> <p>11.01 Search and Governance Committee</p> <p>Members received and noted the confidential minutes of the meeting held on 21 January 2021.</p> <p>Following consideration, the Corporation APPROVED:</p> <ul style="list-style-type: none"> • the appointment of Mr Jonathan Burnett OBE as a governor for a term of four years ending on 30 April 2025 • amendments to the Instruments and Articles to allow the appointment of more than one Vice-Chair (Appendix A). <p>11.02 Finance and General Purposes Committee</p> <p>Members received and noted the confidential minutes of the meeting held on 26 January 2021.</p> <p>The Corporation APPROVED the revised budget for 2020/21.</p>	
21/12	<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 2021.</p> <p>Members noted that income and expenditure was largely in line with the budget although there had been some variations, including one-off savings on transport costs. Overall, the changes had resulted in an improvement to the end of year projections. The ongoing pandemic was continuing to create uncertainty and further variations were likely.</p> <p>Members AGREED that the College's overall financial position continued to remain satisfactory.</p>	
21/13	<p>Update on Current Risk Issues</p> <p>The Principal identified key risk issues and summarised the actions to mitigate those risks:</p> <ul style="list-style-type: none"> • FE White Paper – the College was well positioned to respond and was already taking forward initiatives • Succession Planning for Leadership and Management – the Search and Governance Committee was working on plans for key governance roles and senior postholders appointments had been made to fill forthcoming vacancies. Transition arrangements were being implemented to support the changes. • Finance – a failure to constrain expenditure remained an ongoing risk but close monitoring and careful management was being maintained and a budget surplus was currently forecast • Estates – the importance of maintaining the estate and ensuring high quality facilities was essential and had been helped significantly by an additional Capital Maintenance Grant this year • Marketing and Student Recruitment – the pandemic had prevented the usual in person recruitment activities, Open Days and school visits but a wide range of virtual events and online materials had been developed and application numbers were looking positive 	

	<ul style="list-style-type: none"> Teaching and Learning – sustaining student engagement and delivering a high quality online learning experience had been very challenging but staff had adapted well and worked exceptionally hard to maintain the quality of teaching and learning. <p>The Corporation was satisfied that the issues identified were being appropriately managed and addressed.</p>	
21/14	<p>Reports and Recommendations from Standing Committees</p> <p>14.01 Search and Governance Committee</p> <p>The Corporation received and noted the minutes of the meetings held on 21 January 2021. The Committee was continuing to monitor membership and to plan for succession.</p> <p>14.02 Finance and General Purposes Committee</p> <p>The Corporation received and noted the minutes of the meetings held on 26 January 2021. The Chair of the Finance and General Purposes Committee summarised the key items discussed at the meeting on 17 March 2021 which included reviewing large purchases and contracts, monitoring bad debts as well as ongoing monitoring of management accounts and cashflow projections.</p> <p>14.03 Employment and Business Policy Committee</p> <p>The Corporation received the minutes of the meeting held on 8 February 2021 and noted the various matters considered, including:</p> <ul style="list-style-type: none"> successful Investors in Careers accreditation Covid-related staffing issues and absences supportive measures to maintain staff attendance and wellbeing employer engagement, support for businesses and post-pandemic recovery apprenticeship recruitment and success, despite the impact of the pandemic. <p>14.04 Teaching, Learning and Assessment Committee</p> <p>The Corporation received and noted the minutes of the meeting held on 10 March 2021. The Committee Chair highlighted in particular:</p> <ul style="list-style-type: none"> confirmation of the Investors in Diversity accreditation ongoing safeguarding activities, Student Services provision throughout the lockdown and continued support for vulnerable learners latest HE and Office for Students developments. 	
21/15	<p>Capital Developments</p> <p>The Principal confirmed that Valency (Truro) had been completed and was in use, groundworks had begun on Ottery (Bodmin). Also the Foundation Studies ‘Trash to Treasure’ facilities were being moved to Polstein Farm.</p> <p>In reply to questions, the Principal confirmed the College’s bid for additional funding towards a mezzanine floor within Ottery had been unsuccessful. He also reported that plans for the Stadium for Cornwall had been pared back with no additional investment from the College.</p>	

21/16	<p>Callywith College Trust</p> <p>The Corporation was pleased to note good progress with the development of the MoU setting out the shared intent of the two colleges and clarifying the relationship. The Chair and Principal had been involved in discussions with counterparts at Callywith to agree a basis for future working.</p> <p>A final version of the MoU was being drafted for consideration by each governing body in June.</p>	Principal/Chair to bring forward to next meeting
21/17	<p>Truro and Penwith Academy Trust (TPAT)</p> <p>The Principal reported on positive discussions concerning the future relationship with TPAT and concerns about potential sponsorship of schools with sixth forms. An MoU setting out expectations and agreed intentions had been prepared for consideration by each governing body in June.</p> <p>The Corporation was also pleased to note that TPAT's bid to establish a new 11-16 secondary school in the North coast area had been successful. TPAT would be working with Cornwall Council to set up the new Free School to provide the additional school places needed.</p>	Principal/Chair to bring forward to next meeting
21/18	<p>South West Institute of Technology (SWIoT)</p> <p>The Corporation received the minutes of the SWIoT Board meetings held on 26 November 2020 and 25 February 2021.</p> <p>Governors noted that the risk of learner numbers being lower than anticipated and Covid impact were being carefully monitored by the Board. Learner numbers at Truro and Penwith College remained good and the FE White Paper would give a huge boost to the higher technical qualifications.</p> <p>A successful ESF bid by the College would support four new HE posts. A bid to the ERDF had been submitted to fund simulation suites for nursing courses at Valency (Truro) and Ottery (Bodmin).</p>	
21/19	<p>Any Other Business</p> <p>19.01 'Everyone's Invited'</p> <p>Governors discussed the 'Everyone's Invited' online anti-rape movement and the support and advice available to students, particularly concerning peer-on-peer abuse. The College was monitoring developments, continuing to work closely with external agencies and responding proactively to current issues. Resources to support positive relationships, addressing consent issues and behaviour had been developed and were being used in tutorials.</p>	
21/20	<p>Date of Next Meeting</p> <p>The Committee would next meet at 4.30pm on Wednesday 30 June 2021 at Truro College.</p>	ALL to note