



# TRURO AND PENWITH COLLEGE CORPORATION



## Minutes of the Corporation meeting held on Wednesday 16 December 2020 via Teams

Members: Mrs K Ashworth, Mrs L Batchelor, Mr R Bray, Mr P Callen, Mr D Collins, Mr M Cooper, Mr R Crossland (Chair), Mr F Hilsden, Mrs S Sanderson, Dr E Sheridan, Ms D Skinnard, Mr R Townsend, Ms B Tubb, 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 Cook, Ms L Gooding and Sir Robert Owen

Item	Discussion/Decision	Action
	<p><b>Presentation: Curriculum Costing Exercise</b></p> <p>The Corporation received a confidential paper summarising the curriculum costing exercise conducted during the summer term of 2019/20. The Director of Finance explained the process for assessing diverse curriculum areas which included discussions with Programme Team Leaders. The exercise had raised awareness of relative costs, would help improve transparency and inform decisions regarding resource allocation and curriculum offer.</p> <p>Governors noted the findings of the review which had identified a marked variation in the financial efficiency of different curriculum areas and had led to some minor adjustments to delivery. Governors asked about the key factors contributing to cost differences, (such as class size, staffing, enrichment activities), and achieving a balance between financial efficiency and maintaining the quality of the student experience.</p> <p>Following discussion, the Corporation concluded this was a useful annual exercise and <b>AGREED</b> that in future, the outcome should be reported to the Finance &amp; General Purposes (F&amp;GP) and Teaching, Learning &amp; Assessment (TLA) Committees each year.</p>	
20/33	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 30 September 2020 were <b>APPROVED</b> as a correct record.</p>	
20/34	<p><b>Matters Arising</b></p> <p><b>34.01 Graduation (Minute 20/19)</b></p> <p>Governors noted that the graduation celebration postponed from October 2020 would be held as an online ceremony on 26 February</p>	

	2021 with Ros Atkins (BBC News presenter) as the main speaker.	
	<p><b>34.02 Safeguarding Update (Minute 20/24)</b></p> <p>Governors were pleased to note the addition of a new Assistant Safeguarding Officer who would work 3 days/week at Truro and 2 days/week at Penwith.</p> <p><b>34.03 Financial Update (Minute 20/26.02)</b></p> <p>The Director of Finance reported on the bus contract tender process to secure services from 2021/22 onwards. Tenders would be submitted in late December and reviewed by a tender assessment panel early in the New Year. A volunteer to join the panel was requested.</p> <p><b>34.04 Callywith Land</b></p> <p>The Corporation noted that legal processes were being finalised in relation to the sale of a small piece of land by the College to improve site access for an adjacent housing development at Callywith.</p> <p><b>34.05 Music Tuition</b></p> <p>Governors had already been informed of the revised framework for music tuition, agreed with the Cornwall Music Trust and staff. The framework would help resolve anomalies with one-to-one sessions, address low participation rates and reduce costs. Additional individual support would be provided on an individual basis where appropriate. All those affected had been informed of the changes and the department was content with the revised arrangements.</p>	Any interested Governor to contact Chair
20/35	<p><b>Chair's Business</b></p> <p><b>35.01 Student Governor Appointment for 2020/21</b></p> <p>The Corporation <b>APPROVED</b> the appointments of Beth Tubb (Penwith FE Student) and Kate Skipper (HE Student) as Members of the Corporation and the TLA Committee for 2020/21.</p> <p><b>35.02 Compliance Updates</b></p> <p>Governors were reminded to complete the Eligibility Declaration and to check and notify the Clerk of amendments to website profiles.</p> <p><b>35.03 Governor Learning Walks – Spring Term 2021</b></p> <p>Governors were encouraged to take part in virtual Learning Walks and were asked to complete and return feedback sheets to the Clerk for monitoring by the TLA Committee.</p> <p><b>35.04 Search and Governance Committee Recommendations</b></p> <p>The Corporation <b>APPROVED</b> a recommendation to appoint David Collins as Lead Governor for Careers Education, Information, Advice &amp; Guidance.</p>	<p>ALL to note</p> <p>VP to provide dates</p>
20/36	<p><b>Principal's Report</b></p> <p>The Principal reported on key developments, including:</p> <p><u>The Government's One Year Spending Plan</u> – a number of new funding opportunities had been announced such as the National Skills Fund for Level 3 courses and funding to increase higher technical work</p>	

	at HNC/HND level (IoT activity).	
	<p><u>Exams and Assessments in 2021</u> – the main summer exam period had been pushed back by 3 weeks and other adjustments implemented to mitigate for the impact of the pandemic. Further details were awaited.</p> <p><u>Vocational and Technical Assessments 2021</u> – decisions by awarding bodies on changes to assessment arrangements were expected, including a reduction in the number of optional units required. The College was maintaining optional units until the position was clearer.</p> <p><u>FE White Paper</u> – publication had been further delayed.</p> <p><u>Communication</u> – the Principal was continuing regular dialogue with his counterparts at The Cornwall College Group (TCCG) and Callywith College to share information on curriculum developments and identify areas where the colleges could offer complementary provision.</p> <p><u>Cornwall Strategic Steering Group</u> – the Council had re-established a version of the Group and the Principals of TPC and TCCG had been able to convey to the Group a new working relationship and underlying commitment to ensure two successful colleges in the county.</p> <p><u>Coronavirus</u> – it had been a very challenging term for all staff and students. The College was continuing to adapt to the restrictions and various announcements in a way that would minimise disruption to teaching and learning. A decision had been made to implement remote teaching for the final week of term, in line with many other colleges. HE courses had switched to remote delivery in early December in accordance with OfS and University of Plymouth requirements.</p> <p><u>Capital Works</u> – the College had been fortunate to gain a Capital Maintenance Grant enabling major upgrades to heating, lighting and other premises works to go ahead over the Christmas period.</p> <p><u>Programme Team Activities</u> – a huge range of different projects and innovative virtual activities had been maintained, continuing to provide a breadth of extra-curricular, enrichment activities.</p> <p><u>College Statistics</u> –the headline student numbers, staffing and funding figures were provided.</p> <p>In response to questions, the Principal indicated that changes to assessment arrangements for International Baccalaureates had not been announced. The hope was that onsite teaching could resume in January, depending on latest government advice and restrictions.</p> <p>Governors <b>NOTED</b> the Principal’s report and College statistics with interest.</p>	
20/37	<p><b>College Self-Assessment Reports 2019/20</b></p> <p><b>37.01 College FE SAR</b></p> <p>The Corporation considered the FE 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 (all graded Outstanding) were discussed by the Working Party and a range of cross-College and</p>	

	<p>specific course-related issues were explored in further detail.</p> <p>The SAR Working Party also checked progress with the 2018/19 action plans and the issues that were being carried forward into 2020/21 (as delayed due to the pandemic) and was satisfied that 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. An overall judgement of Outstanding (grade 1) was confirmed.</p> <p>The Corporation <b>APPROVED</b> the College FE SAR for 2019/20.</p> <p><b>37.02 College HE Self-Assessment Report</b></p> <p>The Corporation considered the HE SAR which had already been scrutinised in detail by the HE Quality Assurance Group. The Chair of HE QA Group summarised the meeting's debate and conclusions.</p> <p>Governors discussed the key metrics, declining recruitment and noted the ongoing challenges of compliance with the OfS regulatory framework. The role of the new Institute of Technology (IoT) and development of higher technical qualifications, including Nursing apprenticeships, were also explained. Governors noted that SAR Action Plans for 2018/19 and the Access and Participation Plan (APP) were being regularly monitored and assessed.</p> <p>The HE QA Group concluded that the SAR provided a rigorous, thorough evaluation with effective action plans.</p> <p>The Corporation <b>APPROVED</b> the College HE SAR for 2019/20.</p>	
20/38	<p><b>Update on Current Risks</b></p> <p>The Principal highlighted the current key risks:</p> <ul style="list-style-type: none"> <li>• <u>Coronavirus</u>: the pandemic had impacted on all areas of activity, presenting huge challenges and uncertainty which the College was managing as rapidly and effectively as possible.</li> <li>• <u>Brexit</u>: the loss of EU funding streams was a significant concern and details of the replacement Shared Prosperity Fund were unclear</li> <li>• <u>Finances</u>: the College's financial position continued to be very tight and the expected budget shortfall in apprenticeship income (due to the pandemic) was a key risk</li> <li>• <u>Corporate Strategic Governance and Partnerships</u>: the local FE landscape and future of associated organisations and partners could all potentially present difficulties and the risks were being constantly monitored and reviewed</li> <li>• <u>Recruitment</u>: attracting potential applicants and maintaining recruitment was more difficult in the absence of open events and school visits. The College's FE and HE offer was being actively promoted online and through virtual events.</li> </ul> <p>The Corporation discussed and <b>NOTED</b> the key risks and action to mitigate those risks.</p>	

20/39	<p><b>Audit Matters</b></p> <p><b>39.01 Audit Committee Annual Report 2020</b></p> <p>The Corporation received the Audit Committee Annual Report, in accordance with the Post-16 Audit Code of Practice.</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 and effective audit arrangements were in place. 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>Governors noted the work undertaken during 2020, was reassured by the opinion of the Audit Committee, and <b>ACCEPTED</b> the report.</p> <p><b>39.02 Internal Audit Annual Report 2019/20</b></p> <p>The Corporation received the Internal Audit Service Annual Report for 2019/20 which had been reviewed by the Audit Committee. Members noted that nine reviews had been completed. Eight had received an assessment of ‘substantial assurance’ and one had been assessed as ‘reasonable assurance’, a very positive outcome given the adjustments to usual working practices as a result of the pandemic.</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>	
20/40	<p><b>Report of Members of the Corporation and Consolidated Financial Statements for 2019/20</b></p> <p>The Corporation received the Report and Consolidated Financial Statements for 2019/20, Auditors key issues discussion document and letter of representation. The Financial Statements had already been reviewed and recommended for approval by both the F&amp;GP and Audit Committees. An unmodified audit had been confirmed by the auditors and the College remained in a sound financial position.</p> <p>The Corporation <b>APPROVED</b> the College Financial Statements for 2019/20 and <b>AGREED</b> the auditor’s letter of representation.</p>	
20/41	<p><b>Quarterly Review of College’s Financial Position</b></p> <p>The Corporation reviewed the College’s Financial Position for the two month period ending on 30 September 2020. Members noted that despite some variations to income and expenditure, the overall budget position remained positive at this early stage.</p> <p>Members <b>AGREED</b> 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 College.</p>	

20/42	<p><b>Targets and Performance Indicators for 2020/21</b></p> <p>The Corporation reviewed the achievement of funding targets and performance indicators for 2019/20 and noted the targets proposed for 2020/21. An analysis of the longer term trends was also considered.</p> <p>Targets had been modified and updated for 2020/21 to take account of the changing context. The adjustments were explained and benchmarking data clarified.</p> <p>Following discussion and clarification of the various measures, the Board was satisfied that rigorous, ambitious goals had been set and <b>APPROVED</b> the targets and performance indicators for 2020/21.</p>	
20/43	<p><b>Reports and Recommendations from Standing Committees</b></p> <p><b>43.01 Teaching, Learning and Assessment Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meeting held on 7 October 2020, including an analysis of the excellent summer 2020 student achievements, the response to Coronavirus and ongoing safeguarding work.</p> <p><b>43.02 Search and Governance Committee</b></p> <p>The Corporation received the minutes of the meeting held on 15 October 2020 and noted that the Chair had been discussing succession with individual governors. However, none of the current members had expressed an interest in standing for election as Chair of the Corporation from summer 2021 (when the term of office of the current Chair was due to end). Other potential avenues were therefore being progressed.</p> <p><b>43.03 Finance and General Purposes Committee</b></p> <p>The Corporation received the minutes of the meetings held on 20 October and 17 November 2020 and <b>NOTED</b> the various matters raised. The Committee Chair highlighted the discussion that had taken place concerning the terms of reference of the Investment Panel and the College's Investment Policy which needed further clarification.</p> <p>The F&amp;GP Committee was also considering whether it was necessary to separately monitor performance of the Nursery cost centre (as other specific areas were not similarly reported) and would be making proposals to the Corporation.</p> <p>Following discussion, the Corporation <b>APPROVED</b> revised terms of reference for the Investment Panel and <b>AGREED</b> that a further discussion about the investment policy and risk appetite would take place at the next meeting.</p> <p><b>43.04 Audit Committee</b></p> <p>The Corporation received and <b>NOTED</b> the minutes of the meeting held on 24 November 2020. In addition to the usual regularity self-assessment questionnaire, the College had been required to complete an extra self-assessment on Covid-related issues this year.</p>	<p>Clerk to revise ToRs For March agenda</p>

20/44	<p><b>Truro and Penwith Academy Trust (TPAT) Update</b></p> <p>Regular and constructive conversations were taking place with the Chair and CEO of TPAT which had helped to clarify future intentions and plans. Discussions about the development of a Memorandum of Understanding between the two institutions were progressing, although the process had been delayed due to the pandemic.</p>	
20/45	<p><b>Capital Projects and Contracts</b></p> <p><b>45.01 Valency - Institute of Technology (IoT)</b></p> <p>The Corporation noted that the project was nearing completion with handover of the building expected in late January, followed by the installation of kit and equipment for teaching to begin after Easter. The proposed curriculum offer for the IoT was summarised.</p> <p><b>45.02 North and East Cornwall STEM and Health Skills Centre</b></p> <p>This confidential item is separately minuted.</p> <p><b>45.03 T Level Capital Works</b></p> <p>The College had recently received confirmation of a capital grant towards the delivery of T Levels in Science and Construction. The grant would be used to convert areas at Truro and Penwith into laboratories and workshops for T Level provision.</p> <p><b>45.04 Stadium for Cornwall</b></p> <p>The Principal reported that there had been little progress and limited communication with partners since the previous update to governors.</p>	
20/46	<p><b>Governance Matters</b></p> <p><b>46.01 Calendar of Meetings for 2021/22</b></p> <p>The Corporation <b>APPROVED</b> the calendar of meetings for 2021/22.</p> <p><b>46.02 Cycle of Corporation Business for 2021</b></p> <p>The Corporation <b>APPROVED</b> the cycle of annual business for 2021.</p>	
20/47	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 4.30 pm on Weds 31 March 2021.</p>	ALL to note
20/48	<p><b>Callywith College Trust Update</b></p> <p>This confidential item is separately minuted.</p>	
20/49	<p><b>Investment Panel</b></p> <p>The Corporation received and <b>NOTED</b> the confidential minutes of the Investment Panel meeting held on 17 November 2020.</p>	
20/50	<p><b>SW Institute of Technology</b></p> <p>The Corporation received and <b>NOTED</b> the confidential minutes of the Board meeting held on 22 July 2020.</p>	