

THE CORNWALL COLLEGE GROUP
Minutes of the Board meeting
held in the Boardroom, CC St Austell
on 11 July 2018 at 3.30 pm

Present	Ian Tunbridge	IT	In the Chair
	Jeff Beer	JB	
	Malcolm Bell	MB	
	Karen Burrows	KB	
	Peter Child	PC	
	Jamie Crisp	JC	
	Tracey Hooper	TH	
	Wilf Hudson	WH	
	Raoul Humphreys	RH	
	Patrick Newberry	PN	
	Thelma Sorensen	TS	
	Colin Stratton	CS	
	Geoff Warring	GW	
Apologies	* Sonia Blandford	SB	
	** Connor Bolt	CB	
	* Hannah Dickson	HD	
	* David Sharples	DS	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	Michael Collins	MC	Director of Finance and Resources
	Vicky Cox	VC	Group Director Curriculum and Quality

This meeting was preceded by a Board discussion of the Budget 2018/19 and Strategic Plan 2018-2023

1. WELCOME AND DECLARATIONS OF INTEREST

The Chair welcomed colleagues to the meeting.

Apologies were received. In the absence of the two student governors, the Chair explained that the student governors would be completing their term of office at the end of July 2018 and the Secretary undertook to pass on the Board's best wishes to them both.

AMP

Declarations of Interest – Peter Child disclosed an interest in the Sub-contract Activity report (agenda item 5.4) as the Chair of a sub-contractor, Cornwall Marine Network. The Board agreed that PC would remain in the meeting but would not participate in discussions or vote on any decision.

2. MINUTES

2.1 Minutes of the Board meeting held on 9 May 2018

The minutes of the meeting held on 9 May 2018 were received, and agreed as a correct record subject to the amendment of the final paragraph of the External Governor Feedback (minute 7.3) to read:

- Wilf Hudson reported that East Devon District Council had given Hugh Fearnley-Whittingstall, TV Chef, planning permission to develop a hotel school at his River Cottage site in Axminster.

The amended minutes were signed by the Chair.

2.2 Confidential Minutes of the Board meeting held on 9 May 2018

The confidential minutes of the meeting held on 9 May 2018 were received, agreed as a correct record, and signed by the Chair.

3. MATTERS ARISING

The report detailing the progress of actions from the meeting held on 9 May 2018 was received and noted.

The Principal advised the Board that the report from the FE Commissioner's Stocktake visit on 17 April 2018 was still awaited and had been requested. The Chair suggested that the Principal might like to contact David Williams, Deputy FE Commissioner and request the report again.

RH

4. STRATEGIC DISCUSSION

4.1 Fresh Start Application Progress update

This was dealt with as a confidential matter, in accordance with the Corporation's policy on confidentiality, and recorded in the confidential minutes.

4.2 Strategic Plan 2018-2023

The Board had reviewed an early draft of the Strategic Plan at the Board development session on 6 June 2018. An updated draft, reflecting governors' feedback, had been reviewed at the pre Board session earlier and would be circulated to governors for their comments.

The plan would be further developed in consultation with stakeholders in the autumn term with a view to presenting the plan to the December 2018 Board meeting for approval.

RH/amp

5. REPORTS FOR BOARD DECISION, DISCUSSION AND INFORMATION

5.1 Recommendation from Audit Committee meeting 18 June 2018

The report was received and taken as read. Patrick Newberry, Audit Committee Chair, explained that the Audit Committee meeting held on 18 June had been inquorate but the governors present had reviewed the papers and supported the proposals presented for Board approval.

The Audit Committee meeting held on 19 March 2018 had recommended, and the Board approved:

- The reappointment of PricewaterhouseCoopers as the external auditors for 2017/18.

The Board considered the reports presented for approval. The implications of the Fresh Start process, Cornwall review and budget proposals were discussed and the Board recognised the potential risks to the College's sustainability.

Following discussion the Board approved the:

- External Audit Plan for 2017/18.
- Reappointment of Internal Auditors for 2018/19.
- Internal Audit Programme 2018/19.
- Risk Management Policy and Board Assurance Framework subject to further review and discussion at a future pre Board session.

AMP

5.2 Recommendation from Excellence and Experience Committee 18 June 2018

The report was received and taken as read. Wilf Hudson, Chair of the Excellence and Experience Committee, highlighted key messages:

- Safeguarding. Governors could be assured that the College was compliant with safeguarding requirements.
- Learner voice. Interim results from recent surveys demonstrated improvement and identified areas to be worked on.
- Quality targets. Some areas were showing improvement but there remained work to do.

The Board noted the report and agreed that it was key that progress was being made.

5.3 Recommendations from Finance and Resources Committee 20 June 2018

This was dealt with as a confidential matter, in accordance with the Corporation's policy on confidentiality, and recorded in the confidential minutes.

5.4 Sub-contract Activity

The report was received and taken as read.

The Principal reminded colleagues that the intention was to reduce the sub contracting provision subject to continuing to meet the needs of the community and invited the Board to approve the draft budget for 2018/19. The Board approved the budget for £208,000, subject to any minor alterations resulting from 2017/18 rollover changes and funding changes.

The Board reviewed the success rate data, both overall and timely, and agreed that timely success rates should be improved. Vicky Cox, Group Director Curriculum, undertook to review the 2017/18 performance as a part of the self-assessment process and involve the assurance lead.

VC

PC did not participate in this discussion or vote.

5.5 Governance Report

The report was received. The Chair reviewed the report briefly and following discussion the Board noted the report and agreed:

- The updated terms of reference for the Audit Committee, Excellence and Experience Committee and Finance and Resources Committee were approved subject to a final review by the committee chairs, with the senior leads, and any further recommendations being reported to the October 2018 Board meeting.
- That Board meeting days would be extended to begin with an I I am optional session with staff or students and would move to different sites at least once during the year.

AMP

It was also noted that work on an HR strategy was being progressed and the strategy would be presented for Board approval during the next academic year.

6. PRINCIPAL AND CHIEF EXECUTIVE'S REPORT - CONFIDENTIAL

The confidential report was received and taken as read. The Principal highlighted key messages:

- Higher Education – the College had been granted Foundation Degree Awarding Powers in May 2018. The Board commended this outstanding achievement and agreed that a letter of thanks be sent to Tessa Counsell, HE Development Director, for her exceptional work in leading the process.

IT/amp

The Principal also updated the Board on the Office for Students submission and potential challenges.

- Management changes. In addition to the planned recruitment of a Cluster Director to join the Executive Leadership Team, the appointment of a Change Director, on a fixed term contract, to deliver the business plan were shared and endorsed.
- Performance 2017/18
 - Learner numbers. The Principal reviewed the learner number performance explaining the reasons for some variances and the actions being taken.
 - Quality. A small improvement in all areas was anticipated. If this was achieved the strategies put in place would be accelerated next year.
- Policy update – the Principal commended two reports for Board information: the Lords Select Committee Report 'Students need a new fairer deal for studying after school' and the Association of Colleges' 'The Post 18 education and funding review'.

Following a brief discussion the Chair, on behalf of the Board, thanked the senior team for their heroic work during the year and for their continuing commitment, passion and willingness to go above and beyond for the benefit of the College.

7. GOVERNOR FEEDBACK

7.1 CCSU Progress Update

In the absence of the two student governors there was no CCSU feedback.

7.2 Staff governor feedback

Jamie Crisp commended staff members' commitment and willingness to do whatever was required during the exceptionally busy post end of term period. Recent events had included open days, fun days and school experience days as well as the learning and teaching fair, which had been very successful.

The Chair expressed his gratitude to the staff for their commitment and immense contribution to the students' experience and it was agreed that the Board's thanks would be communicated to staff. RH

7.3 External Governor Feedback

- Jeff Beer reported that he had attended the recent AoC Governors' Conference and shared some feedback with the Board.
- The Chair confirmed that he was developing positive relations with South West MP's and members of the House of Lords.

8. INFORMATION SECTION – ELECTRONICALLY

8.1 Minutes of Board Committee Meetings

Audit Committee 19 March 2018

Excellence and Experience Committee 26 February 2018

Finance and Resources Committee 25 April 2018

Confidential Minutes Finance and Resources Committee 25 April 2018

Confidential Minutes Fresh Start Monitoring Group 6 June 2018

8.2 Sealing report

9. DATES OF NEXT MEETINGS

17 October 2018

12 December 2018

3 April 2019

10 July 2019

Meetings would start at 4.00 pm and would usually be preceded by a pre Board briefing session and development session potentially beginning at 11 am.

Board development sessions had also been scheduled for:

6 February 2019

22 May 2019

Timings would be confirmed nearer the time.

Closing the meeting the Chair thanked colleagues for their support and engagement during the year and wished everyone a relaxing break.