

**THE CORNWALL COLLEGE GROUP**

**Minutes of the Board meeting  
held in the Boardroom, CC St Austell  
on 10 July 2019 at 4.00 pm**

<b>Present</b>		Ian Tunbridge	IT	Chair
		Jeff Beer	JB	
		Malcolm Bell	MB	
		Karen Burrows	KB	
		Peter Child	PC	
		Jamie Crisp	JC	
	To minute 7	Tracey Hooper	TH	
		Wilf Hudson	WH	
		Elaine McMahon	EM	
		David Sharples	DS	
	Geoff Warring	GW		
<b>Observing</b>		Debbie Wilshire	DW	
<b>Apologies</b>	**	Connor Bolt	CB	
	**	Thelma Sorensen	TS	
	**	Helen Williams	HW	
<b>In Attendance</b>		Alison Phillips	AMP	Corporation Secretary
		Michael Collins	MC	Executive Director of Finance and Resources
	To minute 7	Rob Insall	RI	Transaction Unit Project Director
	~	Jessamie Thomas	JAT	Deputy Corporation Secretary

\*denotes number of meetings for which apology for absence has been received.

~ denotes minute taker

*This meeting was preceded by a Finance and Property Strategy Discussion*

**I. WELCOME AND DECLARATIONS OF INTEREST**

The Chair welcomed Debbie Wilshire, former Deputy CEO of Cornwall College, and currently an AoC Associate, who had been invited to observe the meeting. Ian Tunbridge also welcomed Rob Insall, TU Project Director, who would present the Transaction Unit Progress Update (discussed in detail ahead of this meeting), for any decisions. Jessamie Thomas, Deputy Corporation Secretary, was introduced.

Apologies were received.

Declarations of Interest – there were no new declarations in addition to those previously disclosed on members' declarations of interest. It was agreed that Peter Child, Chair of Cornwall Marine Network, would not participate or vote in discussions under minute 7.2.1 Sub Contract Activity. Due to his role as Head of Duchy College, Stoke Climsland, Jamie Crisp would withdraw from the meeting during TU Progress Discussions.

**2. MINUTES**

**2.1 Minutes of the meeting held on 3 April 2019**

The minutes of the meeting held on 3 April 2019 were received, agreed as a correct record and signed by the Chair.

**2.2 Confidential minutes of meeting held on 3 April 2019**

The confidential minutes of the meeting held on 3 April 2019 were received, agreed as a correct record and signed by the Chair.

**2.3 Confidential minutes of the Special meeting (TU) held on 13 June 2019**

The confidential minutes of the Special meeting (TU) held on 13 June 2019 were received, agreed as a correct record and signed by the Chair.

**2.4 Minutes of the Special meeting held on 13 June 2019**

The minutes of the Special meeting held on 13 June 2019 were received, agreed as a correct record and signed by the Chair.

**2.5 Confidential minutes of the Special meeting held on 13 June 2019**

The confidential minutes of the Special meeting held on 13 June 2019 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 3 April 2019 was received and reviewed by the Chair. Wilf Hudson reported that he had not yet discussed accessing Pro Achieve in relation to minute 7.4 Sub Contract activity with the Deputy Principal but would follow this up at the appropriate time. The update was noted.

WH

**4. RECOMMENDATION FROM SELECTION PANEL – APPOINTMENT OF PRINCIPAL AND CE**

The Board agreed, in the interests of transparency, that all should remain in the room for this discussion.

Following a robust recruitment process managed by AoC Create with input from AoC senior leadership, scrutiny by the FE Commissioner's team and ESF senior leaders, the Selection Panel had unanimously agreed to recommend to the Board the appointment of John Evans, Principal of Yeovil College, as the Principal and Chief Executive of the College. The Chair presented a brief summary of John's achievements and confirmed that the Remuneration Committee had met and agreed the remuneration package.

Following a brief discussion, The Board agreed to appoint John Evans as Principal and CE, with effect from 9 December 2019 or earlier if this could be agreed. The Board noted that this appointment would be announced as soon as possible but remained confidential until that point.

IT/amp

**5. TU 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.

**6. PRINCIPAL AND CHIEF EXECUTIVE'S REPORT**

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

**7. REPORTS FOR BOARD INFORMATION, DISCUSSION AND DECISION**

The agenda was reordered to consider Recommendations from Curriculum and Quality Committee (Agenda item 7.3) and Subcontract and Partnership Work (Agenda item 7.4) before agenda items 7.1 and 7.2.

**7.1 Recommendations from Curriculum and Quality Committee**

The report was received and reviewed by Wilf Hudson, Chair of the Curriculum and Quality Committee.

- Higher Education - including Access and Participation Plan (APP). The Board noted that the APP had been endorsed by this committee on 26 June 2019, signed by the Principal and submitted to the Office for Students (OfS) by 1 July 2019 deadline. Dr Mark Nason and his team were commended for the quality and celerity of the plan and the Board endorsed the APP.
- Curriculum strategy - the committee had received and discussed the progress update. The action plan had been updated to reflect the restructuring, from cluster to campus.

- Quality update - the Board agreed to schedule a discussion to address the findings of the Ofsted report, mindful of governors' role to enhance the quality of teaching, learning and assessment, by challenging leaders and managers.
- Safeguarding – the termly report had been received. Ofsted inspectors had rated safeguarding as effective, and this termly report had focused on priorities going forward.
- Learner voice – CCSU activity and learner survey outcomes. WH commended Cornwall College's strong student engagement. The committee had requested additional analysis of the Learner Exit Survey, which was included with this report together with the Exit Survey itself. Students had reported feeling supported, and good pastoral support had been highlighted by Ofsted. However, teaching and learning satisfaction ranked lower against national benchmarks.

AMP

Governors noted the excellent feedback given to the Lindfield Golf Club provision: the highest ranked in all areas, and surpassing previous years' results, and suggested that an understanding of how this had been achieved could benefit other provisions.

Following a brief discussion of the various actions taking place, WH confirmed that strategies to address areas identified by the Exit survey and Ofsted's recommendations were being actioned and would be discussed further by governors in the autumn term.

AMP/JAT

## 7.2 **Sub-contract and Partnership Work**

Kelly Caplin, Head of Projects and Partnerships, joined the meeting for this item. The Chair thanked KC for her work, notably in helping to secure the approval of the Future Farm project.

### 7.2.1 Sub-Contract Activity

*Peter Child's interest in Cornwall Marine Network was noted and he did not participate in this discussion.*

The report was received and reviewed by KC, on behalf of Tom Lynch, Business Development Adviser. KC highlighted strong performance across all sub-contractors in 2018/19 and confirmed that all subcontracting partnerships were being closely monitored.

The Board approved the 2019/20 Supply Chain and Fees Policy, and the provisional 2019/20 budget figures detailed in the report.

### 7.2.2 Partnership Activity

The confidential report was received and comprehensively reviewed by KC. The Board noted the report and endorsed plans for 2019/20 with existing partners dBs, EPL and CN4C as detailed in the report.

KC was thanked for the excellent work she had done with partners, and she left the meeting.

## 7.3 **Recommendations from Finance and Resources Committee – Confidential**

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

## 7.4 **Recommendation from Audit and Risk Committee**

The report was received and reviewed by Jeff Beer, Chair of the Audit and Risk Committee. Following discussion and JB's assurance that discussions with the internal auditors regarding the College's performance were robust, on the recommendation of the committee, the Board approved:

- The reappointment of RSM as the Internal auditors for 2019/20.
- The External Audit Plan for 2018/19, noting that there would be no additional charges except with the prior approval of the Board.
- The Internal Audit Plan for 2019/20
- The Risk Management Plan and Board Assurance Framework.

The Board noted and endorsed the appointment of Jane Warren, as a co-opted member of the Audit and Risk Committee.

The Board also noted the appointment of RSM, Internal Auditors, to undertake the annual review of sub contract work, required by the Education and Skills Funding Agency.

Wilf Hudson, Chair of Curriculum and Quality Committee, asked whether an internal audit of Student Records, specifically the recording of student progress, would be both possible and helpful. Following a brief discussion, Jeff Beer, (Chair of Audit and Risk Committee) suggested that WH contact him directly and he would make enquiries.

WH/JB

## 7.5 Governance Report

The report was received and reviewed by the Chair.

- Governor vacancies – A number of potential Governors, with the relevant skills, had been approached. The Chair, Principal and Corporation Secretary were due to meet with a potential governor from the HE sector in September and other potential appointments would be progressed over the summer with a view to proposals being presented to the Search and Governance Committee early in the autumn term 2019.

AMP

The Chair reported that he had met recently with Patrick Newberry, a former governor of the College, and Patrick had confirmed he would be willing to be co-opted onto a Board committee. Accordingly, whilst the Finance and Resources Committee had the power to co-opt members, in order to progress this co-option swiftly, the Chair recommended the appointment of Patrick Newberry as co-opted member of the Finance and Resources Committee and the Board unanimously agreed subject to appropriate due process and appraising PN of the College's current position.

AMP

- Committee membership 2019/20. The Board noted and approved the proposed committee membership subject to any changes resulting from new appointments.
- St Austell Educational Foundation – the update was noted and the Board approved the grant of £500 to St Mewan Community Primary School.
- Governor Self-Assessment 2018/19. The Board noted proposals for the annual governor self-assessment including the completion of questionnaires by all governors, to inform discussion on the proposed governor development day to be held early in the autumn term. Governors endorsed the proposal for a governor development event and were invited to suggest subjects for future governance briefings.

All

## 8. GOVERNOR FEEDBACK

### 8.1 Staff Governor feedback

David Sharples reported that a number of activities would take place over the summer for student information and support, including communications about transport and bursaries.

Jamie Crisp reported that a survey had been circulated to staff on the culture of Cornwall College. JC commented that staff were supportive of the campus restructuring and would welcome more information about the implications, when this was possible.

EM

### 8.2 External Governor Feedback

The positive contribution of governors attending Business Impact Reviews was noted. Governors were of the view that more work would need to be done by curriculum leads to embrace the data reporting process. It was requested that Business Impact Review dates be circulated.

AMP

The Principal acknowledged the success of the staff away day held at Bicton College on 4 July 2019, an opportunity to welcome staff to the campus and showcase its provision. Governors joined with the Principal in wishing to congratulate Phil le Grice and his team for organising such a successful event.

EM

The Chair reported on the success of the HE conference, held on 28 June 2019. He praised the quality of the speaker, Anna Bird, of the Behavioural Insights Team, who had presented on 'The Psychology of Learning'. The Chair recommended that the College consider booking her for future events.

**9. INFORMATION SECTION – ELECTRONICALLY**

**9.1 Minutes of Board Committee meetings**

Finance and Resources Committee 20 March 2019

Confidential Minutes Finance and Resources Committee 20 March 2019

Audit and Risk Committee 20 March 2019

Curriculum and Quality Committee 20 March 2019

**9.2 Minutes of management committees**

Health and Safety Committee meeting 7 March 2019

9.3 Sealing Report

9.4 Access and Participation Plan – The plan had been reviewed and approved at minute 7.1

**10. DATES OF NEXT MEETINGS**

11 September 2019 (*Board Briefing Session, time to be confirmed*)

16 October 2019

11 December 2019

25 March 2020

8 July 2020

Board meetings would start at 4.00 pm and usually be preceded by a strategic discussion at 2.00 pm, and on occasions a briefing session at 11.00 am.

Board development sessions (timings to be confirmed):

September or October 2019 (*this meeting was subsequently arranged for 2 October 2019*)

5 February 2020

13 May 2020

Closing the meeting the Chair thanked everyone for their attendance and contributions. He asked external governors to remain and invited staff governors and staff members to withdraw. The Board agreed that the Corporation Secretary should remain in the meeting to take minutes and noted that this matter should be recorded in Reserved minutes.