

THE CORNWALL COLLEGE GROUP

**Minutes of the Board meeting
held in the Boardroom, CC St Austell
on 12 December 2018 at 4.00 pm**

Present		Ian Tunbridge	IT	Chair
		Jeff Beer	JB	
		Malcolm Bell	MB	
		Connor Bolt	CB	
		Karen Burrows	KB	
		Peter Child	PC	In the Chair to item 3.
		Jamie Crisp	JC	
		Tracey Hooper	TH	
		Wilf Hudson	WH	
		Elaine McMahon	EM	
		David Sharples	DS	
		Thelma Sorensen	TS	
		Geoff Warring	GW	
Apologies	***	Sonia Blandford	SB	
In Attendance	To minute 7.3	Alison Phillips	AMP	Corporation Secretary
		Michael Collins	MC	Director of Finance and Resources
	~	Vicky Cox	VC	Group Director Curriculum and Quality
		Sally Foard	SF	Deputy Principal

*denotes number of consecutive meetings for which apology for absence has been received.
~minute taker from minute 7.3

This meeting was preceded by a Strategic discussion focussing on recent developments and next steps

1. WELCOME AND DECLARATIONS OF INTEREST

The Vice Chair welcomed colleagues to the meeting and explained that he was taking the chair as the Chair's appointment had recently lapsed and would be considered as the next item on the agenda. The Vice Chair particularly welcomed Elaine McMahon, Principal and Chief Executive, to her first Board meeting and Connor Bolt, CCSU President, whose appointment as a Student Governor would be considered a little later in the meeting.

Apologies were received.

Declarations of Interest – there was no specific declaration of interest in addition to those previously disclosed on members' declarations of interest.

2. NOMINATION OF CHAIR

Ian Tunbridge withdrew from the meeting.

The Vice Chair explained that, as reported in the Governance Report, nominations for the position of Chair had been invited. One nomination had been received for Ian Tunbridge, proposed by Peter Child and seconded by Tracey Hooper. The Board unanimously approved the appointment of Ian Tunbridge as Chair of the Board for a two year term to 31 December 2020.

Ian Tunbridge re-joined the meeting. The Vice Chair congratulated him on his appointment and invited to take the chair. The Chair thanked colleagues for their support and confirmed

that it remained a challenging time for the College but that he hoped that the position would improve by the end of 2020 which would be the right time for him to step down.

At the invitation of PC, Ian Tunbridge took the Chair.

3. MINUTES

3.1 Minutes of the Board meeting held on 17 October 2018

The minutes of the meeting held on 17 October 2018 were received, agreed as a correct record, and signed by the Chair.

3.2 Confidential Minutes of the Board meeting held on 17 October 2018

The confidential minutes of the meeting held on 17 October 2018 were received, agreed as a correct record, and signed by the Chair.

3.3 Minutes of the Special Board meeting held on 12 November 2018

The minutes of this meeting were received, agreed as a correct record, and signed by the Chair.

3.4 Reserved minutes of the Special Board meeting held on 12 November 2018

The reserved minutes which had been shared electronically with those members of the Board who were eligible to attend the discussion, were agreed as a correct record and signed by the Chair.

4. MATTERS ARISING

The report detailing the progress of actions from the meeting held on 17 October 2018 was received and reviewed by the Chair. The update was noted.

5. APPOINTMENT OF STUDENT GOVERNORS

Connor Bolt, CCSU President, withdrew from the meeting.

The Chair explained that Connor, who had served as the CCSU President and student governor in 2017/18, had been re-elected as the CCSU President for 2018/19 in September 2018 and had recently confirmed that he was also willing to serve as a student governor. The Board agreed to appoint Connor Bolt as a student governor for the 2018/19 academic year, subject to due process. AMP

The Chair reported that a second student governor, who would be an HE learner, would be appointed in due course.

Connor Bolt returned to the meeting and was congratulated on his appointment.

6. WHERE ARE WE NOW - PRIORITIES

The Chair invited Elaine McMahon, Principal and Chief Executive, to present to the Board. EM explained that she had reviewed the College's position and whilst she accepted that there was a lot to be done she also recognised that there was a great deal taking place. She commented that she felt very positive about the College.

EM shared a short presentation highlighting the need to think differently and outlining the funding context and regulatory framework for FE Colleges. EM proposed evolution rather than revolution and summarised the strategic aims including next steps:

- Strategy
 - Agree the College's strategic direction, taking account of the recommendations and decisions of the Cornwall Strategic Steering Group.
 - Revise the Curriculum Strategy; Estate and Organisational Development Plan.

- Finances
 - Access investment from the Education and Skills Funding Agency and Transaction Unit through demonstration of progress based on the revised business and implementation plan.
 - Enable efficiency and effectiveness needs to be owned and delivered throughout the organisation.
- Quality and Curriculum
 - Restate the College standards 'TCCG Way'.
 - Set and achieve ambitious but realistic targets to secure continuous improvement of the learner experience and outcomes.
 - Implement outcomes from the curriculum review and course costing model.
 - Apply rigorous quality standards to financial performance and improvement of systems, processes and policies.
- Strengthened relationships with Truro and Penwith College and deliver positive outcomes for the benefit of both colleges and the communities they serve.
- Embark on a culture change programme to develop an on-going innovative, proactive and enterprising learning environment where new ideas are supported and celebrated.

Governors discussed the proposed strategy and commended the approach. Recognising that there was a great deal to be done, governors offered their support and Connor Bolt invited the Principal to engage student support whenever helpful.

7. REPORTS FOR BOARD INFORMATION, DISCUSSION AND DECISION

7.1 Report from Remuneration Committee

The report was received and noted. Specifically the Chair highlighted that the committee had agreed to change Sally Foard's job title to Deputy Principal to better reflect her role and responsibilities. This would be reviewed following the completion of the Interim Principal's appointment.

The Chair paid tribute to SF for the work that she had done and the exceptional support given to the Board in recent weeks.

7.2 Recommendations from Finance and Resources Committee – Confidential

The confidential report was received and reviewed by Karen Burrows, Chair of the Finance and Resources Committee.

- Property matters – revised costings for the Future Farm project were noted and discussed. Michael Collins, Director of Finance and Resources, updated the Board on options being explored to secure the full funding and contingency plans if this funding could not be secured. The Board endorsed the work being done and remained optimistic that support would be secured.
- Financial approvals – the committee had requested that the presentation of orders for committee and Board approval be reviewed to include, when work had not been tendered, the reason for this to provide greater clarity.
- Management accounts – these were more positive but had dipped in November. MC was currently reforecasting the accounts and tracking carefully.

The Board noted the report and updates presented at the meeting and, on the recommendation of the committee, the Board approved:

- The registration and sealing of the transfer of ownership of Opie building from CC Education Services to Cornwall College.
- The updated Health and Safety Policy.

- The order for £112,277 (excluding VAT) for college transport for 2018/19 for Stage Coach Devon.

AMP

The Board noted that the orders for CN4C, included on the financial approvals presented to the Finance and Resources Committee, had been revisited and were being managed under a partnership arrangement.

The Board received a tabled paper detailing the background to an additional lease matter relating to an easement to enable a gas service to be laid across land at Bicton College providing a supply to two buildings. Following a brief discussion the Board approved the deed of grant for this easement.

AMP

7.3 Recommendation from Audit and Risk Committee

The report was received and the final draft of the accounts, incorporating changes requested by the committee, was tabled. Jeff Beer, Audit and Risk Committee Chair, highlighted key messages from the two Audit and Risk Committee meetings held on 28 November and 10 December 2018. Specifically he confirmed to colleagues that the financial statements' auditors had agreed that it was appropriate to prepare the accounts on a going concern basis with an emphasis of matter paragraph relating to a number of uncertain factors including securing future funding from the Transactions Unit.

MC reviewed the accounts and the Board noted the financial position. The governors also reviewed the governance report and, following discussion of potential additions, the Board agreed the report suggesting that it should be further developed in future.

The Board received and agreed the:

- Internal auditors annual report 2017/18.
- Financial statement auditor's management letter for the year ended 31 July 2018.
- Audit Committee annual report for the year ended 31 July 2018.
- Cornwall College Financial Statements for the year ended 31 July 2018.

MC/amp

7.4 Recommendation from Curriculum and Quality Committee

Hard copies of this report and supporting papers, which had been omitted from the printed Board pack but included in the pack circulated electronically, were tabled together with an Executive summary overview of the final Self-Assessment report for 2017-18. Wilf Hudson, Chair of Curriculum and Quality Committee, reviewed the report highlighting key matters.

- Self-Assessment report 2017/18. The Board was asked to approve TCCG's self-assessment grade as a 3 Requires Improvement. Four of the five Aspects had been graded as a 3 with one, Personal Development, Behaviour and Welfare of learners, graded as a 2. Similarly, of the six Provision Types four had been graded as a 3 and two, Higher Education and Apprenticeships, as a 2. The Board discussed the proposal and its implications carefully and agreed the assessment of Grade 3.

The Board also noted that the full text of the SAR would be shared with governors before the Christmas break.

VC

- Safeguarding Policy. The Board noted that all safeguarding related policies had been reviewed and updated to reflect the new guidance. On the recommendation of the committee the Board approved the revised TCCG Safeguarding and Child Protection Policy. The Board discussed briefly the recent Ofsted inspection of the residential accommodation which had gone well and commended the work of Mike Carnall and the safeguarding team.
- HE Strategy. The committee had received a presentation from Mark Nason, HE Director, on the draft strategy which was being further developed and would be presented to the Board at the February 2019 development session. The Board was briefed on the work which was taking place, including a survey of HE learners and project to develop innovative delivery, and Governors discussed the challenges and opportunities.

VC

AMP

- Equality, Diversity and Inclusion. On the recommendation of the committee the Board approved the new Equality, Diversity and Inclusion Strategy and action plan.

VC/amp

The Board noted the updates on Learning, teaching and assessment and English and maths which had been discussed fully at the committee meeting. Governors were reassured the team would continue to develop English and maths performance as long as the condition of funding remained in place.

7.5 Sub-contract Activity

The report was received and taken as read.

The Board agreed the revised sub-contractor allocations for 2018/19 as detailed.

AMP

7.6 Governance Report

The report was received and reviewed briefly by the Chair.

The Board noted with disappointment the resignation of Patrick Newberry and was pleased to learn that he had agreed to join the Bicton and Duchy College Council. The Board approved the appointment of:

- Jeff Beer as the Chair of the Audit and Risk Committee.
- Peter Child as the Chair of the Remuneration Committee.

The Board also noted the update on the College Insolvency Regulations and updated committee membership for 2018/19. The Excellence and Experience Committee heading would be amended to Curriculum and Quality.

AMP

8. PRINCIPAL AND CHIEF EXECUTIVE'S REPORT - CONFIDENTIAL

The confidential report was received. The progress of the Fresh Start Restructuring Fund Application and updates on the Cornwall Review and FE Commissioner's visit had been comprehensively discussed in the Pre Board session.

Elaine McMahon, Principal and Chief Executive,

- Key Performance Indicators. The latest version of the KPI document, detailing all key performance indicators, was tabled. The Principal explained that the report would be updated monthly and the aim was to develop an automated scorecard. Work on this was in progress. The Board commended the comprehensive report and agreed that more regular updates detailing all KPIs would help governors to engage with non-financial KPIs better.
- Ofsted Inspection of 16-18 Residential Provision. The Board noted the update and commended the hard work of the team.
- AoC National Conference. The Principal confirmed that the event had been very useful in terms of networking and highlighted the College's achievements including our student winning the AoC Adult Student of the Year Award and the commendation for the AoC Beacon Awards 2018/19.
- Risk Register. Following a brief discussion the Board noted and endorsed the proposed changes to the register.

9. GOVERNOR FEEDBACK

9.1 CCSU Progress Update

Connor Bolt, CCSU President, presented an overview of CCSU's agreed aims and recent activities. The union had agreed aims relating to mental health training and first aid training for learners and equality diversity and inclusion. A great deal had been achieved including:

- CPR training completed.
- Mental health training scheduled for February 2019.

- ED&I – disabled toilets had been changed to multi-use toilets to ensure that all learners felt included, and CCSU had secured a place in Cornwall Pride.

In addition there was a move to reduce the use of plastic across sites and the union was working with Beach Rangers who recycle plastic to create canoes.

The Board commended the work that was being done and congratulated CB on winning a Volunteer Cornwall Award for his work with the union.

AMP

CB extended an invitation to governors to attend the next Corporate Student Executive Committee meeting on 16 January 2019 at CC St Austell.

9.2 Staff Governor feedback

The staff governors feedback from the recent Staff Forum meeting and confirmed that they hoped that these meetings would be scheduled to report into Board meetings in future. The key messages were

- Staff communication had improved.
- Pay and recognition remained a concern.
- Staff morale was generally good.

9.3 External Governor Feedback

- Jeff Beer feedback from the AoC National conference which he had attended as a member of the AoC Governors' Council. Specifically he outlined plans for governor training, and updated colleagues on rural economy sector activities including:
 - Delivering courses to prisoners at Dartmoor Prison.
 - Engaging with a land-based college which had applied to run land based T-Levels.
- Governors feedback positively on the recent round of Business Impact Review meetings and some suggestions were shared with the team.

10. INFORMATION SECTION – ELECTRONICALLY

10.1 Updated Health and Safety Policy

10.2 Minutes of Management Committee Meetings
Corporate Health and Safety Meeting 27 September 2018

10.3 ESFA Health Assessment

10.3 Sealing report

11. DATES OF NEXT MEETINGS

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 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.

The Chair thanked Board members for their support over recent months and ongoing commitment to the College. He wished colleagues a peaceful Christmas break.