

## THE CORNWALL COLLEGE GROUP

### Minutes of the Board meeting held in the Boardroom, CC St Austell on 16 October 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	
	John Evans	JE	
	Tracey Hooper	TH	
	Wilf Hudson	WH	
	David Sharples	DS	
	Thelma Sorensen	TS	
	Geoff Warring	GW	
<b>In Attendance</b>	Alison Phillips	AMP	Corporation Secretary
	Michael Collins	MC	Executive Director of Finance and Resources
	Vicky Cox	VC	Executive Director, Quality and Learner Experience
	Rob Insall	RI	Transaction Unit Programme Director
	~ Jessamie Thomas	JAT	Deputy Corporation Secretary
	Kate Wills	KW	Vice Principal, Quality and Curriculum

~ denotes minute taker

*This meeting was preceded by a strategic discussion, with members of the Executive Leadership Team, which focused on Transaction Unit Progress Update and Quality of Education, including Post Inspection Action Plan.*

#### 1. **WELCOME AND DECLARATIONS OF INTEREST**

The Chair welcomed colleagues to the meeting. A particular welcome was given to Kate Wills, Vice Principal Quality and Curriculum, who would attend Board meetings.

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

#### 2. **MINUTES**

##### 2.1 **Minutes of the Board meeting held on 10 July 2019**

The minutes of the meeting held on 10 July 2019 were received, agreed as a correct record and signed by the Chair.

##### 2.2 **Confidential Minutes of the Board meeting held on 10 July 2019**

The confidential minutes of the meeting held on 10 July 2019 were received, agreed as a correct record and signed by the Chair.

##### 2.3 **Reserved Minutes of the Board meeting held on 10 July 2019**

The reserved minutes of the meeting held on 10 July 2019, 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.

##### 2.4 **Minutes of the Special Board meeting held on 11 September 2019**

The minutes of the meeting held on 11 September 2019 were received, agreed as a correct record and signed by the Chair.

##### 2.5 **Confidential Minutes of the Special Board meeting held on 11 September 2019**

The confidential minutes of the meeting held on 11 September 2019 were received, agreed as a correct record and signed by the Chair.

## **2.6 Minutes of the Special Board meeting held on 2 October 2019**

The minutes of the meeting held on 2 October 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 10 July, 11 September and 2 October 2019 was received and reviewed by the Chair. The update was noted.

Course Level Reviews would replace Business Impact Reviews, and would take place during the weeks commencing 11 November 2019, 24 February 2020 and 4 May 2020.

## **4. TU PROGRESS**

### **4.1 TU Progress Update – confidential**

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 MIS – Funding Assurance Review**

The Board received and noted the report by Paul Ramshaw, Director of MIS, on the interim outcomes of the formal ESFA funding assurance audit, which indicated broad assurance of the College's compliance. The final report would be presented to the Audit and Risk Committee for scrutiny. The Principal commended PR and his team on their work.

MC

### **4.3 2019/20 Budget Confirmation and three year plan – Confidential**

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

### **4.4 2018/19 Financial Outturn - Confidential**

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

## **5. QUALITY OF EDUCATION**

The confidential annual report was received. Quality of education was a key focus at the Pre Board Session. The Principal engaged governors in robust discussions about College priorities, and the Board's role in securing required improvements. This dialogue built on the Ofsted Educational Inspection Framework training delivered to the Board by HMIs earlier in the month.

- Learner Outcomes 2018/19 – 16-18 year old learners' outcomes were scrutinised at the Pre Board Session. Guided by the Principal, the Board drilled down into the data to establish lines of questioning, by campus, course and curriculum area. The Curriculum and Quality Committee would continue with this scrutiny.
- Teaching, Learning and Assessment Update - The Board noted and endorsed the proposal to change the process by which the quality of Teaching, Learning and Assessment was measured. A review of the management and effectiveness of learning coaches was underway.
- Post Inspection Action Plan - Governors were reminded by the Principal of the key importance of their ongoing scrutiny of the PIAP, to deepen their understanding of how the College was tackling its priorities, and to generate challenge and impact. He explained how accountability and ownership were being embedded, with the focus on 'learner first'. The Principal would responsibility for leading on apprenticeships. JE confirmed that the RAG-rated PIAP would be updated for each Board meeting.

## **6. ANNUAL REPORTS 2018/19**

### **6.1 Safeguarding**

The report was received and noted. Mike Carnall, Safeguarding Lead, responded to questions from the Board. The Principal urged greater emphasis on the Prevent agenda. Governors were reassured that the College was compliant with statutory requirements and good practice within the FE Sector.

MCa confirmed that 'County Lines' awareness was included in staff training.

MCa was thanked for his report and left the meeting.

### **6.2 Health and Safety**

The report was received and noted. Jayne Nannes, Director of HR, who had recently taken on line-management responsibility for Health and Safety, responded to questions.

Following a discussion about recent incidents, the Board requested a renewed focus on health and safety briefings, including a campaign about the dangers of 'horseplay'. The Principal confirmed that raising the level of awareness of Health and Safety was a priority.

With regard to reporting of numbers of incidents, governors requested that percentages be included in the data as well as numbers.

The Board noted that there had been two new insurance claims. The Executive Director of Finance and Resources confirmed that claims had been reported to the ESFA and undertook to brief the lead governor for Health and Safety. MC

Governors approved the updated Health and Safety Policy.

### **6.3 Human Resources**

The confidential annual report was received.

Jayne Nannes, Director of HR, answered questions from the Board regarding the outcomes of the staff consultation on culture and values, which 49% of staff had participated in, and how these would be addressed.

The Board commended the College on attaining the Silver Healthy Workplace Award.

### **6.4 Regulatory Compliance, including Data Protection and Complaints**

The annual report was received and noted.

Sue Alvey, Head of Regulatory Compliance, confirmed that the internal audit for data protection indicated broad compliance. SA would design data protection refresher training for staff. SA confirmed that there had been no breaches reportable to the ICO, and noted the Principal's request that reportable breaches be the headline information required by the Board going forwards.

The Board discussed the time taken to respond to, and resolve, complaints, and suggested that this should be analysed in future reports together with how many were outstanding. SA would also monitor the cost incurred in dealing with complaints.

SA and JN were thanked for their reports and left the meeting.

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

### **7.1 Report from Remuneration Committee**

The report was received and noted.

Interviews would be held on 28 October 2019 for the post of Vice Principal Group Operations. Subject to the Selection Panel agreeing a recommendation, a Special Board meeting would be arranged for 30 October 2019 to consider the appointment.

The Board noted the outcome of the Corporation Secretary's performance review and thanked her for her professional support.

The Principal's performance targets had been agreed.

The reviews of the other senior postholders would be undertaken in due course.

The Board noted that, in line with the Association of Colleges' Remuneration Code, which had been adopted by the College earlier in the year a Remuneration Committee Annual Report would be prepared for Board information and publication.

## 7.2 Recommendations from Search and Governance Committee

The report was received and noted. Thelma Sorensen presented an update and recommendations from meeting which had taken place prior to the Board briefing.

Board appointments and resignations:

- Peter Child withdrew from the meeting and TS presented the committee's proposals to reappoint Peter Child for a further two year term as a governor, following the completion of his second term of office on 6 March 2020. The Board unanimously agreed noting that the appointment as Vice Chair of the Board was a separate matter. Peter Child returned to the meeting and was congratulated on his reappointment.
- The committee recommended the appointment of Jane Warren, currently co-opted member of the Audit and Risk Committee, as a governor. The Board reviewed her pen portrait and considered her skills and experience, and unanimously agreed to her appointment. AMP
- The committee recommended the appointment of Debbie Wilshire as a co-opted member of the Curriculum and Quality Committee. The Board unanimously agreed to her appointment, subject to due process. AMP
- The Board noted the resignation of Nicky Taylor, co-opted member of the Remuneration Committee.

Review of Governance Procedures: The terms of reference of the Special Committee and of the Appeals Committee had been reviewed and recommended by the Search and Governance committee, and were approved by the Board.

Succession Planning: The Board noted that Ian Tunbridge's term of office as Chair would expire in December 2020 and he would not stand for reappointment. Peter Child's term of office as Vice Chair would expire in March 2020. External governors were invited to submit their interest in the roles of Chair and Vice Chair. All Governors were invited to forward any suggestions for potential governors to the Corporation Secretary. Subject to interest an external advert would be placed. The appointment of the Vice Chair would need to be considered at the December 2019 Board meeting to ensure continuity. AMP

Review of Governance Arrangements: The Board approved the committee's proposal to merge the Chairs' Group into the Search and Governance Committee. Revised terms of reference would be prepared for consideration at the next Board meeting. AMP

## 7.3 Governance Update including risk management and regularity audit

The report was received and reviewed. Specifically:

- Governance self-assessment 2018/19 – Governors were asked to complete questionnaires, to review effectiveness of governance, inform the focus of future training sessions and confirm their continuing eligibility and adherence to Code of Conduct.
- Governor attendance, training and development 2018/19 was noted.
- Training and Development 2019/20

- Risk Management – plans to review the Risk Management Register and align it with the College's strategic aims were noted and endorsed., The Board also commended the presentation by Alastair Campbell, of RSM auditors, at the Board Development Session 2 October 2019 on risk management and assurance, and the insolvency regime.
- Regularity Self-Assessment Questionnaire – this was approved by the Board.

## **8. PRINCIPAL AND CHIEF EXECUTIVE'S REPORT - CONFIDENTIAL**

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

## **9. GOVERNOR FEEDBACK**

### **9.1 Student Matters – feedback from CCSU meeting**

The Principal emphasised the Board's and College's commitment to student voice. Students from all sectors would be encouraged to stand for the two student governor vacancies.

### **9.2 Staff Matters – feedback from staff forum**

David Sharples, Staff Governor, reported the forum's focus on staff voice, reduction in use of single use plastics, and discussions about dietary options. The Principal highlighted the need for decisions, for example on catering, to be informed by users' views.

### **9.3 External Governor Feedback**

Jeff Beer commended the team on the success of the launch of Future Farm, Duchy College, Stoke Climsland, on 11 October 2019. Attendees included the Minister of State for Agriculture, Fisheries and Food, George Eustice MP. The Board discussed the importance of capitalising on the inauguration as a springboard to promote Future Farm.

The Chair commended the notably more rigorous insistence on the wearing of lanyards, and on punctuality. The Principal noted this was in line with the College-wide focus on Challenge 90, which had been fully embraced by staff.

Wilf Hudson updated colleagues on an ETF governance session which he had attended on culture, people and organisational development; notes would be circulated.

## **10. INFORMATION SECTION – ELECTRONICALLY**

### **10.1 Minutes of Board Committee Meetings**

Audit Committee 24 June 2019

Curriculum and Quality Committee 26 June 2019

Finance and Resources Committee 24 June 2019

Confidential Minutes Finance and Resources Committee 24 June 2019

### **10.2 Minutes of Management Committee Meetings**

Corporate Health and Safety Meeting 4 July 2019

### **10.3 Health and Safety Policy**

### **10.4 Sealing Report**

## **11. DATES OF NEXT MEETINGS**

11 December 2019 – this meeting would be followed by a Board Dinner in Cloisters Restaurant, CC St Austell.

25 March 2020

## Approved minutes

8 July 2020

Development Sessions (timings to be confirmed)

5 February 2020

13 May 2020

Board meetings would usually start at 4.00 pm and be preceded by a strategic discussion at 2.00 pm.

Closing the meeting the Chair thanked colleagues for attending and commended the Principal on the impact he had made since taking up his post at the end of September 2019.