

**THE CORNWALL COLLEGE GROUP**

**Minutes of the Board meeting  
held in the Boardroom, CC St Austell  
on 17 October 2018 at 3.30 pm**

<b>Present</b>	Ian Tunbridge	IT	In the Chair
	Jeff Beer	JB	
	Karen Burrows	KB	
	Peter Child	PC	
From minute 6	Jamie Crisp	JC	
	Wilf Hudson	WH	
	Patrick Newberry	PN	
	Thelma Sorensen	TS	
From minute 6	David Sharples	DS	
	Colin Stratton	CS	
<b>Apologies</b>	* Malcolm Bell	MB	
	** Sonia Blandford	SB	
	* Tracey Hooper	TH	
	* Raoul Humphreys	RH	
	* Geoff Warring	GW	
<b>In Attendance</b>	Alison Phillips	AMP	Corporation Secretary
From minute 2	Michael Collins	MC	Director of Finance and Resources
From minute 2	Vicky Cox	VC	Group Director Curriculum and Quality
From minute 6	Sally Foard	SF	Group Director Delivery and Development

*This meeting was preceded by a Presentation of the FE Commissioner Team's recommendations to Cornwall College Group from Meredydd David, Deputy FE Commissioner*

**1. RESERVED MATTERS**

The Chair, with the agreement of the Board, invited the senior team and staff governors to withdraw from the meeting. The Board agreed that the Corporation Secretary should remain in the meeting to take minutes. The Board also agreed that this matter should be recorded in Reserved minutes.

**2. WELCOME AND DECLARATIONS OF INTEREST**

*Michael Collins and Vicky Cox rejoined the meeting and explained that Sally Foard and the staff governors would rejoin the meeting shortly.*

The Chair welcomed colleagues to the meeting. He particularly welcomed Colin Stratton who would be retiring from the Board following this meeting. There would an opportunity to thank Colin for his contribution and say a formal goodbye at the Board dinner following the December Board meeting.

Apologies were received.

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

Governors were invited to review and complete the declarations of interest and other papers tabled, and return these to the Corporation Secretary at the end of the meeting.

All

### 3. MINUTES

#### 3.1 Minutes of the Board meeting held on 11 July 2018

The minutes of the meeting held on 11 July 2018 were received, agreed as a correct record, and signed by the Chair.

#### 3.2 Confidential Minutes of the Board meeting held on 11 July 2018

The confidential minutes of the meeting held on 11 July 2018 were received, 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 11 July 2018 was received and noted.

### 5. APPOINTMENT OF STUDENT GOVERNORS

Vicky Cox, Group Director Curriculum and Quality, reported that the Cornwall College Students' Union executive committee had met in September and elected the CCSU President and Vice President for 2018/19. Connor Bolt, the CCSU President for 2017/18 had been re-elected as President, and Joe Kemsley, had been elected as Vice President. Mindful of the demands of their studies and the CCSU role they had not been proposed as student governors at this stage. The expectation was that the CCSU President would be a student governor and the second student governor would be an HE student to secure both FE and HE engagement.

An update would be presented at the next meeting.

VC/AMP

*Pending the arrival of Sally Foard and the staff governors agenda item 5 Emerging Outcomes 2017/18 and Plans for 2018/19 was deferred.*

### 6. ANNUAL REPORTS FOR 2017/18

#### 6.1 Safeguarding

The report was received and governors were reassured that the College was compliant with statutory requirements and good practice within the FE Sector.

#### 6.2 Health and Safety

The report was received, discussed briefly and noted.

#### 6.3 Human Resources

The confidential report was received and discussed. The Board was interested in particular aspects of this report and noted that the HR strategy was being developed and would be presented to a future Board meeting for full discussion and approval.

AMP

#### 6.4 Data Protection

The report, which was the first annual report on data protection, was received and noted.

#### 6.5 Complaints

The report was received and noted.

*During this discussion SF, JC and DS rejoined the meeting.*

### 7. EMERGING OUTCOMES 2017/18 AND PLANS FOR 2018/19 - CONFIDENTIAL

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

### 8. REPORTS FOR BOARD DECISION, DISCUSSION AND INFORMATION

**8.1 Recommendation from Remuneration Committee meeting 26 September 2018**

The report was received and taken as read. The Board noted that the performance of the senior postholders and Corporation Secretary had been reviewed and targets agreed for the coming year. Specifically the Board noted that Sally Foard had been given additional responsibility including the line management of the Cluster Directors and deputising for the Principal in his absence. Her job title had been amended to reflect this to Group Director Delivery and Development.

**8.2 Recommendation from Search and Governance Committee meeting 26 September 2018**

The report was received and taken as read. The Chair and Jeff Beer withdrew from the meeting.

Peter Child, Vice Chair, who had chaired the committee meeting, presented the committee's proposals to reappoint Ian Tunbridge for a further four year term following the completion of his first term of office on 9 December 2018. The Board unanimously agreed noting that the appointment as Chair of the Board was a separate matter

AMP

The committee also recommended the reappointment of Jeff Beer for a further four year term following the completion of his first term of office on 7 July 2019. The Board unanimously agreed.

AMP

The Chair and Jeff Beer returned to the meeting and were congratulated on their reappointment.

**8.3 Sub-contract Activity**

The report was received and taken as read.

The Board agreed the revised sub-contractor allocations for 2018/19 and the Supply Chain and Fees Policy for 2018/19.

SF

*PC, as the Chair of the Cornwall Marine Network, did not participate in this discussion or vote.*

**8.4 Governance Report**

The report was received and reviewed briefly by the Chair.

The Board approved the updated governance procedures:

- Eligibility Clause.
- Updated Standing Orders.
- Updated Search and Governance Committee terms of reference and Rules.
- Updated Remuneration Committee terms of reference.
- Draft Chairs' Committee terms of reference, which would come into effect following the completion of the Fresh Start process.

AMP

The appointment of Patrick Newberry as Chair of the Remuneration Committee was agreed.

AMP

The Board discussed the Governance Self-Assessment Review and specifically reviewed the suggested grades for Outcomes for Learners and their Personal Development, Behaviours and Welfare, and Leadership and Management. Following this discussion the Board agreed the suggested grades and approved the Governance Self-Assessment and Quality Improvement Plan. The Board also suggested that external feedback on the Board's performance should be considered in future reviews.

AMP

The Board, following a brief discussion, agreed the proposed Governor Key Performance Indicators:

- Governors to agree ambitious quality, financial and recruitment targets for the coming year, unrelentingly review progress against these at each Board meeting and hold the senior team to account.
- Governors to have a comprehensive understanding of the quality of the College's provision and promote and challenge quality improvement unrelentingly.
- Governors to attend 75% of Board and committee meetings which they are eligible to attend.
- Governors to attend at least one Business Impact Review, or equivalent, meeting during the year.
- Governors to engage in at least one development session during the year.

#### **8.5 Project Update – Future Farm**

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

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

The confidential report was received and noted. In the absence of the Principal, the Chair invited Sally Foard to highlight key messages:

- Key Performance indicators. The Board had previously agreed financial and learner number targets as a part of the Business Plan. Accordingly the Board was invited to consider the proposed quality targets detailed in the report. Reviewing these targets the governors recognised that a target of 80% achievement for 16-18 Education and Training, which was below national benchmark, would be challenging. Following discussion of the impact of retention and splitting targets the Board agreed the proposed quality targets and requested the addition of a National Average column in future reports. VC
- Financial Update. Michael Collins tabled the Finance Report for July 2018 and updated governors on the year-end financial position. The auditors had received the accounts and had not suggested any changes. MC reviewed the report highlighting key messages. He confirmed that significant progress had been made but support was needed. Governors reflected on the position and asked various questions relating to non-pay costs, the separation of Concorde accounts from the College accounts and pension costs. The Board also discussed the going concern situation and specifically the auditors' position and the implications for the Board. MC undertook to keep the Board informed on the approval of funding. MC

The Chair, on behalf of the Board, thanked the senior team.

### **10. GOVERNOR FEEDBACK**

#### **10.1 CCSU Progress Update**

An update had been presented earlier in the meeting.

#### **10.2 Staff governor feedback**

Staff members confirmed that there were no pressing staffing matters.

#### **10.3 External Governor Feedback**

- Jeff Beer requested that the presentation on the Rural Economy Challenges and Opportunities be rescheduled as soon as practicable. AMP

### **11. INFORMATION SECTION – ELECTRONICALLY**

#### **11.1 Minutes of Board Committee Meetings Audit Committee 18 June 2018**

## Approved minutes

Excellence and Experience Committee 18 June 2018  
Finance and Resources Committee 20 June 2018  
Confidential Minutes Finance and Resources Committee 18 June 2018  
Confidential minutes Fresh Start Monitoring Group meeting 11 July 2018

**11.2** Minutes of Management Committee Meetings  
Corporate Health and Safety Meeting 17 May 2018

**11.3** Sealing report

## **12. DATES OF NEXT MEETINGS**

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 commended the senior team for their work. He reminded everyone of the importance of confidentiality.*

*Jeff Beer paid tribute to the Chair for his leadership in extremely difficult circumstances.*