



THE CORNWALL COLLEGE GROUP
Minutes of the Corporation Board meeting
held on 14 October 2020 at 4pm
virtually on MS Teams

Governors Present

Ian Tunbridge	IT	Chair	Michael Hambly	MH
Martin Bailey	MB		Wilf Hudson	WH
Karen Burrows	KB		Patrick Newberry	PN
Peter Child	PC		David Sharples	DS
Jamie Crisp	JC		Geoff Warring	GW
John Evans	JE	Principal	Jane Warren	JW
Tracey Hooper	TH		Pat Wilde	PW

In Attendance

Wendy Randle	WR	Clerk to the Corporation
Adrian Ford	AF	Vice Principal Group Operations
Kate Wills	KW	Vice Principal Curriculum and Quality

This meeting was preceded by a discussion on the strategic intent for the College and a Safeguarding update to include Keeping Children Safe in Education (KCSIE) 2020 and Prevent.

		Action
1	<p>WELCOME AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed colleagues to the first scheduled Board meeting of the year. All governors were in attendance, there were no further declarations of interest to those on the members' register of interests.</p> <p>Agenda items would be taken in a slightly different order to the agenda.</p>	
2	<p>MINUTES OF THE BOARD MEETING HELD ON 8 JULY 2020</p> <p>The minutes and confidential minutes of the meeting held on 8 July 2020 were agreed to be a true and correct record of the meeting. The Clerk to the Corporation would arrange for these to be signed by the Chair.</p>	WR
3	<p>MATTERS ARISING</p> <p>A report updating on actions from previous meetings had been circulated prior to the meeting; there were no outstanding actions that would not be covered under agenda items.</p>	
7.4	<p>SUB CONTRACT ACTIVITY</p> <p>The Assistant Principal External Engagement & Business Innovation was welcomed to the meeting; their report had been circulated prior to the meeting. The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ Learners achieved their provision at 92% or better. ▪ The seven providers from 2019/2020 will continue for 2020/2021, with a slight change in allocation. ▪ Lesson observations will be completed by sector professionals to improve quality. 	

	<ul style="list-style-type: none"> ▪ Three contract compliance visits will take place each academic year; one each term. ▪ There were no systemic risks to report yet the change in sub contract officer was noted. <p>Governors were assured on the quality of a provider; ongoing monitoring will be completed. The Board thanked the Assistant Principal External Engagement & Business Innovation for the extra checks and balances put in place, and were keen to ensure that the providers' Health & Safety practices be closely monitored to ensure they remain in line with the college expectations.</p>	
4	STRATEGIC DISCUSSION	
4.1	<p>TU Progress Update</p> <p>A presentation had been circulated prior to the meeting. It was noted that at the last monthly meeting with the FE Commissioners team and Education and Skills Funding Agency (ESFA), The Cornwall College Group (TCCG) had met its targets; there was greater confidence in the College performance. The presentation was received and the following highlights noted:</p> <ul style="list-style-type: none"> ▪ The restructuring of the organisation has been completed. ▪ Despite the impact of Covid-19 the Budget was delivered upon and it is expected TCCG will breakeven in 2021. TCCG did not enter into the overdraft facilities. ▪ TCCG achieved over 68% of the adult education provision therefore there was no clawback. ▪ TCCG would be reporting a surplus before the pension deficit. ▪ Lecturer pay is moving towards market level, with 27 Curriculum Area Managers (CAMS) developed. <p>The board expressed thanks to the Senior Postholders for the current financial position and for the level of confidence building with external agencies.</p>	
4.2	<p>Pre Board Discussion Outcomes on the Strategic Intent for the College.</p> <p>The board had considered two papers circulated prior to the meeting, at the Pre Board discussion. In summary, TCCG intend on providing a range of provision from Foundation to Higher Education with a focus on technical and vocational learning, with opportunities for all. TCCG aim to be considered a high quality provider in land based provision across Cornwall and Devon and further. Developing confident and resilient learners through a face to face and work based learning approach, to increase employability and support external stakeholders with quality applicants. Delivering a quality curriculum offer to meet future areas of demand such as Environmental and IT agendas.</p> <p>The board agreed that a more formal debate to finalise the strategic intent would be required.</p>	WR
5	ANNUAL REPORTS	
5.1	<p>Safeguarding and Prevent</p> <p>The annual report and policy were circulated prior to the meeting. The Group Head of Safeguarding was welcomed to the meeting. It was reported that TCCG had seen increases in safeguarding issues and increases in drug and substance misuse with links to county lines noted. TCCG needs to maintain momentum with the Prevent agenda and focus on multi agency working.</p> <p>In response to a governor's request for further information it was reported that 400 out of 2,000 16-19 year olds joined with a safeguarding file. The Board expressed confidence in the Safeguarding team, yet noted the number of redundancies across the College, requesting assurance these had not negatively impacted. Capacity will be increased when needed, for example in the West recently. It was highlighted that external agency support has reduced.</p> <p>Governors sought reassurance that TCCG had investigated the recent suicides to review practice and identify lessons to be learnt; the College have undertaken a process mapping review to identify if interventions could have been put in place earlier, to understand the journey of the learners and any deficit of practice.</p>	

	The Board approved the Child Protection and Safeguarding policy.	
5.2	<p>Health & Safety update</p> <p>The Vice Principal Group Operations updated on the operational work being undertaken and the internal reporting of Health and Safety within TCCG. The reporting of Health and Safety to the board would be considered under agenda item 7.5.1. The Health and Safety annual report and policy would be reviewed at the next Board meeting 09/12/2020.</p>	WR
5.3	<p>Human Resources</p> <p>The annual report was circulated prior to the meeting. The Director of HR joined the meeting and highlighted the following:</p> <ul style="list-style-type: none"> ▪ The Change programme went well with minimal impact from Covid-19. ▪ Savings of £3.2 million had been made; there had been no appeals against dismissal. ▪ The flattened structure has enabled greater campus focus with increased staff responsibility for courses and data. ▪ Additional administration has been implemented to enable CAMs to increase focus on quality. ▪ There has been an increase in teacher pay with progression in place. ▪ The College worked well as an organisation during Covid-19; bringing back staff to go on furlough, regular contact with staff classed as vulnerable and supporting staff who wished to be in work. ▪ All staff where applicable, are working towards a teaching qualification funded by TCCG. <p>The board thanked the HR director for the report. Governor noted the low pay issues asking the HR Director how confident they felt about the quality of staff in the teaching. The College have maintained the top talent with pay linked to competencies. Clarity between the study programme managers and teachers was sought; it was understood the programme managers teach as well as manage the programmes and have greater accountability for the courses. Governors were assured that the Unions have received the changes well.</p>	
5.4	<p>Regulatory Compliance including Data Protection and Complaints (including updated Policies)</p> <p>The above report and policies had been circulated prior to the meeting and the Head of Regulatory Compliance joined the meeting.</p> <p>In response to governor questions it was understood that the data shared with the board is received by the Assistant Vice Principal Quality of Education and the curriculum areas are informed of the complaints received, that a greater analysis of complaints would be beneficial and the improving reporting processes will enable targeted training to ensure 100% compliance.</p> <p>The Board approved the Freedom of Information and Environmental Information Regulations policy and the General Data Protection policy.</p>	
6	<p>PRINCIPAL CE'S REPORT</p> <p>The report had been circulated prior to the meeting. The following highlights were noted and discussed further:</p> <ul style="list-style-type: none"> ▪ The draft report from the FE Commissioner (FEC) Stocktake Visit has been received, once finalised this will be distributed; the Principal and Chair were satisfied with the report. ▪ The contract with Eden Project learning has been signed with a press release due shortly. ▪ Long service awards have been awarded reflecting the strong loyalty of TCCG staff. ▪ Operational Leadership Team (OLT) away days are planned for the 26 and 27 November; governors were encouraged to attend. After discussion it was agreed a governor would arrange for a representative from the Council to provide an Environmental update. ▪ The College await three Ofsted visits, a monitoring visit, a full inspection and a Covid-19 visit. <p>The St Austell redevelopment plans were shared along with feedback from a recent meeting with Secretary of State for Education; the College have secured support from both the LEP and Cornwall Council for the redevelopment. Representatives from the DfE understood redeveloping the site would be beneficial.</p>	JE KB

	<p>In response to governor questions, the Principal reported that the architects have not considered the long term implications of Covid-19 in the designs, though the room sizes are planned for twenty students. The building will be split into curriculum areas and be digitally sophisticated in order to deliver content to students at home. Potential timescales were shared; a Special Board meeting would be called in order to make a formal decision.</p> <p>Operating Statement and Post Ofsted Inspection Action Plan (PIAP) Governor reflected on the progress of the PIAP, noting the increase in “green” areas, asking if TCCG felt confident in achieving the “amber” areas in time for when Ofsted visit to secure a “Good” grading. The Ofsted monitoring visit would guide this understanding. The PIAP had been considered at the Curriculum and Quality committee, governors were encouraged to forward any further questions to the Principal.</p> <p>Risk Management and Board Assurance The June Risk Register and Assurance Framework had been circulated prior to the meeting, there were no questions from Governors.</p>	WR
7	REPORTS FOR BOARD INFORMATION, DISCUSSION AND DECISION	
7.1	<p>Report from Remuneration Committee and Terms of Reference (TOR) The Remuneration Committee report and TOR had been circulated prior to the meeting, the board agreed the TOR and received the report.</p>	
7.2	<p>Recommendations from Search and Governance Committee The Board approved the recommendations from this Committee, circulated prior to the meeting:</p> <ul style="list-style-type: none"> ▪ Wilf Hudson to be reappointed for a further term of 4 years. ▪ Jane Warren to join the HE committee ▪ Tracey Hooper to be the lead governor for Apprenticeships/ Sub Contract ▪ Pat Wilde to be the lead governor for Equality, Diversity and Inclusion ▪ The Committee Membership (as circulated). 	
7.3	<p>Recommendations from Curriculum and Quality The report was circulated prior to the meeting, there were no recommendations to Board; the committee had considered performance, enrolments, the TCCG’s response to Covid-19 and details of the Adult Education budget and the adult provision.</p>	
7.4	<p>Sub-contract Activity The agenda item was considered earlier in the meeting.</p>	
7.5 7.5.1	<p>Governance Report The report was circulated prior to the meeting, it covered the following areas:</p> <p>Governance Review and Self Assessment 2019/2020: the cross cutting themes from the Committee review meetings had been reviewed by the committee chairs and the Executive Leadership Team (ELT) on the day of the meeting; actions to progress will be presented at the next Board meeting 09/11/2020.</p> <p>Following on from agenda item 5.2 and in response to governor challenge in the Committee review meetings and further discussions since, the Board agreed that Health and Safety be reported to Audit and Risk and be an agenda item at each Board meeting. The Board felt assured that Health and Safety would receive a greater focus moving forward. Governors requested a similar proposal for the reporting of Equality, Diversity and Inclusion for Board, 09/12/2020.</p> <p>The number of governance meetings have been reviewed, Board agreed that the Finance and Resources committee would increase the number of meetings to 6 times per year.</p>	WR WR KW WR/ KB

7.5.2	Governors' attendance and training; summaries for 2019/2020 had been circulated prior to the meeting, no amendments were proposed; the data would be used in the financial statements and report.	
7.5.3	<p>Proposals for Board focus and stakeholder engagement opportunities 2020/2021; Governors acknowledged the need to develop stakeholder relationships to triangulate information received and drive improvements. Campus and subject links will be developed to increase interaction with students and staff, along with a method for recording feedback from this engagement; an approach will be considered at the next Board meeting 09/12/2020. The Principal was asked to guide the board with engaging external stakeholders going forward.</p> <p>The board expressed the need for a framework to ensure the effective management of capital projects, to include processes on how the board approve allocations, monitoring and remain engaged; requested for the next board meeting 09/12/2020.</p>	<p>WR</p> <p>JE</p> <p>AF</p>
7.5.4	<p>Training and Development 2020/2021; the Board considered training and development needs for 2020/2021. The following outcomes were agreed;</p> <ul style="list-style-type: none"> ▪ New KPIs, to ensure the board deliver on the recommendations from the Committee review meetings, to be proposed at the next board meeting. ▪ Access funds available for governance development as noted by the FE Commissioner visit. ▪ Board members welcome the Principal Q&A sessions; these will continue when needed. ▪ Liaise with governors to identify areas for consideration for the next Pre Board. ▪ Review inductions of new governors who have recently joined the board. 	<p>WR/</p> <p>IT</p> <p>WR/</p> <p>JE</p> <p>WR</p> <p>WR</p>
7.5.5	<p>Governance Procedures; the Board approved the Standing Orders circulated prior to the meeting, noting the amendments had been primarily linked to changes in job titles.</p> <p>The Committee Terms of Reference for F&R, C&Q and A&R had been reviewed as part of the Committee review meetings. In light of the discussion around H&S and E,D & I, the TOR would be further reviewed, amended and presented to Board for approval. The Board approved the Search and Governance and Remuneration Committee TOR.</p>	<p>WR</p>
7.5.6	<p>Student Governors 2020/2021; there had been a delay in the appointment of Student Governors, it is planned that two Student Governors will be in place for the next board meeting.</p>	
7.5.7	<p>Election of Chair; a nomination for Ian Tunbridge to continue in the role of Chair had been received prior to the meeting. IT left the meeting and governors considered the nomination. The Board agreed to appoint IT to the role of Chair for the term of two years or up until the first meeting of the academic year 2022, whichever came first.</p>	
8	GOVERNOR FEEDBACK	
8.1	<p>Staff governor feedback</p> <p>The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ It was reported that tests for Teams is underway should delivery need to move online. ▪ Students are commenting that the English and Maths delivery is really good. ▪ All staff are starting the new appraisal process introduced this year. ▪ Enrolments are above the budgeted numbers, work will commence on retaining these students. 	
8.2	<p>External governor feedback</p> <p>A governor noted they had been on the newest, greenest ship in the Navy, stating the Navy are keen to build relationships with institutions in Cornwall; introductions will be made with Principal.</p> <p>A governor stated that having attended the course reviews they had been impressed with how the courses were being monitored; they encouraged governors to attend the APMs scheduled.</p>	<p>PC</p> <p>ALL</p>

	Governors were reminded to inform the Clerk to the Corporation of attendance at College events.	ALL
9	INFORMATION SECTION	
9.1	<p>Minutes of Board Committee Meetings The below minutes had been circulated prior to the meeting; there were no questions:</p> <ul style="list-style-type: none"> ▪ Search and Governance Committee 15 June 2020 ▪ Finance and Resources Committee 24 June 2020 ▪ Audit and Risk Committee 24 June 2020 ▪ Curriculum and Quality Committee 25 June ▪ HE Committee 25 June 2020 	
9.2	<p>Sealing Report Circulated prior to the board meeting; there were no questions.</p>	
10	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ▪ 9 December 2020; this meeting would likely take longer due to the accounts presentation. ▪ 24 March 2021 ▪ 7 July 2021 <p>Board meetings would start at 4.00 pm and be preceded by a strategic discussion at 2.00 pm.</p> <p>Board development sessions had been scheduled for 3 February 2021 and 12 May 2021.</p> <p>OLT Away day 26/27 November 2020; further details to follow.</p>	

Ian Tunbridge, Chair of Governors.....

Date.....