



THE CORNWALL COLLEGE GROUP
Minutes of the Corporation Board meeting
held on 9 December 2020 at 3pm
virtually on MS Teams

Governors Present

Ian Tunbridge	IT	Chair	Michael Hambly	MH
Karen Burrows	KB		Wilf Hudson	WH
Peter Child	PC		Patrick Newberry	PN
Jamie Crisp	JC		David Sharples	DS
John Evans	JE	Principal	Anne Thomas	AT
Kian Glanfield	KG		Geoff Warring	GW
Rhiah Harrison	RH		Pat Wilde	PW
Tracey Hooper	TH			

In Attendance

Wendy Randle	WR	Clerk to the Corporation
Adrian Ford	AF	Vice Principal Group Operations
Kate Wills	KW	Vice Principal Curriculum and Quality
Shirley Collier	SC	ETF Board Reviewer

This meeting was preceded by a discussion on the Post Inspection Action Plan (PIAP)

		Action
1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>Shirley Collier (SC) was welcomed to the meeting. SC was observing the meeting as part of the ETF Board review.</p> <p>There were no further Governor declarations of interest to those on the register of interests.</p> <p>Apologies were received and accepted from Martin Bailey and Jane Warren.</p>	
2	<p>MINUTES OF THE BOARD MEETING HELD ON 14 OCTOBER 2020</p> <p>The minutes of the meeting held on 14 October 2020 were reviewed and agreed to be a true and accurate record of the meeting; the Clerk to the Corporation would arrange for these to be signed by the Chair.</p>	WR
2.1		
2.2	<p>MATTERS ARISING</p> <p>A report updating on actions had been circulated prior to the meeting; there were no outstanding actions that would not be covered under agenda items. It was highlighted that invitations to the course review meetings will be shared with Governors earlier to encourage board attendance.</p>	
3	<p>APPOINTMENT OF STUDENT GOVERNORS</p> <p>Rhiah Harrison and Kian Glanfield were welcomed to the meeting having been successfully elected as Student Governors. An induction will be arranged.</p>	WR

<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>STRATEGIC DISCUSSION</p> <p>Pre-Board session</p> <p>Prior to the meeting there had been a Pre-Board session whereby the Board reviewed the College’s progress against the Post Inspection Action Plan (PIAP). The Board were pleased with the progress made and felt well prepared for the imminent Ofsted visit.</p> <p>Review of the strategic planning processes and reporting, including capital projects</p> <p>At a previous Special Board meeting the basis for the strategic intent for the organisation had been approved, following discussion it was proposed that the Board monitor the following areas;</p> <ul style="list-style-type: none"> ▪ The redevelopment of the St Austell campus ▪ The progression of Duchy and Bicton to become regional leaders ▪ Development of niche specialisms for Camborne and St Austell ▪ Development of niche HE provision and apprenticeships <p>Following extensive discussion the following highlights were noted;</p> <ul style="list-style-type: none"> ▪ The Board noted the significant number of projects underway and the need to ensure projects remain in line with the strategic intent. ▪ The Board reflected on the need to receive regular progress updates on key projects, with a Governor reflecting on the use of Insight reports; a one page report on the main headlines linked to key objectives and milestones, the key challenges and next actions for the project. ▪ The Board agreed the delegation of project monitoring to Committees where feasible. ▪ Consideration will need to be given to the linkages between the operating statement and strategic intent and how the Board will monitor progress. ▪ The language used in the strategic intent requires finalising with support from the Marketing department. ▪ Consider how Board connections can be linked in line with a Marketing strategy to raise the profile of the College. <p>Specific comments linked to the Strategic Intent were as follows;</p> <ul style="list-style-type: none"> ▪ The Board remain keen to support the College in becoming the land based provision of choice for Cornwall, stating the need for the College to consider how they promote themselves and deliver on the Strategic intent, whilst considering which work schemes will be a focus and how these will be measured. ▪ In terms of property development it was recommended that the College should ensure suitability of design and full understanding of cost implications prior to tendering, whilst ensuring projects are at the correct stage once funding schemes allow applications. ▪ It was suggested that the College attend the land based advisory group noting that the College have more support than realised. ▪ Linked to HE, it was noted that there are two focuses; the first, ensuring compliance and academic standards, and the second the growth of the HE provision in line with strategic intent. ▪ Land based strategy – the College are reviewing the upskilling required to support HRH and the climate agenda, alongside working on a new bid. <p>Self Assessment Report (SAR) 2019/2020</p> <p>The SAR had been circulated prior to the meeting, having been considered and scrutinised at the last Curriculum and Quality Committee meeting. The following highlights were shared with the Board;</p> <ul style="list-style-type: none"> ▪ The SAR was reviewed at the Operational Leadership Team (OLT) away days; attended by some Governors. ▪ The SAR indicates a strong Requires Improvement (RI) position moving into Good, with further progress being made; due to inconsistency at 31/08/2020 RI remains the judgement. ▪ In response to Governor questions the College are confident in their knowledge of what needs to be done and that the systems and staff are in place in order to achieve a Good rating. 	<p>JE/IT</p> <p>IT</p>
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	<p>The Board reflected on the recent OLT away days attended by some Governors noting the assurance these days had provided to the Board.</p> <p>The Board approved the Self Assessment Report for 2019/2020.</p>	
<p>5</p> <p>5.1</p>	<p>PRINCIPAL AND CE'S REPORT</p> <p>The report had been circulated prior to the meeting. The following highlights were noted;</p> <ul style="list-style-type: none"> ▪ A virtual Covid-19 Ofsted inspection recently took place, the draft report reads positively with no recommendations. ▪ Details of Bids Development had been included in the report; it was confirmed that all bids align with the agreed strategic intent of the organisation. ▪ The College have given the first pay award in 10 years, in addition to this all staff have been given a laptop and an extra holiday day. ▪ An AOC award was received for the Heart Shield and a student won the Adult Student of the Year. <p>From the Principal's report, a Governor reflected on a potential reputational risk with the use of CCTV cameras at Future Farm; concerns would be shared with the Assistant Principal Quality and Education.</p>	<p>JE</p>
<p>5.2</p>	<p>Operating Statement</p> <p>The Operating Statement had been circulated prior to the meeting; it is an action plan that sits under the five strategic aims for the College. It was highlighted that student attendance remains very positive, that English and Math remains red rag rated and that the plan to roll out T Levels has not progressed due to College being unable to deliver on this until September 2023; it was predicted this would be amber by the next meeting as staff are developed in this area.</p> <p>The provision for school 14-16 year olds is increasing with funds requested from the Council to support demand. A Governor noted that need to manage the demand to ensure long term clear benefits for the College and participating Schools. The pilot project is focussed on delivering a consistent approach, a competitive price and high quality provision; if achieved the offer will be extended to ensure the College delivers on the current education framework. The outcomes of the project would form the basis of a strategy for provision in Devon.</p>	
<p>5.3</p>	<p>Key Performance Indicators and Balanced Scorecard</p> <p>Circulated prior to the meeting, there would be increased emphasis on this document at future Board meetings and it was hoped the Balanced Scorecard would support the rationalising of Board papers. Governors requested commentary for red rag rated areas to indicate progress.</p>	<p>AF</p>
<p>6</p> <p>6.1</p>	<p>Health & Safety update</p> <p>Annual report 2019/2020</p> <p>The annual report had been circulated prior to the meeting. The following highlights from a detailed discussion were noted:</p> <ul style="list-style-type: none"> ▪ The Vice Principal Group Operations now chairs the College Health and Safety Committee. ▪ There has been TU Funding investment into Health and Safety. ▪ In response to Governors questions the Board were assured that increased incidents within the report were a result of improved internal reporting. ▪ Good practice from other organisations is being used to drive culture change; a Health and Safety culture questionnaire will be completed with results shared with Audit and Risk. ▪ The Board welcomed the increased reporting on Health and Safety; with reports to all Audit and Risk Committee and Board meetings. ▪ It was agreed that Health and Safety be added to the KPIs with the Board agreeing it should become a KPI for the Board. 	<p>AF</p> <p>AF</p>
<p>6.2</p>	<p>Health & Safety policy</p> <p>The Board approved the Health and Safety policy circulated prior to the meeting.</p>	

	<ul style="list-style-type: none"> ▪ Internal audit annual report 2019/2020 ▪ External Audit Report (management letter) for the year ended 31 July 2020; the Chair would sign the letter of representation ▪ Audit & Risk Committee annual report 2019/20 ▪ Cornwall College Financial Statements for year ended 31 July 2020, signing subject to clearance of the necessary items ▪ Regularity Self Assessment Questionnaire ▪ Annex to the Regularity Self Assessment Questionnaire <p>It was noted that a minor potential fraud had been identified which the College were investigating.</p> <p>7.3 Recommendations from Curriculum and Quality The report was circulated prior to the meeting, it was reported that Committee had reviewed the PIAP and that the College would meet in January to review the direction for the E,D&I strategy.</p> <p>Detail of the Beyond the Boardroom (BTB) initiative was shared with the Board. The intended outcomes included increased Governor engagement with staff and students, increased profile of the Board across the College and recording of opportunities for triangulating information received at Board. The Board agreed that BTB be launched in the new year.</p> <p>7.4 Recommendations from HE Committee The report was circulated prior to the meeting and informed the Board that the Committee had agreed a co-opted Committee member and that the Committee concluded the HE Self Assessment was a really good document.</p> <p>7.5 Remuneration Committee Annual Report The Remuneration Committee Annual Report had been circulated prior to the meeting, the Board received the report.</p>	<p>IT</p> <p>IT/JE</p> <p>WH</p>
<p>8</p>	<p>LEARNER VOICE A paper had been circulated prior to the meeting. The board welcomed the Director of Student Experience to the meeting. It was reported that the PIAP highlighted the need to use learner voice to increase the Quality of Education; this will be achieved with Course Representatives, Formal surveys and identifying the student experience via the CCSU.</p> <p>The induction survey indicated the need to focus on British Values and Prevent.</p> <p>In response to governor questions it was understood that the College are keen to ensure students feel safe in all areas, not just safety related Covid, and that positive feedback had been received from learners and a clearer process for recruiting course representatives would be implemented.</p> <p>The Director of Student Experience left the meeting.</p>	
<p>9</p>	<p>CCMS Memorandum of Association (MoU) The proposed amendments to the CCMS MoU had been circulated prior to the meeting. The amendments were proposed to allow GW to join as a Director. The Board were keen to develop closer working relationships and increased synergy with CCMS. The Board approved the MoU.</p>	
<p>10</p>	<p>SUBCONTRACTING The Board received the paper circulated prior to the meeting. It was reported that the report indicated a slow start yet it was predicted this would improve. The budget assumes some slippage.</p> <p>Peter Child declared their interest in Falmouth Marine Network.</p>	

