



THE CORNWALL COLLEGE GROUP
Minutes of the Corporation Board meeting
Held on 20 October at 4 pm
virtually on MS Teams

Governors Present					
Ian Tunbridge	IT	Chair	Patrick Newberry	PN	
Karen Burrows	KB		David Sharples	DS	
Martin Bailey	MB		Jane Warren	JW	
Jamie Crisp	JC		Geoff Warring	GW	
John Evans	JE	Principal	Pat Wilde	PW	
Tracey Hooper	TH		Debbie Wilshire	DW	
Michael Hambly	MH				

This meeting was preceded by a Pre-Board session on the quality of education and the impact of enrolments on Group finances.

<p>Pre-Board session on the quality of education and the impact of enrolments on Group finances. The Board met for a Pre-Board session prior to the meeting and considered the quality of education and the impact of enrolments on Group finances. Copies of presentations will be uploaded to Teams. Some of the highlights are noted below;</p> <p>Governors were reminded of the Governance section in the Ofsted Education Inspection Framework which had previously been circulated to Board and the importance of social justice.</p> <p>The Quality Cycle was shared; the Board reflected on the impact of the external validation of the Self-Assessment Report (SAR) with City College Plymouth, alongside deep dives, course reviews, learner voice and lesson observations.</p> <p>The Board considered safeguarding and prevent and the College’s recent Operational Leadership Team (OLT) learner voice session, noting the need to ensure the safeguarding culture of the College extends to employers. Governors were encouraged to ask learners if they feel safe during Beyond the Boardroom campus visits.</p> <p>The Board were reminded that 2021/22 had been the planned breakeven year for the Group. Despite the significant impact of Covid19 on College finances, the Group has budgeted a small deficit of £178k. The College are now focussing on ways in which to increase learner numbers for the next year academic year whilst developing the adult education provision through sharing good practice across campuses.</p> <p>It was reported that a recent AoC Principals and Chairs session had reported that Colleges were at a critical point and some may need to close courses due to skills shortages and the funds required to pay staff and lecturers, and lack of suitable accommodation for both staff and learners.</p>	<p>KW/ AF</p>
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	<p>The Board reflected that the College continues to have an issue with critical mass and that applications appear to have been artificially higher due to Covid, requesting a short regular update on progress being made.</p>	JE
1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>Apologies were received and accepted from Peter Child and Anne Thomas. Wilf Hudson and Kallan Caban joined the Pre-Board session but sent apologies for the Board meeting.</p> <p>There were no further declarations of interest to those on the register of interests.</p> <p>The terms of office for the two Staff Governors Jamie Crisp and David Sharples have ended, Jamie and David were thanked for their commitment and time and the impact of their contributions was noted.</p>	
2	<p>MINUTES OF THE BOARD MEETING HELD ON 7 July 2021</p> <p>2.1 The minutes of the meeting held on 7 July 2021 were agreed to be a true and accurate record of the meeting.</p> <p>2.2 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.</p>	
3	<p>APPOINTMENT OF STAFF AND STUDENT GOVERNORS</p> <p>The Cornwall College Student Union (CCSU) met in July and elected their President and first Student Governor, Kallan Caban. Kallan will represent FE and is studying Marine Biology at Falmouth Marine School (FMS). Elections for the second Student Governor will take place in time for the December Board meeting.</p> <p>The staff governor elections have taken place; there were two candidates for the Staff Governor - Professional Services role, Nick Harris was successful with his application. There were three candidates for the Staff Governor – Teaching staff role, Lee Charnock was successful in his application.</p> <p>The Board ratified the Student and Staff Governor appointments.</p>	
4	<p>PRINCIPAL AND CE’S REPORT - CONFIDENTIAL</p> <p>The following documents had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> ▪ FE Commissioner Team Stocktake Visit ▪ An update on the Land Based Investment Strategy action ▪ Operating Statement <p>The following highlights were noted;</p> <p>A Governor noted the Level 1, 16-18 year old achievement rate was significantly lower than previous years. The impact of the English and Maths achievement rates on overall outcomes was noted, a Group lead for English and Maths has been appointed to develop this provision from the spring term. When reflecting on the Operating Statement rag rating the Board considered the other contributing factors to the current position of English and Maths and suggested the College consider whether this area should be rated amber rather than green.</p> <p>The (Operational Leadership Team) OLT away days are scheduled at St Mellion Golf Club on 18 and 19 November, Governors were invited to attend both days, with the first being the most strategic. It was noted that the risk register will be reviewed at the OLT away days.</p> <p>The key action from the FEC Stocktake visit was the development of a capital expenditure strategy for land based provision; an external consultant from Wilshire College has supported the development of this strategy. Governors noted that the land based provision contributes to 40%</p>	JE

	of the Group’s income, requesting a draft be circulated for comment prior to the December Board meeting.	JE
5	<p>CAPITAL AND ESTATES</p> <p>The Major Capital Projects Committee Chair provided an overview of the meeting held earlier in the week, noting that the Committee had requested an overarching document for the Project Management Framework. The Board agreed that the MCP Committee will focus on the St Austell new build and the proposed Camborne redevelopment project, with other projects delegated to Committee when required.</p> <p>An update on the St Austell new build, which is being led by the DfE, was provided. It was noted that the College attend weekly project meetings. The project options were presented; it was noted that the Board will be involved in the scoring of the projects. Future reports to Committee will include Gantt charts with drop down lines.</p> <p>The College continue to await an outcome from the FE Capital Transformation fund stage two application for the Camborne redevelopment project. The project options were shared with Board. It was noted that a longer term investment strategy for Camborne would be beneficial.</p>	
6	<p>HEALTH & SAFETY UPDATE</p> <p>6.1 Ross Cooper, the Health, Safety and Environment Manager joined the meeting to answer Governor questions on the paper circulated prior to the meeting. It was reported that significant work is underway to improve sites and that new reporting methods are being explored which will likely result in an increased number of incidents reported.</p> <p>The Board thanked the Health, Safety and Environment Manager for his work and report, they left the meeting.</p> <p>Mike Hambly joined the meeting.</p> <p>6.2 Regulatory Compliance including Data Protection and Complaints (including updated policies) Sue Alvey, the Head of Regulatory Compliance joined the meeting to answer Governor questions on the report and policies circulated prior to the meeting.</p> <p>It was reported that the department is now fully staffed resulting in improved timescales for resolving complaints and that information access requests are increasing. Following a discussion on the complaints process the Board endorsed and approved the update of the below policies and privacy notices with no further comments;</p> <ul style="list-style-type: none"> ▪ Freedom of Information Publication Scheme – Charging Policy and Scale of Charges ▪ Freedom of Information Scheme – Introduction ▪ Freedom of Information and Environmental Information Regulations Policy ▪ General Data Protection Policy ▪ Rights of Individuals Policy ▪ Privacy notices; parent – guardian – third party, enquirer – student, staff, commercial – supplier – organisation, visitor, research collaborator – project beneficiary, contract tracing and testing 	
7	<p>Safeguarding</p> <p>7.1 December Pre Board It was reported that the December Pre Board session will focus on Safeguarding and will include the annual report, training on the updates to the Keeping Children Safe in Education (KCSIE) guidance and an outline of Board roles and responsibilities.</p> <p>7.2 Keeping Children Safe in Education (KCSIE)</p>	

<p>7.3</p>	<p>The updated guidance had been circulated at the start of term. Governors had been asked to read parts one and two. It was noted that following the Pre Board, Governors will be asked to sign to say that they have read parts one and two, and that they understand and agree to follow the KCISE guidance at this session.</p> <p>Safeguarding policy and procedure</p> <p>The Board agreed to approve the below safeguarding policy and procedure circulated prior to the meeting, requesting clarification on who is the single point of contact for learners.</p> <ul style="list-style-type: none"> ▪ Safeguarding and Child Protection policy ▪ Safeguarding and Child Protection Procedure ▪ 	<p>KW</p>
<p>8 8.1 8.2 8.3</p>	<p>REPORTS FOR BOARD INFORMATION, DISCUSSION AND DECISION</p> <p>Finance and Resources Committee chair report</p> <p>The Committee Chair report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> ▪ Orders over £100k - the Board agreed to approve the three orders over £100k as detail in the report and recommended for approval by the Finance and Resources Committee. ▪ Financial delegations and levels of authority - the Board agreed the proposed changes to the financial delegations and levels of authority and delegated the final approval of the amended financial regulations to the Finance and Resources Committee. <p>Curriculum and Quality Chair report</p> <p>The report had been circulated prior to the meeting, there were no further questions.</p> <p>Search and Governance Committee Chair report</p> <p>The report and following governance procedures had been circulated prior to the meeting;</p> <ul style="list-style-type: none"> ▪ Rules for the conduct of the Search and Governance Committee ▪ Standing orders ▪ Appeals Committee terms of reference ▪ Special Committee terms of reference <p>The Board approved the procedures as recommended by the Search and Governance Committee.</p> <p>Search and Governance recommended the appointment of Penny Mathers as a Governor for a four year term. PM will remain on the Curriculum and Quality Committee on which she is currently a co-opted Committee member.</p>	<p>GW</p>
<p>9</p>	<p>BEYOND THE BOARDROOM (BTB)</p> <p>Two Governors were invited to present on their recent Beyond the Boardroom visits. The Board noted the positive impact of Governors visiting campuses on staff, students and Governors and the opportunity these visits provide for Governors to triangulate the information received in meetings. Governors were encouraged to arrange their BTB visits.</p>	<p>ALL</p>
<p>10 10.1 10.2 10.3</p>	<p>GOVERNANCE</p> <p>The Governance report and supporting papers for the below items had been circulated prior to the meeting.</p> <p>Governance review and self-assessment 2020/21</p> <p>The Board received this paper.</p> <p>Board meeting attendance 2020/21</p> <p>The Board agreed the attendance data for 2020/21, noting its inclusion in the annual financial statements.</p> <p>Board training and development 2020/21</p> <p>The Board agreed this was an accurate record of training completed in 2020/21.</p>	

<p>10.4</p> <p>10.5</p> <p>10.6</p>	<p>Board training and development plan 2021/22 The Board agreed the plan for 2021/22 and were encouraged to undertake relevant training and development to support them in their governance roles.</p> <p>Board Chair succession planning Following succession planning the Board formally approved the appointment of Patrick Newberry as the new Chair of Governors commencing on 01/01/22.</p> <p>Written resolutions report The Board received the written resolutions report.</p>	
<p>11</p>	<p>SUBCONTRACTING ACTIVITY 2021/22 The Director of External Engagement Business Innovation was invited to join the meeting to answer Governor questions on the report circulated prior to the meeting. Although not present, it was noted that Peter Child was the only Governor with an interest to declare with Cornwall Marine Network.</p> <p>A Governor noted that the Curriculum and Quality committee had requested a report on Subcontracting; following discussion, it was agreed that the VP Group Operations would also provide an update to TH and DW.</p> <p>The following highlights from the report were noted;</p> <ul style="list-style-type: none"> ▪ The ESFA have implemented a rule change whereby if the College subcontracts they must retain a substantial part of delivery; there are no high-risk areas with any of the contractors. ▪ The College are acting on the recommendations from the recent Internal Audit report which are due to be considered by the Audit and Risk Committee on 29/11/2021; a Governor noted that further work is required in order deliver on the Internal Audit recommendations. ▪ In response to a Governor question it was confirmed that safeguarding maps across for subcontractors and learners. <p>The Director External Engagement Business Innovation was thanked for his report and left the meeting.</p>	<p>AF</p>
<p>12</p>	<p>INFORMATION SECTION</p> <ul style="list-style-type: none"> ▪ The below minutes had been circulated prior to the meeting; there were no questions Curriculum and Quality (24/06/2021 & 20/09/2021) ▪ HE (24/06/2021) ▪ Audit and Risk (05/07/2021) ▪ Finance and Resources (16/09/2021) ▪ Search and Governance (16/09/2021) 	
<p>13</p>	<p>DATES OF NEXT MEETINGS 09 December 2021, Pre-Board 2-4pm, Board meeting 4-6pm, followed by a Board Christmas meal 26 January 2022, Board Strategy Day, 10 -4pm, followed by a Board meeting 4-5pm 23 March 2022, Pre-Board 2-4pm, Board meeting 4-6pm 04 May 2022, Board Strategy Day, 10 -4pm, followed by a Board meeting 4-5pm 13 July 2022, Pre-Board 2-4pm, Board meeting 4-6pm</p>	