



**THE CORNWALL COLLEGE GROUP**

**Minutes of the Corporation Board meeting  
held on 26 January 2022 at 4 pm by MS Teams and in St Austell Boardroom**

<b>Governors Present</b>			
Ellie Burrige	EB	Penny Mathers	PM
Karen Burrows	KB	Patrick Newberry	PN Chair of the Board
Lee Charnock	LC	Ian Tunbridge	IT
John Evans	JE Principal	Jane Warren	JW
Nick Harris	NH	Geoff Warring	GW
Michael Hambly	MH	Pat Wilde	PW
Jonathan Mashen	JM	Ellen Winser	EW
<b>In Attendance</b>			
Wendy Randle	WR	Director of Governance	
Adrian Ford	AF	Group Deputy Principal Group Operations	
Kate Wills	KW	Group Deputy Principal Curriculum and Quality	

<b>1</b>	<p><b>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>The meeting was preceded by a Board Strategy Day which had included the following agenda items; T Levels briefing, Land Based Strategy Update, Introduction to Good to Great, HE Accommodation and Does our Curriculum meet the local and regional needs?</p> <p>Apologies for the Board meeting were received and accepted from Martin Bailey, Kallan Caban, Peter Child, Tracey Hooper, Wilf Hudson and Anne Thomas. The meeting was quorate.</p> <p>There were no further declarations of interest to those on the register of interests.</p> <p><b>Update on the recent FEC Stocktake Visit (18/01/2022)</b></p> <p>An update was provided on the recent visit conducted via Teams. The recommendation from the July 21 visit had been the creation of the Land Based Strategy; there were no new recommendations. During the visit there had been a focus on land based and HE provision. The FEC Team expressed some frustration that the Land Based Strategy had not been completed, but the College Team explained that the task was considerably larger than first scoped and that it was more important to get it right than rush to meet an artificial deadline. This view was accepted although it was felt by the FEC Team that the College need to better promote the achievements in land based. The focuses of the visit had informed the content of the content of the Board Strategy Day.</p> <p>The report will be circulated to Board once received, following this a further meeting in twelve months will be scheduled if required by the FEC office.</p>	
<b>2</b>	<p><b>MINUTES OF THE BOARD MEETING HELD ON 9 December 2021</b></p> <p><b>2.1</b> The minutes of the meeting held on 9 December 21 were not available, approval of the minutes will be deferred to next meeting.</p>	

<p><b>2.2</b></p>	<p><b>MATTERS ARISING</b> Deferred to next meeting.</p>	
<p><b>3</b></p>	<p><b>RATIFICATION OF DECISIONS MADE AT THE BOARD STRATEGY DAY</b> Newquay land sale – the Board agreed that this matter should be reviewed by Finance and Resources Committee with a recommendation to Board for decision via email and written resolution.</p> <p>T – Levels - following discussion it was agreed that the College will submit a bid to deliver T Levels in the agreed pathways, and will consider a future bid for land based should Ofsted timescales permit.</p> <p>A summary of discussions can be found in the Board Strategy Day summary notes.</p>	<p><b>WR</b></p>
<p><b>4</b> <b>4.1</b> <b>4.2</b> <b>4.3</b> <b>4.4</b></p>	<p><b>APPROVALS REQUIRED</b></p> <p><b>Audit and Risk Committee Terms of Reference (TOR)</b> The Committee TOR had been circulated prior to the meeting and were recommended for Board approval by the Audit and Risk Committee. The Board approved the Committee TOR.</p> <p><b>Instrument and Articles (I&amp;A) for amendment</b> Previously Board agreed to remove the need for minutes to be signed and instead, agreed at the relevant following Committee/ Board meeting. A paper had been circulated prior to the meeting outlining the proposed amendments to the I&amp;As to reflect this decision. The Board approved the I&amp;A amendments.</p> <p><b>Association of Colleges (AoC) Governors’ Council Code of Good Governance for English Colleges</b> The Corporation currently complies with the above Code from 2015. A paper was shared prior to the meeting detailing the amendments to Code following its review in 2021; the significant revision to the sections on Sustainability and Equality, Diversity and Inclusion (EDI) were noted. The Board were informed that they will need to demonstrate and report compliance with the new Code in the 2022/23 annual report.</p> <p>The Search and Governance Committee recommended that the Board adopt the revised version of the Code, following the DGs cross reference of the code with the I&amp;A and Committee TOR to ensure no conflict.</p> <p><b>Committee Membership and Board Appointment</b> The Search and Governance Committee recommended the appointment of Kathryn James following further discussions with PN and WH regarding the Safeguarding Governor role. It was proposed that the Board appoint KJ, that KJ takes on the Safeguarding Governor role in April and that KJ remains on the Curriculum and Quality Committee.</p> <p>It was reported that Kallan Caban, a Student Governor has resigned, due to personal commitments. It was noted that the term of office for this position ends 31 July 2022. If the College do not run a further election the Board supported the appointment of the Vice President of the Student Union. A discussion took place on the duration of the terms of office for Student Governors, noting that the average course length prohibits a longer term. This will be explored further by JE and WR.</p> <p>The following proposals were presented and agreed;</p> <ul style="list-style-type: none"> <li>▪ Lee Charnock to join the HE Committee</li> <li>▪ Ellie Burr ridge to join the HE Committee</li> <li>▪ Nick Harris to join the Finance and Resources Committee</li> <li>▪ Patrick Newberry to attend the Finance and Resources and HE Committees.</li> </ul>	<p><b>WR</b></p> <p><b>WR/ JE</b></p>

	<ul style="list-style-type: none"> <li>▪ The appointment of Pat Wilde as the Vice Chair upon Peter Child’s departure due to the end of his term of office in March 22.</li> </ul>	
<b>5</b>	<p><b>HE ACCESS AND PARTICIPATION PLAN (APP) PROCESS FOR APPROVAL</b></p> <p>The Chair of the HE Committee outlined the purpose of the document, noting that the APP forms part of OfS registration conditions and must be submitted by 28/03/2022. The Board are required to agree the APP for the Principal’s signing. It was proposed that the HE Committee review the APP at the HE Committee 09/02/2022 and provide the required approval, with the APP presented to the 23/03/2022 Board meeting for Board’s information and understanding. The Board agreed the process for approval.</p>	<b>PW</b>
<b>6</b>	<p><b>CCMS BOARD MEMBERSHIP</b></p> <p>The Board noted that Peter Child is a Director on the CCMS Board. The Board approved the proposal to amend the Memorandum of Understanding membership from one independent Director to two, to allow PC to remain on the Board should the CCMS Board agree his appointment. The Board approved the necessary amendments and supported PC’s position on the CCMS Board.</p>	<b>WR</b>
<b>7</b>	<p><b>DATES OF NEXT MEETINGS</b></p> <p>23 March 22, Pre-Board and Board meeting 2-6pm                  04 May 22, Board Strategy Day, 10-4pm followed by Board meeting 4-5pm                  13 July 22, Pre-Board and Board meeting 2-6pm</p>	