



THE CORNWALL COLLEGE GROUP

**Minutes of the Corporation Board meeting
held on 9 December 2021 at 4 pm by MS Teams and in St Austell Boardroom**

<u>Governors Present</u>				
Ian Tunbridge	IT	Chair	Nick Harris	NH
Martin Bailey	MB		Michael Hambly	MH
Ellie Burrige	EB		Patrick Newberry	PN
Karen Burrows	KB		Anne Thomas	AT
Lee Charnock	LC		Jane Warren	JW
Peter Child	PC		Geoff Warring	GW
John Evans	JE	Principal	Pat Wilde	PW
Tracey Hooper	TH		Ellen Winser	EW
<u>In Attendance</u>				
Wendy Randle	WR	Director of Governance		
Adrian Ford	AF	Group Deputy Principal Group Operations		
Kate Wills	KW	Group Deputy Principal Curriculum and Quality		

<p>Pre-Board session on Safeguarding</p> <p>The Board meeting was preceded by a Pre-Board session. The Director of Student Experience, Rebecca Barrington, the Designated Safeguarding Lead: Group Head of Safeguarding and Prevent, Mike Carnell (MC) and the Deputy Designated Safeguarding Lead & Student Welfare Lead, Mel Thomas joined the session to deliver the annual safeguarding training, which included the requirements of the new Keeping Children Safe in Education (KCSIE) guidance, and the Safeguarding annual report. It was noted that Governors will be required to sign to say they have read, understood and agree to adhere to the guidance.</p> <p>In response to Governor questions, the following highlights were noted:</p> <ul style="list-style-type: none"> ▪ The timescales of receiving safeguarding files from schools on new students has improved significantly. The process has been reviewed and will commence earlier in the year, with conversations with higher needs students held earlier. ▪ Relationships are in place with external agencies who provide support for staff in supporting students outside of College. ▪ Students in receipt of Free School Meals (FSM) has doubled in the last 12 months to 344 students; the student team are implementing many measures to support students, to include sanitary products and laptops. ▪ The College operate with three referral agencies; MARU (Multi Agency Referral Unit) in Cornwall, MASH (Multi Agency Safeguarding Hub) in Devon and Plymouth Gateway. ▪ The College are part of the national forum where they can learn from prevent related practice from other Colleges nationally. ▪ The College address the 3c’s of online safety within tutorials, through IT classes, and one to one conversations with students if required. ▪ The most difficult area of the annual report to implement is the identification of the adult mental health provision to support students. It was recognised this was a challenge across 	<p>WR</p>
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<p>4.3</p> <p>4.4</p>	<p>Risk Register (RR) It was reported that the Risk Register had not changed since the last meeting and it was noted that the target risk rating needs to be added. An overview of the session held on the RR at the Operational Leadership Team (OLT) Away Days was shared, the Board expressed confidence in the processes behind the RR.</p> <p>Ofsted update The College remain prepared for an Ofsted visit, though a timescale is unknown. It was reported that the ESFA have requested the College be inspected.</p>	<p>AF</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>ANNUAL REPORTS</p> <p>Human Resources Jayne Nannes, Director of HR joined the meeting to present on the paper circulated prior to the meeting. The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ First year of job stability with no mass redundancies in nine years. ▪ Ongoing challenges regarding pay remained; the gap for teaching staff when compared to Association of Colleges (AoC) data is smaller than before. ▪ Recruitment of staff with appropriate skills sets has sometimes been difficult. ▪ The financial impact of the national minimum wage increase was noted; £336K. <p>The Director of HR was thanked for their report and they left the meeting.</p> <p>Safeguarding – received at Pre-Board The annual Safeguarding report had been received as part of the Pre Board session, the Chair noted the Board’s confidence in the College Safeguarding policies and procedures. Governors were reminded to ask students the following two questions when they come into contact with students during Beyond the Boardroom visits; ‘What is it like here’ and ‘Why’ have they provided that answer.</p>	<p>ALL</p>
<p>6</p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3</p> <p>6.1.4</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p>	<p>REPORTS FOR BOARD INFORMATION, DISCUSSION AND DECISION</p> <p>Finance and Resources Committee The Committee Chair report had been circulated prior to the meeting, the Board received and approved the following documents.</p> <p>Financial Update October 2021 - received</p> <p>ESFA Health Assessment 2019/20 and 2020/21 - received</p> <p>Mileage and Expenses policy – approved</p> <p>Committee Terms of Reference - approved</p> <p>Recommendations from Audit and Risk Committee The Committee Chair report had been circulated prior to the meeting and was received by Board.</p> <p>Internal audit annual report 2020/2021 The Board received the Internal Audit Annual Report for 2020/21.</p> <p>External audit findings report relating to the Financial Statements and reporting on regularity, letter of representation Craig Sullivan from Bishop Fleming, the External Auditors, was invited to join the meeting to present on these papers which had been circulated prior to the meeting. The attendance of the External Auditors at Board for this agenda item was a requirement of the Post-16 Audit Code of Practice.</p> <p>CS reported that there were no issues to report, noting a discussion on pension liability and its impact on going concern had taken place at the Audit and Risk Committee meeting. In response to a Board member question, it was noted the College were in a similar position to other Colleges yet less favourable than some.</p>	

<p>6.2.3</p> <p>6.2.4</p> <p>6.2.5</p> <p>6.2.6</p> <p>6.2.7</p> <p>6.2.8</p> <p>6.3</p> <p>6.3.1</p> <p>6.3.2</p> <p>6.4</p> <p>6.4.1</p> <p>6.5</p> <p>6.5.1</p> <p>&</p> <p>6.5.2</p> <p>6.6</p>	<p>Audit & Risk committee annual report 2020/21 The Board approved the Audit and Risk Committee annual report for 2020/21 circulated prior to the meeting.</p> <p>Cornwall College Financial Statements 2020/21 Circulated prior to the meeting, the Board approved the annual report and financial statements 2020/21 noting two minor adjustments to the version circulated; a reclassification on the cash flow statement and a small change to the staffing fees numbers.</p> <p>Regularity Self-Assessment Questionnaire (RSAQ) Circulated prior to the meeting, the RSAQ was approved.</p> <p>Annex to the Regularity Self-Assessment Questionnaire Circulated prior to the meeting, the Annex to the RSAQ was approved.</p> <p>Counter Fraud policy Circulated prior to the meeting, the Counter Fraud policy was approved.</p> <p>Committee Chair appointment Following a discussion regarding succession planning for the role of Audit and Risk Committee Chair, the Board agreed the appointment of Ian Tunbridge as Chair of the Committee from 01/01/2022 for an interim period until December 2022.</p> <p>CS left the meeting.</p> <p>Curriculum and Quality Chair report The Committee Chair report had been circulated prior to the meeting.</p> <p>Self-Assessment Report (SAR) The SAR had been circulated prior to the meeting. The key judgements reported were Good for all areas, with Apprenticeships graded Requires Improvement. It was reported that the College are compiling position statements and plan to complete additional work on the narrative; the College have already improved on the position reported. A discussion took place on the key judgments. The Board approved the gradings in the SAR.</p> <p>Committee Terms of Reference (TOR) The Board approved the Curriculum and Quality TOR circulated prior to the meeting.</p> <p>Recommendations from Higher Education The Committee Chair report had been circulated prior to the meeting. It was reported that following consultation, the HE strategy will be presented to Board in the summer term and the Access Participation Plan (APP), which requires submitting to the Office for Students (OfS) by the end of February, is planned to be presented at the Board Strategy Day (26/01).</p> <p>Committee Terms of Reference (TOR) The Board approved the HE Committee TOR circulated prior to the meeting.</p> <p>Recommendations from Remuneration Committee</p> <p>The Remuneration Committee Annual Report and Committee Terms of Reference had been circulated prior to the meeting; the Board approved both documents. It was reported that performance management reviews of the senior postholders (SPHs) have been completed and that three of the SPHs are in the upper quartile for remuneration when benchmarked against the Association of Colleges (AoC) Pay Survey 2020.</p> <p>Recommendations from the Major Capital Projects Committee</p>	
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	<p>The Committee Chair report had been circulated prior to the meeting. It was highlighted that there is some risk regarding the DfE selected procurement route and some drift on the Gantt chart as to be expected. There is minimal scope for the College to mitigate these risks.</p> <p>It was reported that the two-build option for the St Austell new build project had scored highest for both the DfE and the College and that feasibility will commence in January 2022. In response to a Governor question the College did not expect any issues with planning permission as a five storey build is being replaced with a three storey build.</p>	
7	<p>CCMS GOVERNANCE AND UPDATE An update is contained in the confidential minutes.</p> <p>It was reported that the management team are currently reporting directly into the Deputy Group Principal, Group Operations and that there is good engagement at the monthly management team meetings. The focus is on future collaboration between CCMS and TCCG. Board will receive greater visibility of CCMS via the monthly accounts and a termly agenda item at Board. It was noted that the CCMS Board plan to conduct a self-review of governance and Board performance in the new year.</p>	AF WR
8 8.1	<p>GOVERNANCE The Board considered and approved the appointment of Jonathan Mashen as a Governor for a term of four years. Jonathan is currently a co-opted Committee member on the Audit and Risk Committee and will remain with this Committee.</p> <p>Following on from a discussion at the Audit and Risk Committee meeting, it was agreed that all Board members will be required to use their College email address rather than personal email addresses for security reasons by the end of March. A Board What's App group will be set up to notify Board of emails sent. Governors were encouraged to contact the DG should they have any questions or need assistance with this.</p>	ALL WR
9	<p>INFORMATION SECTION The below minutes had been circulated prior to the meeting;</p> <ul style="list-style-type: none"> ▪ Curriculum and Quality (01/12/2021) ▪ HE (17/11/2021) ▪ Audit and Risk (29/11/2021) ▪ Finance and Resources (29/11/2021) ▪ Major Capital Projects Committee (18/10/2021 & 23/11/2021) ▪ CCMS (04/10/2021) 	
10	<p>DATES OF NEXT MEETINGS 26 January 22, Board Strategy Day, 10-4pm followed by Board meeting 4-5pm 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> <p>This was the last meeting for Ian Tunbridge in the role of Chair of the Board. On behalf of the Board Peter Child shared some words of thanks. Ian was thanked for the significant amount of time he has dedicated to the Board and College; the impact of this was noted. Ian will continue with the Board until the end of his term of office.</p>	