



THE CORNWALL COLLEGE GROUP

**Minutes of the Corporation Board meeting
held on 17 October 2022 at 4pm at St Austell Campus and on Teams**

Governors Present			
Karen Burrows	KB	Penny Mathers	PM
Lee Charnock	LC	Patrick Newberry	PN Chair of the Board
John Evans	JE (Principal and CE)	Jane Warren	JW
Wilf Hudson	WH	Geoff Warring	GW
Kathryn James	KJ	Pat Wilde	PW
Jonathan Mashen	JM	Ellen Winser	EW
In Attendance			
Adrian Ford	AF	Group Deputy Principal Group Operations	
Wendy Randle	WR	Director of Governance	
Kate Wills	KW	Group Deputy Principal Curriculum and Quality	

	<p>Pre-Board session The Board received two pre Board sessions as outlined below.</p> <ol style="list-style-type: none"> 1. Quality of education update – Kate Wills, Group Deputy Principal Curriculum and Quality and Paul Ramshaw, Vice Principal Data, Funding & Compliance 2. The impact of enrolments on Group finances – Adrian Ford, Group Deputy Principal Group Operations <p>Governor challenge in these areas is contained within the confidential minutes.</p>	
1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST Apologies were received and accepted from Michael Hambly and Ian Tunbridge.</p> <p>The annual summary of Board members’ declarations of interests was received. Those who have not completed this were asked to share this information with the Director of Governance who will share a final version with the minutes.</p>	
2	<p>MINUTES AND MATTERS ARISING</p> <p>2.1 Minutes The minutes and confidential minutes of the meeting held on 05/07/2022 were agreed to be an accurate reflection of the meetings and were approved by the Board.</p> <p>2.2 Matters Arising report The matters arising report was received. The Board were disappointed that the Land Based strategy action plan was delayed yet in development, the action plan will be shared at the December Board meeting.</p>	KW

<p>3 3.1</p>	<p>APPOINTMENT OF STAFF AND STUDENT GOVERNORS Student Governors It was reported that there had been increased engagement in the CCSU yet the recent Student Governor recruitment drive had been unsuccessful in attracting any applications. It was noted that Ellie Burrige, the HE Student Governor has submitted her resignation from the Board with effect from 21/10/22, in order to focus on improving student experience on the Eden campus. The Board thanked Ellie for her hard work and contributions.</p> <p>In response to Governors’ questions it was understood that the benefits of being a Board member were shared with students.</p> <p>3.2 Staff Governor – Professional Services It was reported that the Staff Governor - Professional Services election had taken place; there were three candidates for the role, Sarah Watts, HR Manager, was successful with their application. The Board ratified the Staff Governor – Professional Services appointment as per the Instrument and Articles.</p>	
<p>4</p>	<p>CORNWALL COLLEGE STUDENT UNION (CCSU) Update The report from the Student Governor was received. Following discussion, it was noted that the Director of Student Experience will be copied in to all Beyond the Boardroom visits to enable Governors to meet students and consider how the Student Governor role can be streamlined.</p>	<p>WR</p>
<p>5</p>	<p>STRATEGIC DISCUSSION Strategic Plan 2022 -25 The Principal updated on the plan, circulated in advance of the meeting. It was noted that the Board had considered the Strategic Plan for 2022 – 25 at the Strategy Day held in May 2022 and that Board feedback had been incorporated into the revised document. Targets had been amended and the strategic aim previously linked to ‘college of choice’ has been changed to ‘skills and employability’. Following discussion, the Board approved the Strategic Plan for 2022-25 with the following amendments:</p> <ul style="list-style-type: none"> ▪ Include the pass rate to reflect achievement. ▪ The document will receive a final edit noting the primary audience will be the College. ▪ Increased reference within the document to HE. ▪ Include an example of how achievement in high needs will be realised. <p>The Board requested an update on the Employer Advisory Boards at the next meeting.</p>	<p>JE JE</p>
<p>6</p>	<p>PRINCIPAL AND CE’S REPORT to include Operating Statement Balanced Scorecard and KPIs for 2022/23 The Principals report was circulated prior to the meeting. The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ Staffing continues to be a challenge for the Group. An update on leadership roles was presented. ▪ A task and finish group has been set up by the LEP in order to support the impact of the difficulties of college staffing. ▪ The Principal is involved in the local skills improvement plans and suggested the Board consider appointing a Lead Governor to focus on how the College meets local skills needs. ▪ An update on the St Austell new build was provided; it was noted that the DfE and College will need to agree a final design in the coming four weeks; the Chair of the Board and Chair of the Audit and Risk Committee had reviewed the plans in advance of the meeting. ▪ The Electric Vehicle programme is full and holds a waiting list. <p>In response to a Governor’s question on the sustainable curriculum, it was noted that the College delivers plumbing courses on air source heat pumps and solar power are provided at the Camborne campus, with funding secured to update renewable energy training resources for £1m.</p>	<p>PN</p>

	<p>A Governor noted the role of the Federation of Small Businesses in supporting the local skills plan noting that SMEs sometimes have limited time to focus on future plans and skills needs, suggesting the College could provide this support.</p> <p>The new Operating Statement for 2022/23 was circulated in advance of the meeting. The College will continue to report against this at future Board and Committee meetings with a focus on red and amber areas.</p> <p>The Balanced Scorecard targets for 2022/23 were shared. These will be circulated monthly with the monthly statements. Following discussion, the following highlights were noted:</p> <ul style="list-style-type: none"> ▪ The target achievement rate for apprenticeships is higher than the national average, yet lower than GFE. ▪ Staffing numbers will be lower in light of recent changes. ▪ The target of 95% for staff appraisal allows for sickness. ▪ Staff utilisation does not include staff sickness. ▪ Apprenticeship new starts is lower than the previous year. ▪ The College plan to develop financial targets for adult learners; a Governor suggested including the proportion of the budget not being used. ▪ As per a Governor suggestion, a target for the Camborne development will be included under infrastructure. 	<p>AF</p> <p>AF</p>
7	<p>CAPITAL AND ESTATES UPDATE to include feedback from the Major Capital Projects Committee</p> <p>A paper had been circulated in advance of the meeting. Further detail contained in the confidential minutes.</p>	
8	<p>SUBCONTRACTING</p> <p>The Vice Principal Data, Funding & Compliance was invited to present on the paper circulated in advance of the meeting. The following points were noted with some detail in confidential minutes:</p> <ul style="list-style-type: none"> ▪ The overall achievement rate in subcontracted provision was 89.6%, a strong position for the College. ▪ Subcontracting provision achievement rates were higher than the College, as expected. ▪ TLA quality processes are the same for subcontracting as for all College provision. ▪ The College have not subcontracted with Cornwall Marine Network for 2022/23. ▪ The College undertake ongoing monitoring of subcontractors to include reviewing Ofsted gradings. 	
9 9.1	<p>ANNUAL REPORTS</p> <p>Regulatory Compliance including Data Protection and Complaints (including updated Policies)</p> <p>Sue Alvey, Head of Regulatory Compliance, was invited to join the meeting to answer any Governor questions on the report circulated in advance.</p> <ul style="list-style-type: none"> ▪ An update was provided on the Data breach detailed in the report. ▪ The College are completing more data protection impact assessments. ▪ The number of Freedom of Information requests has reduced and the College continue to working with marketing to develop an improved area on the website. ▪ An amendment to the Complaints Management policy on vexatious complaints was proposed and approved by Board. It was noted that an increased proportion of complaints are being resolved at an informal stage and that there are no trends of complaints identified. <p>In response to a Governor question the following actions were agreed:</p> <ul style="list-style-type: none"> ▪ Future reporting to Board will include lessons learnt by the College from the complaints. ▪ An update will be provided to the next Audit and Risk Committee on when the GDPR working group will meet. ▪ The College will check to see if trainee teaching staff have completed GDPR training. 	<p>SA/AF</p> <p>SA/AF</p> <p>KW</p>

<p>9.2</p>	<p>Human Resources, to include staff survey</p> <p>Jayne Ninnes, Director of HR, joined the meeting to answer Governor questions on the report circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> ▪ The College received positive feedback during the Ofsted inspection. ▪ The outcomes from both the internal and Ofsted staff surveys were positive. ▪ A further staff celebration day is planned in December. ▪ Recruitment remains a challenge; increased investment in HR staffing to support recruitment is having an impact. ▪ The ‘Great Resignation’ has impacted on staff turnover. The College are reviewing measures to support staff recruitment and retention, including trialling a four day week. ▪ Absence data has not returned to pre-pandemic rates. ▪ The increases in targeted staff pay were noted. ▪ A monthly capability report is shared with ELT, with coaching provided for managers. <p>Governors made the following observations:</p> <ul style="list-style-type: none"> ▪ Governors were pleased to see EDI embedded within the organisation. ▪ In response to a Governor question it was noted that it has taken some time to achieve compliance of the PMR process, yet improvements are rapid as a result of a change in focus for the HR team; historically staff issues were resolved by redundancy rather than capability. ▪ The quality of the staff forum is good yet the reach could be improved. Some staff representatives have noted time constraints impacting on this group. <p>A discussion took place on staff pay following a Governor request for an update. It was reported that the College await a national living wage announcement in November and that College staff have not been asked to strike.</p>	
<p>9.3</p>	<p>Safeguarding and Prevent, to include KCSIE update and updated Policies and Lead Governor Annual report</p> <p>Mike Carnell, Group Head of Safeguarding and Prevent, was invited to present on the report circulated in advance of the meeting. The following highlights were noted:</p> <ul style="list-style-type: none"> ▪ There had been an 18% increase in cases requiring College intervention. ▪ A restructure is being piloted at the Camborne campus to support high safeguarding reporting numbers and processing of the school safeguarding files. ▪ Safeguarding was judged as effective by Ofsted, external peer reviews and external audit. ▪ A review of data capture and reporting software is planned. ▪ An increase in reporting linked to sexual violence is expected as awareness increases. ▪ The College are triaging cases and where feasible empowering students to support themselves. <p>In response to Governor questions the College continue to offer staff supervision and are moving towards a weekly meeting to support staff. The College plan to improve data analysis to identify safeguarding concern trends and potential areas for prevention.</p> <p>The Lead Governor Annual Safeguarding Report was received; an overview on activity completed since they took on the role in March 2022 was provided.</p> <p>The Board approved the Safeguarding and Prevent policy, noting the KCSIE updates.</p>	
<p>10</p>	<p>REPORTS FROM COMMITTEES OR SUBSIDIARIES</p>	
<p>10.1</p>	<p>Curriculum and Quality Chair report</p> <p>The Board received the Committee Chair report.</p>	
<p>10.2</p>	<p>Search and Governance Committee Chair report</p> <p>The Board received the Committee Chair report and noted the ongoing Governor recruitment.</p>	
<p>10.3</p>	<p>Governance procedures</p>	

<p>10.3.1</p> <p>10.3.2</p> <p>10.4</p>	<p>Standing orders The Board approved the amendments proposed to the Standing Orders and agreed that all current Committee Chairs will remain in position until July 2024 and that Lead Governors will fulfil a Lead Governor role for three years, dependent on their term of office.</p> <p>Rules for the conduct for the Search and Governance Committee Circulated in advance of the meeting, the Board approved the document, noting the amendment to complete online checks of new Governors in line with new KCSIE guidance.</p> <p>Remuneration Committee Chair report The Remuneration Committee Annual report, circulated in advance of the meeting, was approved by the Board.</p>	
<p>11</p>	<p>CCSM update The Deputy Principal Group Operations provided an update on CCMS. The following points were noted:</p> <ul style="list-style-type: none"> ▪ The Company has stabilised following changes in leadership and financial loss linked to a company that went into administration. ▪ The operating position for 2021/22 was £152k. ▪ External support from another recruitment agency is being sought. ▪ An interim Managing Director arrangement is in place for two days per week, with two key managers promoted. ▪ Finance is supported by the College, resulting in improved synergies with the College. ▪ A change in Chair of the Board is anticipated, with recruitment to the Board planned. <p>Further detail contained in the confidential minutes.</p>	
<p>12</p>	<p>BEYOND THE BOARDROOM AUTUMN TERM A summary of the planned activity for the Autumn term had been circulated in advance of the meeting. Governors noted a recent visit to the Cornwall Counselling Institute and that the provision will apply for the Queens Anniversary Award.</p> <p>In advance of the next Board Strategy Day, the Board will aim to achieve a good coverage of visits across all campuses.</p> <p>It was noted that the College have applied for the AoC Beacon Awards for Governance and Creative Media.</p>	<p>ALL/ WR</p>
<p>13</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p>	<p>INFORMATION SECTION ONLY</p> <p>Minutes of Board Committee meetings Committee minutes will be circulated in advance of the next Board meeting.</p> <p>Written Resolution report The report was received by the Board.</p> <p>Management Accounts July Circulated previously and received by Board.</p> <p>Rules for the conduct of the Search and Governance Committee As per agenda item 10.3.2.</p>	<p>WR</p>
<p>14</p>	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ▪ 13 December 2022, Pre-Board 2-4pm, Board meeting 4-6pm. Christmas dinner ▪ 01 February 2023, Board Strategy Day, 9:30 -4pm, followed by a Board meeting 4-5pm ▪ 22 March 2023, Pre-Board 2-4pm, Board meeting 4-6pm ▪ 03 May 2022, Board Strategy Day, 9:30 -4pm, followed by a Board meeting 4-5pm ▪ 12 July 2023, Pre-Board 2-4pm, Board meeting 4-6pm 	