



THE CORNWALL COLLEGE GROUP

**Minutes of the Corporation Board meeting
held on 13 December 2022 at 3pm 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)	Ian Tunbridge	IT
Michael Hambly	MH	Geoff Warring	GW
Wilf Hudson	WH	Sarah Watts	SW
Tara Geraghty	TG	Pat Wilde	PW
Kathryn James	KJ	Ellen Winsor	EW
Jonathan Mashen	JM		
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</p> <p>Counter Fraud training</p> <p>The Board invited Bradley Vaughan from RSM to deliver Counter Fraud Awareness training. In response to Governors' questions the following was noted:</p> <ul style="list-style-type: none"> ▪ RSM are seeking clarity from the ESFA on what a fraud loss measurement exercise might look like and will guide colleges accordingly. ▪ Intelligence from other Colleges regarding counter fraud practice or fraud experiences is shared by RSM with the College and Board; both with the Audit and Risk Committee and with the IT and Finance departments. The College will review the dissemination of this information to other areas of the College. ▪ The College plan to refresh staff's awareness on how to report potential fraud. <p>RSM were thanked for the training.</p> <p>Pat Wilde and Kate Wills joined the meeting.</p> <p>HE enrolments and the HE strategy priorities review</p> <p>Following a lengthy discussion, contained in the confidential minutes, the Board agreed to hold a HE Strategy Day following the TEF submission which all Governors will be invited to attend.</p>	<p>AF</p> <p>WR/ KW</p>
1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>Apologies were received and accepted from Jane Warren. The new Student Governor Tara Geraghty, studying Equine management at Bicton, and the new Staff Governor Sarah Watts, HR Manager, were welcomed to the meeting.</p> <p>There were no further interests to declare than those already on the register.</p>	

<p>2</p> <p>2.1</p> <p>2.2</p>	<p>MINUTES AND MATTERS ARISING</p> <p>Minutes The minutes and confidential minutes of the meeting held on 17/10/2022 were agreed to be an accurate reflection of the meetings and were approved by the Board.</p> <p>Matters Arising report The matters arising report was received. One update provided is contained in the confidential minutes.</p>	
<p>3</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>STRATEGIC DISCUSSION</p> <p>EDI Strategy and KPIs The Board received the Strategic Equity Plan which had been considered by the November Curriculum and Quality Committee, following review at the College EDI Committee. The College plan to launch the strategy at the Group Development Day in February 23 alongside workshops focussed on lived experiences of staff and students.</p> <p>The Board noted the improved positioning of the Strategy as the <i>Equity</i> not <i>Equality</i> Strategy and also noted the need to identify focus areas for implementation in order to measure impact, noting that these could include areas such as social prescribing and how to support learners in areas of deprivation. The College needs to identify how to measure the learning and education outcomes from such initiatives in order to support future funding applications.</p> <p>A Governor suggested linking the Equity Strategy outcomes to the overall strategic objectives.</p> <p>The Board were pleased with the proposal and agreed to approve the Strategic Equity Plan.</p> <p>Land Based Strategy Action Plan The Curriculum Area Manager for Land and Environment and the Vice Principal Land Based were invited to join the meeting to present on the papers circulated. It was noted that the action plan circulated is the live document being used by the College with a focus on this academic year, noting that many elements are operational in nature. Further detail contained in the confidential minutes.</p> <p>CCMS The Board considered the paper circulated in advance of the meeting. The Group Deputy Principal Group Operations and a CCMS Director reported an overview of the Company over the last five years-including the financial position, management structure and strategic view, along with the impact of Covid due to the Company's focuses in teaching and construction. Further detail contained in the confidential minutes.</p>	<p>KW</p>
<p>4 and 4.1</p> <p>4.2</p>	<p>PRINCIPAL AND CE'S REPORT</p> <p>The Board received the Principal's report circulated in advance of the meeting. It was noted that the College has returned to the public sector after the recent ONS reclassification and await a financial handbook to guide College activity. Changes noted include that Colleges will only be able to borrow from the DfE and cannot sell assets in order to maintain the budget; the College has been given prior consent regarding ongoing and planned property sales.</p> <p>In response to a Governor question it was noted that there will not be a pay award from the government for lecturers as a result of moving into the public sector and the impact of devolution is not fully known, though the adult skills budget will now be awarded via Cornwall Council.</p> <p>Operating Statement The amber areas of the Operating Statement had been circulated along with the full version for reference. It was noted that there are no red rag rated areas. The following highlights were noted:</p>	

<p>4.3</p> <p>4.4</p> <p>4.5</p>	<ul style="list-style-type: none"> ▪ HE student numbers are down as previously reported; HE is not measured in year and instead across the duration of the programme. ▪ The LSIP Board and LEP meetings are ongoing. ▪ A partnership contract with the Eden project for 10 years is being developed. ▪ Support for Ukrainian families remains ongoing. A Governor suggested the College invite local media to meet some of the families. <p>Balanced Scorecard (BSC) The main highlights of the BSC, circulated in advance of the meeting, were noted and are included in the confidential minutes.</p> <p>Risk Register (RR) The RR, circulated in advance of the meeting, is linked to the strategic aims and highlights risk direction and target risk. The Board and College reflected on the successful RR review session held at the recent OLT away days and agreed to hold a similar session for Board.</p> <p>Freedom of Speech Code The Board agreed to approve the Freedom of Speech Code circulated in advance of the meeting.</p>	<p>JE</p> <p>WR/ AF</p>
<p>5</p>	<p>ESTATES UPDATE The Board received the Estates paper which provided an update on the following areas:</p> <p>Estates Strategy The Board reviewed and supported an update to the Estates Strategy which includes progress of the St Austell campus new build and the Camborne redevelopment plans, an increased focus on land based and T level income and capital requirements, and sustainability in anticipation of future grants.</p> <p>Capital Projects update – St Austell An overview of the St Austell build, as planned by BAM, the recently approved contractor, was shared with the Board alongside plans for the campus. In response to Governor questions the feasibility of a wind turbine will be reviewed with BAM who are on a fixed price for the original plan. It was noted that, for various reasons, the building may require resizing. This matter has not yet been raised with the DfE. It was understood that the College would need to furnish the building. The Board concluded that they remain supportive of the project.</p> <p>Penhaligon building Discussion detailed in the confidential minutes.</p>	<p>AF</p> <p>AF</p>
<p>6</p>	<p>SUBCONTRACTING The Vice Principal Data, Funding & Compliance was invited to present on the paper circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> ▪ No financial concerns to highlight. ▪ Concerns with the quality of some providers was noted and is contained in the confidential minutes. ▪ Governors requested to take part in subcontracting course reviews. 	<p>WR/ PR</p>
<p>7</p>	<p>ANNUAL REPORTS Health and Safety to include H&S Policy Ross Cooper, Health, Safety and Sustainability Manager, joined the meeting to answer Governor questions on the report circulated. Further detail contained in the confidential minutes.</p> <p>The Board thanked the Health, Safety and Sustainability Manager and were assured by the improved position. The Board approved the Health and Safety policy.</p>	

8	REPORTS FROM COMMITTEES OR SUBSIDIARIES	
8.1	Finance and Resources Committee Chair report The Board received the Committee Chair report and noted the increase in insurance due to Equine incidents within the College, and Cyber as per the sector.	
8.1.2	Financial Update October 2022 The Board received and noted the financial update.	
8.1.3	Anti-Bribery policy The Board approved the Anti Bribery policy.	
8.1.4	Two updates to the Financial Regulations The Committee Chair noted that a further amendment was required to the following statement in the Financial Regulations proposed amendments; <i>“thresholds for advertising will follow the lower requirements of the relevant external funding body”</i> - remove ‘lower’ and replace with ‘stronger’. The Board approved the two updates to the Financial Regulations with the amendment.	AF
8.2	Audit and Risk Committee Chair report The Committee Chair report was received, it was noted that the Business Continuity Plan run through will take place at the March OLT session.	
8.2.1	Internal audit annual report 2021/2022. The Board received the internal audit annual report noting that the final judgement is similar to 80% of Colleges and that recommendations are being dealt with as they arise. It was noted that RSM provided a factual report on Subcontracting. Following a discussion on the spare internal audit days it was agreed that the decision to either use these or request a carry over to 2023/24 would be delegated to the Audit and Risk Committee.	JM
	Following discussion at Committees, it was reported that the College, with the Audit and Risk Committee Chair, will scope an audit of equine management across the two campuses; an external provider with specialist skills will be sourced to undertake the audit.	JM/AF
8.2.2	External audit findings report relating to the Financial Statements and reporting on regularity, letter of representation Craig Sullivan from Bishop Fleming was invited to join the meeting to report on the external audit report and financial statements. The Board received the external auditors’ report and approved the letter of representation. CS reported that the audit had been smooth. It was noted that a week’s break had been added in next year’s plan to support the preparation of the final accounts.	
8.2.3	Cornwall College Group Financial Statements 2021/22 The Board noted the amendments circulated in advance of the meeting and the further amendments linked to a Governors’ terms of office and Committee membership. The Board and Bishop Fleming approved the proposed amendments and approved the Group financial statements for 2021/22.	
8.2.4	Audit and Risk Committee annual report 2021/22 The Board approved the annual report.	
8.2.5	Regularity Self-Assessment Questionnaire (RSAQ) The Board approved the RSAQ.	
8.3	Curriculum and Quality Committee Chair report The Board received the Committee Chair report.	

8.3.1	Self-Assessment Report (SAR) Board received the SAR; further detail contained in the confidential minutes. The Board approved the gradings presented and the upload of the context statement.	
8.4	HE Committee Chair report The Board received the Committee Chair report and were updated on the progress made by the Task and Finish group reviewing support available to students with mental health issues.	
8.5	Search and Governance Committee Chair report The Board received the Committee Chair report.	
8.5.1	Board self-assessment	
8.5.2	Governance Action Plan and Board KPIs The Board received the Board self assessment report and approved the outcomes included in the Governance Action Plan and Board KPIs for 2022/23.	
8.5.3	H&S Lead Governor The Board approved the appointment of Jonathan Mashen as the H&S Lead Governor for an interim basis. JM requested to attend the next H&S College Committee meeting. Governors presented strong challenge on H&S compliance within equine management which will be followed up by the College.	WR/ AF JE/AF
9	Beyond the Boardroom The Board noted the significant increase in Beyond the Boardroom activity undertaken in the Autumn term and the positive impact this has on the Board's knowledge of the College and the staff and students visited. A Governor was pleased to receive the report containing the follow up on actions from these visits.	
10	GOVERNANCE	
10.1	Board appointment Agenda item no longer required.	
10.2	CCSU trustee The Board agreed to recommended Ellen Winsor for the CCSU trustee role. The Director of Governance will liaise with the CCSU and College to complete the appointment.	WR
11	INFORMATION SECTION ONLY	
11.1	Minutes of Board Committee meetings The Board received the Committee minutes for the Autumn term, circulated in the information pack. The Search and Governance Committee meeting minutes will be circulated once finalised.	WR/ PN
11.2	Written Resolution report The report was received by the Board.	
	AOB The Chair agreed to receive an AOB item; detail contained in the confidential minutes.	
12	DATES OF NEXT MEETINGS <ul style="list-style-type: none"> 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 	