



THE CORNWALL COLLEGE GROUP

**Minutes of the Corporation Board meeting
held on 3 May 2023 at 4:15pm at St Austell Campus and on Teams**

Governors Present			
Will Charnley	WC	Jonathan Mashen	JM
Lee Charnock	LC	Penny Mathers	PM
John Evans	JE Principal and CE	Patrick Newberry	PN
Sarah Gruitt	SG	Jane Warren	JW
Tara Geraghty	TG	Geoff Warring	GW
Michael Hambly	MH	Sarah Watts	SW
Wilf Hudson	WH	Ellen Winser	EW
Kathryn James	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	

1	APOLOGIES AND DECLARATIONS OF INTEREST Apologies were received and accepted from Karen Burrows, Kate Evan-Hughes and Pat Wilde. There were no further interests to declare than those already on the register.	
2	APPROVALS REQUIRED FROM THE BOARD STRATEGY DAY No approvals required. Action points from the Board Strategy Day will be picked up in Board matters arising reporting.	WR
3	ACCOUNTABILITY AGREEMENT The Board received the draft agreement following consideration during the Board Strategy Day. It was noted that there had been some minimal changes to language to the version circulated. The revised version, to include at the request of Board, some changes to the images to represent increased diversity, will be shared with the Board with any further feedback to be provided by the end of w/c 08/05/2023. The Board approved the Accountability Agreement subject to any proposed administrative amendments being approved by the Chair.	ST PN
4 4.1	APPROVALS/ ITEMS TO NOTE Conflicts of Interest policy Following the recommendation from the Audit and Risk Committee the Board agreed to approve the Conflicts of Interest policy, noting this had been reviewed considering the Evershed’s template and other colleges policies. It was noted that the A&R Committee will review the summary of the declaration of interests of senior managers at their summer term meeting.	WR

<p>4.2</p> <p>4.3</p> <p>4.3.1</p> <p>4.3.2</p> <p>4.3.3</p> <p>4.3.4</p>	<p>Senior Postholder Contract Following the recommendation from the Remuneration Committee the Board agreed to approve the Senior Postholder Contract.</p> <p>Additional items</p> <p>Legal Charge - Town’s Fund proposal at Rosewarne Detail contained in the confidential minutes</p> <p>Farm Yard Manure store grant The Board received the paper and approved the signing of the associated deed of covenant when the final documents have been agreed by all parties, in order to receive grant support for the construction of a covered Farm Yard Manure store.</p> <p>MCP Committee update The Board requested an update from the recent MCP Committee meeting. The Group Deputy Principal Group Operations reported that the Committee considered the risks associated with the St Austell new build and the Camborne redevelopment project.</p> <p>St Austell new build: it was reported that the DfE have indicated that nationally, all projects have overspent to include a £2m overspend associated with the St Austell campus. The College are exploring the impact of the overspend with the DfE and continue to expect to use existing furniture in the new build.</p> <p>Camborne Redevelopment: the College has signed the Trelawny refurbishment strip out contract and the Demolition contract in line with delegated authority granted at the March Special Board.</p> <p>A recent fire safety report indicated some recommendations for the Tamar building which are being explored by Ward Williams Associates (WWA), the project management company, with an outcome expected by the end of the week which will be shared with the Committee. It was noted that the recommendations could become requirements in the future for which the College would consider grant options if available.</p> <p>In response to a Governor question, the risk was identified as part of the building regulations exploration.</p> <p>Student Governor appointment processes - CCSU constitution The Board received the papers circulated in advance of the meeting. The Board noted that they had previously agreed to appoint Student Governors rather than elect with a view to encourage those who might not wish to progress through an election process. Proposed changes to the CCSU constitution and Instrument and Articles to reflect these changes were shared and approved by the Board.</p> <p>The Board agreed for the Director of Governance and Chair of the Board to review and approve the appointment process with the Student Governors, noting this would be aligned to the process used to appoint independent governors.</p>	<p>AF</p> <p>PN/ WR</p>
<p>5</p>	<p>AOB Audit and Risk Committee Chair report The Board received the report circulated. The Committee Chair provided the following updates:</p> <ul style="list-style-type: none"> ▪ The College have improved in the number of actions being raised through internal audits. ▪ RSM highlighted risks across the sector, noting 40% are in cyber security with emerging risks in safeguarding and mental health; the Committee has recommended this is raised with the Curriculum and Quality Committee. ▪ The Governance Framework internal audit report provided high assurance, with identified actions either completed or already planned for completion in the short term. 	<p>WH/ WR</p>

	<ul style="list-style-type: none"> ▪ The Internal Audit Plan 2022/23 is on track, there had been a delay with the Curriculum Planning audit which will now include the college budget setting processes. The tournament golf review has been deferred for twelve months whilst the College conduct their own internal review; the Board noted and approved the changes. ▪ Committees are asked to consider areas of priorities or other issues to be raised for the 2023/24 internal audit plan during their summer term meetings. ▪ RSM facilitated a discussion on risk and risk appetite; the Committee recommend that risk be added to the Governance Action Plan to ensure understanding is spread across the Board. ▪ The new software introduced to support Health & Safety reporting is having a positive impact; a Beyond the Boardroom visit will take place at Camborne campus with the H&S manager to explore why reporting of incidents is not at the level expected. ▪ A policy management review has been undertaken using the Eversheds guidance, next steps focus on policy setting, approvals and access to policies. ▪ A run through of the Business Continuity Plan has taken place with the OLT; undertaken by an external company and with a positive outcome. ▪ It was noted that managers are reviewing information asset registers and that guidance on the use of memory sticks will be shared with the Committee. 	<p>ALL WR/ JM JM</p>
5	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ▪ 12 July 2023, Pre-Board 2-4pm, Board meeting 4-6pm 	