



THE CORNWALL COLLEGE GROUP

**Minutes of the Corporation Board meeting
held on 16 October 2023 at 4pm at St Austell Campus and on Teams**

Governors Present			Wilf Hudson	WH
Karen Burrows	KB		Jonathan Mashen	JM
Will Charnley	WC		Patrick Newberry	PN Chair of the Board
Lee Charnock	LC		Jane Warren	JW
John Evans	JE (Principal and CE)		Geoff Warring	GW
Toby Duffield	TD		Pat Wilde	PW
Michal Hambly	MH		Ellen Winser	EW
In Attendance				
Adrian Ford	AF	Group Deputy Principal Group Operations		
Wendy Randle	WR	Director of Governance		
Mark Wardle	MW	Group Deputy Principal Curriculum and Quality		

	<p>PRE BOARD SESSION Land based, HE and International Strategies – delivered by Kate Wills, Deputy Principal for Growth</p> <p>The Director of Governance did not attend this session due to conflicts of interest.</p>	
1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST Apologies were received and accepted from Kathryn James, Sarah Watts and Nik Ramsay-Trease.</p> <p>Wendy Randle declared a new conflict of interest: Wendy will be joining Truro and Penwith College as an employee, following the end of their employment with TCCG. There were no further declarations of interest to those contained on the register of interests.</p> <p>The meeting would be Jane Warren’s last meeting as she steps down from the role of Governor at the end of her Term of Office. Jane was thanked for her contribution to the Board and invited to rejoin the Board in the future should circumstances allow.</p> <p>Wendy Randle was thanked for her time with the Board as the Director of Governance.</p>	
2	<p>MINUTES AND MATTERS ARISING</p> <p>2.1 Minutes The below minutes and confidential minutes were agreed to be an accurate reflection of the meeting and were approved by the Board.</p> <p>2.2 Matters Arising report The matters arising report was received.</p>	
3	<p>APPOINTMENT OF STUDENT GOVERNORS</p>	

	<p>The Board noted the new approach to Student Governor appointment as previously agreed. It was reported that interviews were held on 11/10 with two new Student Governors recommended for appointment; Toby Duffield and Nik Ramsay-Trease. The Board ratified both appointments for a term of one year, with the option to extend for a second year to be reviewed and recommended to Board by the Search and Governance Committee in April 24.</p>	S&G
4	<p>STAFF FORUM UPDATE</p> <p>The Board received the paper circulated in advance of the meeting and an update was provided by a Staff Governor. In response to a Governor’s question it was reported that two departments are trialling home working for up to two days per week; it was noted that home working is only appropriate for some departments.</p>	
5	<p>PRINCIPAL AND CE’S REPORT</p> <p>The Principal’s report, including the updated Operating Statement, Balanced Scorecard and Risk Register, were received by the Board. The following focus points were noted:</p> <ul style="list-style-type: none"> ▪ Student Numbers have increased by approximately 250. Historically, colleges can apply for in year funding from the DfE should they enrol over 200 additional learners, yet due to an increase in student numbers across the sector there could be limitations on funds received. The College will receive lagged funding in 2024/25. ▪ An update on the dry rot position of Bicton House was shared. ▪ The College were disappointed with the Apprenticeship outcomes, noting the impact of delayed End Point Assessments (EPA) on final outcomes. ▪ Two videos for entries for the AoC’s #Love Your Colleges campaign were shared with the Board. ▪ The Risk Register’s annual review will take place at the OLT away days scheduled in November. ▪ Further points included in the confidential minutes. <p>In response to Governor questions the following points were noted:</p> <ul style="list-style-type: none"> ▪ The College have not been successful in appointing a Head of Campus for the Eden campus. The Eden campus continues to be supported by the Deputy Principal for Growth; the impact of this on growth was noted. ▪ The Director of Business Innovation and Partnerships has resigned and succession planning across the organisation for key posts is a consideration. <p>Following discussion on the potential impact of international unrest on cyber security, the Board were assured, yet not complacent, that measures were in place to protect the College: there are 2 FTE staff focussed purely on cyber security, the Board received a strong internal audit report in 2022/23 and Cyber Essentials plus is across the group. Although JW was leaving the Board, it was noted that a new co-opted Committee member has joined A&R with good cyber skills.</p> <p>Balanced Scorecard (BSC)</p> <p>The Board reflected on the improved financial strength of the Group as a result of increased student numbers and therefore approximately a £1.5m increase in funding for 2024/25. A Governor noted the need to continue to consider the longer term sustainability of the Group, which might have been impacted by the improved cash flow, at a future meeting.</p> <p>The HE student numbers decline appears to have halted; in response to a Governor’s question it was noted that there has been a decline in full time students and an increase in part time student numbers; the planned £350k reduction in the budget will be sufficient to support the variance.</p> <p>A Governor reflected on recent government announcements re qualifications, the impact of the qualification reform on the College and the potential impact for a change in political leadership. Following this a discussion took place on the increase in FE student numbers nationwide, the</p>	

	<p>increased FE provision in the local area, to include the impact of a neighbouring college’s provision, and student numbers.</p> <p>Governors challenged the reported drop in work experience data. The College noted that the target in the BSC is aspirational due to the work experience element of some programmes no longer being mandatory, a decrease in funding for placements and the duration of the work experience offer impacted by the employers’ availability to offer placements.</p>	
6	<p>ESTATES STRATEGY</p> <p>The Board received the paper and the Group Deputy Principal Group Operations reported the following highlights.</p> <p>Camborne Redevelopment Project</p> <p>Good progress continues on the Camborne Redevelopment project with detail on the final works shared. The identification of RAAC in the Penhaligan building impacted on demolition works and the DfE have been informed accordingly. The contract for Tamar Tower has been agreed at just over £3m. All contracts bring the project in on budget and will be signed by the Principal and Chair of the Board as previously agreed.</p> <p>It was reported that the College have secured an inflation grant of £700k in order to complete the project and still have in place a £200k, plus the Brunel roof, for contingency options if needed.</p> <p>St Austell new build</p> <p>Updates were provided earlier in the meeting. The College note the need to clean the entrance sign on the building.</p> <p>Wheal Eliza</p> <p>The Board considered the proposal circulated in advance of the meeting, noting the proposal will be impacted by Transaction Unit guidelines and cap. The Board supported the initial £50k investment to explore and prepare the site for sale.</p>	
7	<p>SUBCONTRACTING</p> <p>The Board received the paper on 2022/23 subcontracting activity circulated in advance of the meeting and welcomed the Vice Principal Data, Funding & Compliance to the meeting. It was noted that the achievement rates had been good, that all providers had performed well and that the College received eight minor management points on the new Subcontracting Standards Audit. In response to a Governor question, it was noted that the Subcontracting Standards Audit does not consider the Ofsted standards, however the College’s tender process only considers Ofsted Grade two providers and TCCG undertake their own quality assessments throughout the contracts.</p>	
8 8.1	<p>ANNUAL REPORTS</p> <p>Regulatory Compliance annual report including Data Protection and Complaints (including updated Policies)</p> <p>The Head of Regulatory Compliance was welcomed to the meeting. They provided an overview of Data Protection, Freedom of Information requests and complaints data analysis. It was understood that there has been an increase in right of access requests; partly due to insurance processes and that breaches continue within expected parameters, with no requirements to report to the ICO.</p> <p>A Governor reflected on the increasing trend linked with staff attitudes and behaviours. It was reported that staff’s complaints management has improved, that there have been some amendments to process and that the College will continue with ongoing monitoring in a curriculum area and where needed complaints can be escalated through HR processes</p>	

<p>8.2</p>	<p>The Head of Regulatory Compliance will review sensitive student data in marketing images. Governor was assured by trend analysis of the complaints data.</p> <p>A Governor reflected on a recent visit to meet some of the 14-16 year old students, noting that the students had commented on how friendly staff are.</p> <p>The Board approved the Complaints Management Policy.</p> <p>Human Resources annual report</p> <p>The Director of HR was welcomed to the meeting to answer Governor questions on annual report. In response to Governor questions, the measures implemented to achieve a significant progress in the completion rate of performance appraisals were shared, there have been improvements within recruitment, to include the quality of applicants compared to previous struggles due to the great resignation and that increased resource is specifically impacting and supporting head hunting. The trainee teacher post pilot is being rolled out in other curriculum areas.</p> <p>Governors were pleased to see the additional activities for staff; i.e choir being implemented.</p>	<p>SA/AF</p>
<p>8.3</p>	<p>Safeguarding and Prevent annual report</p> <p>The Director of Student Experience and the Group Head of Safeguarding and Prevent joined the meeting to answer Governor questions on the annual report. It was understood that the College are increasing preventative measures to support the mental health of students, to include enrichment activities. There are no trends identified by campus; though the College are exploring reporting at the Newquay campus. The College note an improvement in the sharing of student safeguarding files from schools.</p> <p>The Safeguarding Child Protection policy had been reviewed at C&Q Committee and amended to reflect pastoral and preventative measures as per committee discussion. The Board approved the policy.</p> <p>A Governor praised the involvement of the Safeguarding Lead Governor in this area.</p> <p>A Governor was pleased to attend the Freshers Fayre and see groups like external organisations who provide activities, alongside support for mental health, for students. They noted good student involvement and suggested the use of QR codes to support student engagement for those students who would prefer not to approach a member of staff directly.</p> <p>Following an update on the safeguarding structure, the Board thanked Mike Carnell for his time with the College, noting the clarity and stability provided. The Director of Student Experience will be the Designated Safeguarding Lead in the new year.</p>	
<p>9</p>	<p>REPORTS FROM COMMITTEES OR SUBSIDIARIES</p>	
<p>9.1</p>	<p>Finance and Resources Committee</p> <p>The Committee Chair report will be circulated following the meeting. The Board approved the approvals required for IT licences and insurances, as detailed in the paper, noting these had been included in the original budget yet presentation of the invoices had resulted in the requirement for Board approval.</p> <p>The Committee Chair emphasised concerns regarding the delays to the St Austell new build and therefore the impact on College costs, the ability to increase student numbers and the risk of returning to redesign stage.</p>	

<p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>Curriculum and Quality Committee The Committee Chair reported that the focus for the next meeting will be on Self Assessment Report (SAR) which will be reviewed with the gradings recommended to Board for approval at the December meeting.</p> <p>Search and Governance Committee Chair report The Board received the Committee Chair report and Training and Development plan. The Vice Chair provided a membership update, reporting that the Board will soon have a total of five Governor vacancies; noting the departure of three female Governors. Following support from Peridot Partners, via the DfE FE Governor recruitment offer, interviews are scheduled for 25/10.</p> <p>The Committee will further review skills gaps but note the need to identify applicants with educational experience and to continue to encourage diversity within Board membership; all Governors were encouraged to share details of their networks to support recruitment. It was noted that the College HR department will support future Board recruitment; to include co-opted Committee members.</p> <p>The Committee are also exploring the impact of Lead Governor roles, noting the greater impact from the Task and Finish group approach adopted by the Board.</p> <p>Remuneration Committee The Board received the Committee Chair report and approved the Remuneration Committee annual report.</p> <p>Major Capital Projects Committee The Board received the Committee Chair report and approved the appointment of Ellen Winser as the Interim Chair for the Committee following Jane Warren’s departure.</p> <p>CCMS No update to provide as CCMS will be an agenda item at the December Board meeting.</p> <p>The following Committee Terms of Reference were reviewed during the Committee review meetings and were approved by the Board: Remuneration Committee Finance and Resources Major Capital Projects Curriculum and Quality</p>	
<p>10</p>	<p>INFORMATION SECTION The Board received the below papers.</p> <p>Minutes of Board Committee meetings</p> <ul style="list-style-type: none"> ▪ Curriculum and Quality (21/09/2023) ▪ Major Capital Projects (27/09/2023) ▪ Search and Governance (02/10/2023) ▪ CCMS (25/09/2023) ▪ F&R (14/09/2023) <p>Written resolution report Sealing report Board Code of Conduct</p> <p>Previously circulated Annual Strategic Conversations Summary letter KCISE 2023</p>	

	Management accounts for September 2023 - to be circulated to Board once finalised.	
	<p>AOB</p> <p>A Governor reported on their recent attendance at a College internal progression event stating good engagement; it was noted that not all campuses had equal representation at the event.</p>	
11	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ▪ 4 December 2023, 4-6pm, following a 2-4pm pre Board (mince pies until 7pm) ▪ 31 Jan 2024, Board Strategy Day, followed by a short Board meeting (Board Dinner) ▪ 20 March 2024, 4-6pm, following a 2-4pm pre Board ▪ 1 May 2024, 4-6pm, Board Strategy Day, followed by a short Board meeting ▪ 10 July 2024, 4-6pm, following a 2-4pm pre Board 	