



THE CORNWALL COLLEGE GROUP

Minutes of the Corporation Board meeting held on 10 July 2024 at 4pm at the Camborne Campus

Governors Present

Lee Charnock	LC	Penny Mathers	PM
John Evans	JE (Principal and CEO)	Glayne Price	GP
Michael Hambly	MH	Nik Ramsay-Trease	NRT
Wilf Hudson	WH	Geoff Warring	GW
Kathryn James	KJ	Sarah Watts	SW
Josephine John	JJ	Pat Wilde	PW (Chair for this meeting)
Jonathan Mashen	JM		

In Attendance

Adrian Ford	AF	Group Deputy Principal Group Operations
Mark Wardle	MW	Group Deputy Principal Curriculum and Quality
Tian Bersey	TB	Clerk to the Governors

	PRE BOARD SESSION Board members toured the Camborne Campus to see the redevelopment and met with the DfE and BAM regarding the St Austell new build project. Board members also received a presentation on the findings of the External Board Review from Shirley Collier MBE.	
1	WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST The Vice Chair welcomed members to the meeting. Apologies were received from Patrick Newberry, Will Charnley, Mark Rands, Ellen Winsor and Rob Bosworth. There were no further declarations of interest to those contained on the Register of Interests.	
2 2.1 2.2	MINUTES AND MATTERS ARISING Minutes The minutes and confidential minutes of the Board meeting on 1 May 24 were agreed to be an accurate reflection of the meeting and were approved by the Board. Matters Arising report The Clerk presented the matters arising report which was noted.	
3 3.1	CCSU AND LEARNER VOICE UPDATE Approval of CCSU constitution The Board approved a change to the constitution of the Cornwall College Student Union (CCSU) which had been scrutinised and recommended by the Curriculum and Quality Committee.	

3.2	<p>Learner Voice Update</p> <p>The Director of Student Experience presented the top level results from the end of year survey of FE learners and apprentices. 94% of FE learners and 91% of apprentices were positive about their College experience. 94% of FE learners and 99% of apprentices reported feeling safe. Average satisfaction with subjects and teaching was 95%. The team will now drill down into results to understand variances and respond appropriately.</p> <p>A Governor asked about response rates to the survey. 66% of FE students and 36% of apprentices completed the survey. The Board discussed when apprentices were surveyed and recommended that duplication is avoided.</p>	
4	<p>STAFF GOVERNORS UPDATE</p> <p>Staff Governors reported on a relaunch of the staff forum with representation needed from Newquay and Falmouth; changes made to support apprenticeship advisers; implementation of the hybrid working policy which has been a success; use of the staff wellbeing fund and a change to the reward/benefit scheme to a package with improved wellbeing support including counselling at less cost.</p> <p>The Chair asked the Student Governor if she would like to provide any updates. The Student Governor encouraged the Board to make more use of her skills.</p> <p>The Principal highlighted the recent Back to Industry and Review and Improvement Day (RAID) as best practice and which is now embedded. Staff governors reported that they had spent Back to Industry Day at Newquay Aquarium and Imerys. A Staff Governor commented that RAID could bring some negativity.</p>	
5	<p>PRINCIPAL AND CE'S MATTERS</p>	
5.1	<p>Principal's Report</p> <p>The Principal presented his report highlighting:</p> <ul style="list-style-type: none"> ▪ He had contacted the Local Authority and the DfE regarding plans announced by St Austell Academy Trust to create a sixth form and plans to use the Council Building in St Austell for Adult Education. He encouraged the Board to continue to pursue these matters. ▪ Meetings continue with the Kehelland Trust. ▪ Move to Post Intervention Monitoring and Support has been recognised by national media and the FE Commissioners newsletter. ▪ A new Eden University Centre logo because of a new nationalised Eden logo. ▪ Retention is finishing at a high level. ▪ Ofsted will inspect the College next academic year. ▪ Thanks to governors who attended the Student Star Awards. ▪ Thanks to the Board for their support during the past 5 years. 	PN/RB
5.2	<p>Move to Post Intervention Monitoring and Support (PIMS)</p> <p>The Principal highlighted that PIMS is not intervention but an action plan has been agreed including with the new Principal. A Governor asked if the College's exit from intervention had been published, it was confirmed that it is in the public domain but the total amount of support has not been published.</p>	
5.3	<p>Agreement with DfE in relation to St Austell New Build</p> <p>The agreement is included in the papers for the record. A Governor noted that the DfE had worked hard to achieve the necessary funding. It was agreed to ask the Chair of the Board to write to Richard Malyon to express thanks on behalf of the College.</p>	PN
5.4	<p>Operating statement</p> <p>The Board noted the Operating Statement which will now be handed over to the new Principal.</p>	

5.5	<p>Risk register and Risk Management Policy</p> <p>The Group Deputy Principal Operations reported that the full risk register had been scrutinised by the Audit and Risk Committee who will hold an additional meeting in October to discuss risk appetite.</p> <p>The Group Deputy also highlighted the following risks to the Board:</p> <ul style="list-style-type: none"> ▪ 1.1 Safeguarding will always remain on the register. ▪ 1.2 High Needs and the action plan that has been put in place to reduce the risk of receiving a limiting grade at Ofsted. Good progress has been made implementing the plan and the consultant will return in November to review the progress made. This will be reported to the Curriculum and Quality Committee. ▪ 1.5 Qualification reform is likely to be paused by the new government. ▪ 1.7 International student recruitment has been paused until all processes are in place. ▪ 4.9 Discussions with Cornwall Council continue regarding the Adult Education Budget post devolution. ▪ 5.1 Risks relating to the College estate have been reduced. ▪ A new risk has been added relating to the review by the Office for Students of the College's Foundation Degree Awarding Powers. <p>Governors asked questions relating to staff wellbeing, retention and increased student numbers as well as using the counselling cohort to support student and staff wellbeing. The latter will be followed up offline.</p> <p>The Group Deputy Principal presented the Risk Management Policy for approval which now includes a timetable for updating the risk register. The Board approved the policy.</p> <p>The Chair of the Audit and Risk reported that the risk register has influenced the internal audit plan for 2024/25.</p>	
6	<p>BUDGET</p> <p>The Group Deputy Principal Group Operations presented the proposed budget for 2024/25. The proposal had been developed using an improved curriculum planning process. He outlined the challenges in preparing the budget including the pressure of delivering to more learners than funding is allocated for, increased teaching costs as learner numbers increase and the 1.9% increase in funding for 16-19 year olds only covering circa 40% of the College's budget. The budget includes a moderate increase in income from profits from Concorde recruitment which supports the EBITDA. The Board reviewed the investment needed in IT due to old computer stock and the end of support for Windows 10 in 2025.</p> <p>The Chair of the Finance and Resources Committee reported that the Committee had scrutinised the budget and discussed the need to balance staff pay, capital investment and a good financial health grade. The Committee recognised that staff pay is below the average published by the Association of Colleges for the sector and local competitors and the reliance on grant funding and land sales to support capital investment.</p> <p>Governors asked questions on and discussed:</p> <ul style="list-style-type: none"> ▪ Capital investment and the reliance on grant funding which is controlled by the government. ▪ The recommended pay award and discussions with union representatives. Lobbying from the FE sector to bring pay for FE teaching staff in line with school teachers. ▪ The challenges of the current operating position which is supported by depreciation. ▪ Cash flow. ▪ If the budget was in line with the 10 year financial plan which was confirmed. ▪ Potential for cost saving including a review of preferred suppliers which is work in progress and a recommendation to consider waiting for the launch of Windows 12 instead of upgrading to Windows 11 in order to secure future savings. 	

	<p>Further discussions are noted in the confidential minutes.</p> <p>The Board agreed to approve the draft budget for 2024/25 and the plan for 2025/26.</p> <p>The Vice Chair thanked the Group Deputy Principal Group Operations and the Finance Team for their work in preparing the budget.</p>	
7	<p>INSTITUTE OF TECHNOLOGY (IoT)</p> <p>The Group Deputy Principal Curriculum and Quality presented his written report outlining further information on the benefits of joining the Institute of Technology which included becoming a key driver in the growth and delivery of higher technical education and the future skills focus for engineering and digital and access to funding and partnerships.</p> <p>The College could withdraw at any stage through an application to the DfE to adjust the IoT license.</p> <p>The Board discussed the opportunities membership presented and in particular as a conduit for government funding, the costs to support a central staff team at the IoT, management of risk and who would be the College interface.</p> <p>The Board agreed to join the South West Institute of Technology as an Anchor Partner and approved signing the commercial agreement on 18th July 2024.</p>	
8	<p>REPORT FROM JOINT ELT/GOVERNOR STRATEGY GROUP FOR SEND, EQUITY AND SAFEGUARDING</p> <p>The Chair reported that following two positive initial meetings of the Joint ELT/Governor Strategy Group four priorities have been identified and endorsed by the group to explore going forward:</p> <ul style="list-style-type: none"> ▪ Safeguarding, ▪ SEND and High Needs ▪ Progress over time ▪ Our People and Equity Strategies. <p>Actions are being taken to mitigate risks in these areas and the group will ensure that these remain at the top of the list of priorities and are connected going forward.</p>	
9	<p>REPORTS FROM COMMITTEES OR SUBSIDIARIES</p>	
9.1	<p>Finance and Resources Committee Chair report</p> <p>The Board noted the report.</p>	
9.2	<p>Audit and Risk Committee Chair report</p> <p>The Chair of the Audit and Risk Committee presented his report and the following items for approval:</p> <ul style="list-style-type: none"> ▪ External audit plan for year ended 31 July 2024 ▪ Internal audit plan for 24/25 ▪ Risk management policy ▪ Health and safety policy ▪ Whistleblowing policy. <p>All items were approved by the Board.</p>	
9.3	<p>Curriculum and Quality Committee Chair report</p> <p>The Chair of the Curriculum and Quality Committee highlighted the following from his report:</p> <ul style="list-style-type: none"> ▪ The Safeguarding and Prevent Termly Update in the Information Pack and thanked the Lead Governor for Safeguarding for her support. 	

9.4	<ul style="list-style-type: none"> ▪ The Committee review of the action plan for High Needs and his optimism following the appointment of the Director for SEND and Inclusion. <p>HE Committee Chair Report The Board noted the report.</p>	
9.5	<p>Search and Governance Committee Chair Report The Board reviewed the recommendations from the Search and Governance Committee and approved:</p> <ul style="list-style-type: none"> ▪ the appointment of Michael Hambly for a second term of 4 years on the Board from 1 September 2024. ▪ the appointment of Nik Ramsay Trease for a second term of 1 year as HE Student Governor. ▪ the appointment of Josephine John as Chair of the Curriculum and Quality Committee following the end of Wilf Hudson's two terms on the Board (17/10/24). ▪ the appointment of Mark Rands as a member of the Finance & Resources Committee. ▪ the appointment of Tom Mainwaring Evans to the Board for a term of 4 years starting on 1 September 2024. ▪ the following updates/clarifications to the Standing Orders: <ul style="list-style-type: none"> - the terms for the Chair and the Vice Chair should be two years. - Committee Chairs should be recommended to the Board for appointment by the Search and Governance Committee. - Governors should serve a maximum of two terms of four years unless exceptional circumstances prevail. 	
9.6	<p>Major Capital Projects The Board noted the report.</p>	
9.7	<p>CCMS The Board noted excellent relations between Concorde Recruitment and the College; huge success in construction and plans to address the tech challenges in the Teaching Bank. A new Director is in the process of being recruited to the CCMS Board.</p> <p>A Governor asked if the new software for the Teaching Bank would be in place for September, this was confirmed.</p>	
10	<p>BEYOND THE BOARDROOM (BTB) The Board noted the annual summary of BTB visits from 2023/24. The Chair emphasised the importance of reporting back and governors requested a new mechanism for reporting. The Chair explained plans to designate areas of focus for BTB for 2024/25 and asked governors to suggest areas of focus to the Clerk.</p>	<p>TB ALL</p>
11 11.1	<p>GOVERNANCE External Board Review The Search and Governance Committee will take forward recommendations from the review and feedback provided by governors in the pre-board session.</p>	
12 12.1	<p>INFORMATION SECTION The Board noted the documents in the information section.</p> <p>Minutes of Board Committee meetings</p> <ul style="list-style-type: none"> ▪ Curriculum and Quality (12/06/2024) & Safeguarding and Prevent Termly Update ▪ Finance and Resources (15/05/2024 and 24/06/2024) ▪ HE (13/06/2024) ▪ Major Capital Projects (16/05/2024) ▪ Search and Governance (24/04/2024) 	

12.2	<ul style="list-style-type: none"> ▪ CCMS (17/06/2024) 	
12.3	Sealing report	
12.4	Written Resolution Report	
12.4	External Board Review Report	
13	DATES OF NEXT MEETINGS <ul style="list-style-type: none"> ▪ 10 October 2024 ▪ 11 December 2024 ▪ 29 January 2025 ▪ 19 March 2025 ▪ 14 May 2025 ▪ 2 July 2025 	