



### THE CORNWALL COLLEGE GROUP

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

<b><u>Governors Present</u></b>			Tom Mainwaring - TME	
			Evans	
Rob Bosworth	RB	Principal & CE	Patrick Newberry	PN Chair
Lee Charnock	LC	Items 1-6	Glayne Price	GP
Will Charnley	WC		Mark Rands	MR
Michael Hambly	MH	Items 1- 6	Geoff Warring	GW
Wilf Hudson	WH		Sarah Watts	SW
Josephine John	JJ		Pat Wilde	PW Vice-Chair
Jonathan Mashen	JM			
<b><u>In Attendance</u></b>				
Adrian Ford	AF	Group Deputy Principal Group Operations		
Mark Wardle	MW	Group Deputy Principal Curriculum and Quality		
Tian Bersey	TB	Clerk to the Governors		

<p><b>PRE BOARD SESSION</b></p> <p>The Director of People and Culture joined the meeting to present her Annual Report. She highlighted the results of the staff survey and the increase in numbers of staff who would recommend the College as a good place to work; the increase in appraisal completion and the new benefits programme that is being introduced with increased wellbeing support.</p> <p>A governor recognised the good turnover statistics and asked if any there were any AOC benchmarks. The AOC no longer produces benchmarks for Colleges but the national workforce statistics are 18%. A governor asked for clarification on the number of full time equivalent staff against target. The numbers of staff have increased to support projects and increased learner numbers. The number against target will be checked.</p> <p>The Designated Safeguarding Lead joined the meeting and delivered a safeguarding training for governors which covered:</p> <ul style="list-style-type: none"> <li>▪ Definition of Safeguarding</li> <li>▪ Introduction to the Safeguarding Team</li> <li>▪ Governor responsibilities</li> <li>▪ Keeping Children Safe in Education including 2024 updates</li> <li>▪ Statutory processes and duties for safeguarding, safer recruitment, prevent and working together guidance</li> <li>▪ College Safeguarding and Child Protection Policy and Prevent Policy and Procedure</li> <li>▪ Filtering and monitoring of IT</li> <li>▪ Staff Training</li> </ul> <p>Governors completed a Key Information Sheet throughout the training.</p> <p>Governors reviewed the Safeguarding Annual Report and discussed:</p>		JN
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	<ul style="list-style-type: none"> <li>▪ The College community and recording and monitoring trends in disadvantage and neglect.</li> <li>▪ A new safeguarding checklist for events and commercial lettings on the estate.</li> <li>▪ Monitoring of IT: the purpose, communicating this to learners and staff and balancing privacy/independence with care of learners.</li> <li>▪ The importance of the tutor role in safeguarding.</li> <li>▪ Supporting and enabling students to make wise decisions.</li> <li>▪ Online exploitation.</li> <li>▪ Move to a single record.</li> </ul> <p>Board members thanked Wilf Hudson for his contribution and commitment to the College during his time on the Board.</p>	
1	<p><b>WELCOME</b></p> <p>The Chair welcomed all members and in particular TME and RB to their first meeting. The Chair set the scene for the new academic year wanting to increase time for strategic discussion, more meaningful questions and debate. However, it will be important not to lose oversight and holding the executive to account. To this end, work has taken place over the summer to clarify and simplify Board processes.</p>	
2	<p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>Apologies were received from Kathryn James, Penny Mathers, Nik Ramsay Trease and Ellen Winsor.</p> <p>There were no further declarations of interest to those contained on the Register of Interests.</p>	
3	<p><b>MINUTES AND MATTERS ARISING</b></p> <p><b>3.1 Minutes</b></p> <p>The minutes and confidential minutes of the Board meeting on 10 July 2024 were agreed to be an accurate reflection of the meeting and were approved by the Board.</p> <p><b>3.2 Matters Arising report</b></p> <p>The Board received the Matters Arising Report.</p>	
4	<p><b>OPERATIONAL MATTERS</b></p> <p><b>4.1 Principal's Report</b></p> <p>The Principal presented his report highlighting:</p> <ul style="list-style-type: none"> <li>▪ the strong enrolment numbers and he is now focusing on improving the numbers in apprenticeships.</li> <li>▪ growing pains due to increased numbers particularly affecting space, buses and cash flow.</li> <li>▪ communicating at a higher level through fortnightly emails.</li> <li>▪ feedback regarding the student experience.</li> <li>▪ the national context with teacher pay increases and changes in Ofsted grades not being extended to FE. The Principal is lobbying MPs for change. It is important that the College increases its surplus, takes control of its destiny and does not rely on the centre.</li> </ul> <p>A staff governor reported that the fortnightly emails are well received and asked for an update regarding the defunding of courses. The Principal reported that that the Curriculum and Assessment Review is currently underway. The College has been asked to join the National Group for Landbased Activities. There appears to be a willingness to listen. The College will offer what is available.</p> <p>The governors further discussed the support that's needed for an additional 500 students and innovating to find solutions within budget due to the challenges of lagged funding. The Principal</p>	

<p>4.2</p>	<p>welcomed all ideas. The Group Deputy Principal Group Operations outlined what funding the College can expect in year and next year from the increased numbers.</p> <p>The Board also discussed the impact of future growth and the needs of the estate.</p> <p><b>Performance and results</b></p> <p>The Group Deputy Principal Curriculum and Quality presented the results with comparison to the national average. The overall target of 81% has been exceeded, the challenge is to now achieve this consistently. In previous years these excellent results would have put the College sixth in the South West for 16-18 results and first for adult education.</p> <p>A governor asked about the breakdown of results for each course. This information will be available in the Self Assessment Report. Results increased across the piste which is a credit to the work of all the staff. With the exception of functional skills, high needs students performed better than other learners. The English and Maths strategy is also making an impact. There are pockets of challenge which still need focus.</p> <p>A governor acknowledged the improvement in HE performance and reflected on the link to the better than average attendance rates.</p> <p>The Board congratulated the team on the success.</p>	
<p>4.3</p>	<p><b>Realigning to College cycle</b></p> <p>The Principal presented his proposal to use the Self Assessment Report (SAR) to drive core business and a Quality and Improvement Plan (QIP) to pull out areas for development. The Board will scrutinise the SAR and monitor progress against the QIP. The operating statement would cease to exist.</p> <p>The Board agreed to the proposal highlighting the role of the committees in scrutinising the relevant aspects the SAR and QIP and reporting to the Board.</p> <p>It has also been agreed that from January 2025 the meeting schedule will change moving committee meetings online at the end of the day and Board meetings to Friday mornings in person.</p>	
<p>5</p>	<p><b>STRATEGIC MATTERS</b></p>	
<p>5.1</p>	<p><b>Strategic Plan 2025 – 2028 planning</b></p> <p>The Principal presented his plan for engagement and consultation to devise a 5-year strategic plan as phase two of a 10-year mission to be world-class for our communities by 2035.</p> <p>The Board will discuss the plan at a Board Away Day in April. A governor asked how students will be consulted on the plan. Learners will be engaged through planned learner voice activities.</p> <p>The Principal highlighted the importance of place and focusing on campuses rather than the Group structure. A governor welcomed the focus on campuses and seeking events and other ways to shine a light on each. A governor asked about the potential for students to be involved in the building work at St Austell. A governor reflected on his employer's skills relationship with the College and advocated for further traction and support from other employers.</p> <p>The Chair highlighted the strategic dilemma of general further education versus leveraging pockets of world class practice.</p> <p>The Board supported the direction of travel.</p> <p>The Principal also outlined the priorities and focus for this year as:</p> <ul style="list-style-type: none"> <li>▪ Estate: Buildings, Facilities and IT</li> </ul>	

5.2	<ul style="list-style-type: none"> <li>▪ Mission: Agree strategy and timelines with Board, staff and stakeholders</li> <li>▪ Pay: When we achieve, we all benefit together</li> <li>▪ Ofsted: Confirming the good 'Good'</li> <li>▪ Workload: The 'not to do' list – an initiative to increase focus on what really matters</li> <li>▪ Education: Our curriculum and skills offer</li> <li>▪ Recruitment: Right learner, right course</li> </ul> <p><b>Opportunities &amp; Developments Register</b></p> <p>The Principal introduced the Opportunities and Developments Register which was reviewed by the Board. It will be used to keep the Board up to date with new opportunities and to seek input from the Board on new initiatives.</p> <p>Board discussions on the Opportunities and Developments Register are recorded in the confidential minutes.</p> <p>It was agreed to spend more time on the Register at the next meeting.</p>	TB
6 6.1  6.2  6.3	<p><b>ANNUAL REPORTS AND OTHER APPROVALS</b></p> <p><b>People and Culture</b></p> <p>Having reviewed the report with the Director of People and Culture in the pre Board session the Board accepted the report.</p> <p><b>Safeguarding and Prevent, to include KCSIE update and updated Policies</b></p> <p>Having reviewed the report with the Designated Safeguarding Lead in the pre Board session the Board accepted the report and approved the Safeguarding and Child Protection Policy and Prevent Policy and Procedures.</p> <p><b>Lead Regulatory Compliance including Data Protection and Complaints</b></p> <p>The Head of Regulatory Compliance joined the meeting and presented her report. She highlighted the following in her report:</p> <ul style="list-style-type: none"> <li>▪ GDPR: Cyber security is the highest risk to GDPR. More robust due diligence has been required following the initial data privacy impact assessments on new software and applications.</li> <li>▪ Complaints: The total number of complaints in 2023/24 increased in comparison to the previous year but remains low. Learner use of social media to garner support from other learners has increased the complexity of some complaints.</li> <li>▪ Freedom of Information: Websites such as "What do they know" have increased the number of queries.</li> </ul> <p>A governor asked if the data breaches so far in 2024/2025 mirrored previous years. There is no regular pattern but job applications during the summer generate a number of breaches. A governor asked about the data asset registers which are in progress. A governor highlighted the number of complaints relating to staff attitude and behaviour. A number related to the same member of staff and all complaints are flagged to HR.</p> <p>In accepting the report, the Board also approved the Freedom of Information and Environmental Information Policy.</p> <p>The Principal informed the Board that the Head of Regulatory Compliance will retire at the end of 2024 and the Board joined the Principal in thanking her for her work and significant contribution to the College and to its turnaround programme.</p>	
7 7.1	<p><b>REPORTS FROM COMMITTEES OR SUBSIDIARIES</b></p> <p><b>Finance and Resources Committee Chair report</b></p>	

7.2 7.3 7.4 7.5	<p><b>Curriculum and Quality Committee Chair report</b></p> <p><b>Search and Governance Committee Chair report</b></p> <ul style="list-style-type: none"> <li>▪ Governor Training and Development Plan</li> <li>▪ Updated role descriptions for the Lead Governor for Safeguarding and Lead Governor for Skills and Careers</li> </ul> <p><b>Major Capital Projects Committee Chair report</b></p> <p><b>CCMS</b></p> <p>The Board received the above reports from the Committee Chairs and approved the Governor Training and Development Plan and updated role descriptions.</p> <p>CCMS will be on the Finance and Resources Committee agenda in November.</p>	
8	<p><b>BEYOND THE BOARDROOM</b></p> <p><b>Update on plans for 2024/2025</b></p> <p>The Chair outlined opportunities for governors to engage beyond the boardroom in group visits to different campuses and events within the College and with external stakeholders. Further work will be done on shaping the opportunities and the process for reporting back.</p>	
9 9.1	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Legal Charge relating to the Towns Fund – Food &amp; Farming Enterprise Hub at Rosewarne campus.</b></p> <p>Governors approved the signing of the Legal Charge by the Chair and the Principal.</p>	
10	<p><b>INFORMATION SECTION</b></p> <p>None.</p>	
11	<p><b>DATE OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>▪ 11 December 2024</li> </ul>	
12	<p><b>**EXTERNAL GOVERNORS ONLY</b></p> <p><b>Remuneration Committee Chair report</b></p> <p><b>Remuneration Committee Annual Report</b></p> <p>Staff governors and the Group Deputies left the meeting.</p> <p>The Chair of the Remuneration Committee presented her Committee Chair Report. The external/independent governors approved the Annual Report and updated Terms of Reference therein.</p>	