



### THE CORNWALL COLLEGE GROUP

#### Minutes of the Corporation Board meeting held on 11 December 2024 at 3pm at the Camborne Campus

<b>Governors Present</b>			Jonathan Mashen	JM	
Rob Bosworth	RB	Principal & CE	Patrick Newberry	PN	Chair
Lee Charnock	LC		Glayne Price	GP	
Laurina Fox-Smith	LFS		Mark Rands	MR	
Michael Hambly	MH		Geoff Warring	GW	
Kathryn James	KJ		Sarah Watts	SW	
Josephine John	JJ		Pat Wilde	PW	Vice Chair
Tom Mainwaring - Evans	TME		Ellen Winsor	EW	
<b>In Attendance</b>					
Mark Wardle	MW	Group Deputy Principal Curriculum and Quality			
Tian Bersey	TB	Clerk to the Governors			
Charlie Martin	CM	Bishop Fleming, External Auditors for item 6.2.4 – 6.2.7			

1	<b>WELCOME</b> The Chair welcomed the FE Student Governor to her first meeting.	
2	<b>APOLOGIES AND DECLARATIONS OF INTEREST</b> Apologies were received from Will Charnley, Nik-Ramsey-Trease and Adrian Ford. The Board noted the resignation of Penny Mathers from the Board and their appreciation for her very significant contribution as a Board member.	
3	<b>MINUTES AND MATTERS ARISING</b>	
3.1	<b>Minutes</b> The minutes and confidential minutes of the Board meeting on 10 October 2024 were agreed to be an accurate reflection of the meeting and were approved by the Board.	
3.2	<b>Matters Arising report</b> The Board noted the matters arising report. The Board also noted that action 1/24 will be taken forward to the next meeting.	TB
4	<b>OPERATIONAL MATTERS</b>	
4.1	<b>Principal's Report</b> The Board received the Principal's written report.  Governor questions are recorded in the confidential minutes.	
4.2	<b>Principal's Presentation State of Nation</b> The Principal began his presentation with some of the many success stories from the past term including learner success at the Landex National Awards and World Skills UK competition and visits from the Duke of Cornwall, the Chair of the Cornwall Economic Forum and the FE Commissioner.	

4.3	<p>The Principal continued with updates for the Board on:</p> <ul style="list-style-type: none"> <li>▪ Implications of the Chancellor's Budget for FE</li> <li>▪ Curriculum review</li> <li>▪ Benchmarking 16-18 enrolments</li> <li>▪ College finances across the sector</li> <li>▪ What will shape the work of the FE College sector nationally and Cornwall College locally</li> <li>▪ The biggest threats and opportunities for the College</li> </ul> <p>A governor congratulated the Principal on the HE Graduation, another notable event and the celebration of a second chance in education for many students.</p> <p>The Board noted that Ofsted will now visit in the new year and discussed planning.</p> <p><b>Self Assessment Report / Quality Improvement Plan</b></p> <p>The Group Deputy Principal Curriculum and Quality presented the Self Assessment Report (SAR) for approval. The final draft is the product of feedback from consultation including from the review session with governors and recommended for approval by the Curriculum and Quality Committee. The College has recognised the progress it has made and assessed itself as good overall, with outstanding in four areas and good in the remainder. Once approved the Marketing Team will add design elements and it will be shared with Ofsted.</p> <p>The Board considered the Quality Improvement Plan (QIP).</p> <p>The Board asked questions on and discussed:</p> <ul style="list-style-type: none"> <li>▪ High needs and the recent return visit from the independent consultant to review progress made</li> <li>▪ The value in identifying specific skills and sectors to focus on going forward</li> <li>▪ Contributing to tackling deprivation in Cornwall</li> </ul> <p>The Board approved the Self Assessment Report and noted the Quality Improvement Plan. Progress against the QIP will be monitored through the appropriate committees and the Board.</p>	
4.4	<p><b>Balanced Scorecard</b></p> <p>The Board received the Balance Scorecard and proposed targets for 2024/25.</p>	
5 5.1	<p><b>STRATEGIC MATTERS</b></p> <p><b>Opportunities &amp; Developments Register</b></p> <p>The Principal presented the Opportunities and Developments Register as a confidential item.</p> <p>Governor questions are recorded in the confidential minutes.</p> <p>The Chair thanked the Principal for implementing the register and looks forward to hearing about the progressing of opportunities.</p>	
6	<p><b>REPORTS FROM COMMITTEES OR SUBSIDIARIES</b></p>	
6.1	<p><b>Finance and Resources Committee</b></p>	
6.1.1	<p>The Board received the written report from the Chair of the Finance and Resources Committee, the finance update from September 2024 and a letter from the ESFA confirming the financial health grade for the College as Good.</p> <p>The Board discussed the transfer of Penhaligon as a confidential item which is recorded in the confidential minutes.</p>	
6.2	<p><b>Audit and Risk Committee</b></p>	
6.2.1	<p><u>Chair's report</u></p> <p>The Chair of the Audit and Risk Committee presented the following from his written report:</p>	

	<ul style="list-style-type: none"> <li>There is an adjustment in the financial statements relating to Penhaligon which has been completed since the Chair's report was published, to reflect the write down from use value to disposal value of the building.</li> <li>In light of the above, additional information has been requested in order to revisit accounting for John Keay House.</li> <li>The Boards of CCMS (2000) Ltd and CC Education Services Ltd have signed off the respective company accounts.</li> <li>The Regularity Self Assessment was reviewed by the Audit and Risk Committee.</li> <li>The Internal Audit Annual Report confirms second tier approval.</li> <li>The Committee Annual Report will need revision once the Annual Report and Financial Statements are finalised.</li> <li>The Annual Report on Health and Safety was presented to the Committee and is available in the meeting pack.</li> <li>The College response to a significant cyber security incident over the summer.</li> </ul> <p>The Board agreed the reappointment of Bishop Fleming as external auditors for 2024/25 which will be the final year on the current terms. A tender process will start in the new year for 2025/26. The Board discussed the market and likely interest.</p>	
6.2.2	<u>Internal audit annual report 2023/2024</u> Received.	
6.2.3	<u>External audit findings report relating to the Financial Statements and reporting on regularity, letter of representation</u> The External Auditor joined the meeting and presented the external audit findings report.	
6.2.4	<u>Cornwall College Group Financial Statements 2023/24</u> Pending as above.	
6.2.5	<u>Audit &amp; Risk Committee annual report 2023/24</u> Pending finalisation of the accounts.	
6.2.6	<u>Regularity Self-Assessment Questionnaire</u> Received.	
6.3	<b>Curriculum and Quality Committee</b>	
6.3.1	The Chair of the Curriculum and Quality Committee highlighted the following aspects of her report: <ul style="list-style-type: none"> <li>The Committee had received an update on the Employability, Careers and Work Experience Strategy and assurance of required provision.</li> <li>The Committee had received an update from the Designated Safeguarding Lead and discussed the importance of the information flow from schools and a further item recorded in the confidential minutes.</li> </ul>	
6.4	<b>HE Committee</b>	
6.4.1	The Chair of the HE Committee highlighted the following aspects of her report: <ul style="list-style-type: none"> <li>A new HE strategy will come out of the new College strategy.</li> <li>The Committee will review progress against the current HE strategy at the next meeting.</li> <li>The Committee reviewed the NSS (National Student Survey) results and noted a high participation rate.</li> <li>The Committee terms of reference have been updated to better reflect the roles of the HE Academic Board, the Executive Leadership Team and the HE Committee. The Board approved the Terms of Reference.</li> </ul>	RB

6.5	<b>Joint ELT/Governor Strategy Group on Safeguarding, SEND and Equity</b>	
6.5.1	The Chair of the Strategy Group reported that the group would like to continue to look into the issues and how they interact. The group has been exploring the data needed to drive strategic issues and will refine the ask to collect data on for example care leavers and learners receiving free school meals. A governor who is a member of the group supported how useful it is to consider safeguarding, SEND and equity in a joined-up way.	
6.5.2	<p><u>Annual Equity Update</u></p> <p>The Group Deputy Principal Curriculum and Quality presented the Annual Equity Update on behalf of the Director of People and Culture. He highlighted the following from the written report:</p> <ul style="list-style-type: none"> <li>▪ Evidence of the education work the College is doing with students through the EMPOWER framework and in response to concerns</li> <li>▪ Strengths and areas for improvement in learner achievement rates</li> <li>▪ Efforts to actively engage staff</li> <li>▪ Actions to support staff</li> </ul> <p>The Board discussed:</p> <ul style="list-style-type: none"> <li>▪ the gender pay gap and the high number of females in the lower quartile. Assurance was given that the College pays equally for equal work and that this is audited annually with the unions.</li> <li>▪ activities to promote and encourage women in STEM;</li> <li>▪ learning from industry and industry initiatives;</li> <li>▪ the idea raised during the governors' visit to the St Austell Skills Centre of introducing a construction careers day for women. Ensuring such initiatives are not negative to men. Recognising that in other sectors such as healthcare the dilemma is opposite.</li> <li>▪ Cornish is not listed as an ethnicity. The Principal reported that the data in the report is based on the model of data collected by the DfE.</li> </ul>	
6.6	<b>Search and Governance Committee</b>	
6.6.1	<p><u>Cessation of Major Capital Projects Committee</u></p> <p>The Chair outlined the proposal to cease the Major Capital Projects Committee and to fold its work into the Finance and Resources Committee, given the reduced amount of major projects where delivery risk rests with the College. This was agreed.</p>	
6.6.2	<p><u>Expanding remit of the committee</u></p> <p>The Chair proposed that the remit of the Search and Governance committee be updated to normalise the practice of using Committee Chairs as a sounding board and to provide a cross committee view for the Principal. The updated terms of reference will be sent by email following the meeting for approval. The Chair confirmed that there is no intention to change delegated authorities, or to reduce the Board's decision rights and importance.</p> <p>A governor raised the need to recruit further education experience to the Board following recent departures. This was agreed.</p>	<p><b>TB</b></p> <p><b>TB/JJ</b></p>
7	<b>BEYOND THE BOARDROOM</b>	
7.1	<p><b>Report from visits</b></p> <p>The Board received a written report on beyond the boardroom activities completed from September to December 2024.</p>	
8	<p><b>ANY OTHER BUSINESS</b></p> <p>None</p>	

9	<b>INFORMATION SECTION</b>	
9.1	<p>The Board received:</p> <p>Minutes of Board Committee Meetings</p> <ul style="list-style-type: none"> <li>• Audit and Risk (25/11/24)</li> <li>• Curriculum and Quality (30/09/2024 &amp; 27/11/24) &amp; Safeguarding and Prevent Termly Update</li> <li>• Finance and Resources (18/09/2024 &amp; 18/11/2024)</li> <li>• HE (27/11/2024)</li> <li>• Major Capital Projects (18/09/2024)</li> <li>• Search and Governance (02/10/2024)</li> <li>• CCMS (23/09/2024 &amp; 2/12/24)</li> </ul>	
9.2	Written resolution report	
9.3	Sealing report	
10	<p><b>DATE OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>▪ 21 March 2025 (St Austell)</li> <li>▪ 5/6 April 2025 Away Days (St Mellion)</li> <li>▪ 4 July 2025 (Location TBC)</li> </ul>	