



THE CORNWALL COLLEGE GROUP
Minutes of the Corporation Board meeting
held on 20 March at 4pm at St Austell Campus and on Teams

Governors Present					
Will Charnley	WC	Items 1-7 only	Penny Mathers	PM	
Lee Charnock	LC		Patrick Newberry	PN	(Chair of the Board)
John Evans	JE	(Principal and CEO)	Nik Ramsay-	NRT	
			Trease		
Michael Hambly	MH		Mark Rands	MR	
Wilf Hudson	WH		Sarah Watts	SW	
Jonathan Mashen	JM		Pat Wilde	PW	
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			
Shirley Collier	SC	External Board Reviewer			

	<p>PRE BOARD SESSION</p> <p>Governors received a demonstration of Teachermatic, an AI assistant programme that has been purchased by the College, from Adrian Ford and Lee Adams, Head of Initial Teacher Training.</p> <p>Governors discussed how the programme supports a reduction in teacher workload; parameters for use and the importance of staff checking and further developing the content that is produced; and how to measure output and success. 400 licenses have been purchased for use by teaching staff and the Operational Leadership Team at a cost of £12k. An annual licence gives flexibility going forward.</p> <p>It was agreed that the Group Deputy Principal Group Operations will report back to the Board in six months' time on the use and impact of the programme.</p>	AF
1	<p>WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed Mark Rands to his first Board Meeting. The Chair also welcomed Shirley Collier who was observing the meeting as part of the External Board Review.</p> <p>Apologies were received from Kathryn James, Glayne Price, Geoff Warring & Ellen Winser.</p> <p>There were no further declarations of interest to those contained on the Register of Interests.</p>	
2	<p>MINUTES AND MATTERS ARISING</p>	
2.1	<p>Minutes</p> <p>The minutes and confidential minutes of the Board meeting on 31 January 24 were agreed to be an accurate reflection of the meeting and were approved by the Board.</p>	
2.2	<p>Matters Arising report</p> <p>The matters arising report was received and noted.</p>	

	<p>A governor explained the reasons for wanting to see the Pro student management system. Following the work of the student wellbeing group and discussions on student mental health governors are keen to see how the system works. This will be arranged. The Group Deputy Principal Curriculum and Quality reported that some changes will be made to the case information logged on the system following the feedback from the Ofsted residential inspection. It will be good for the governors to also see this.</p>	
4 4.1	<p>STRATEGIC MATTERS</p> <p>Approval of the 10-year Curriculum Strategy</p> <p>The Group Deputy Principal Curriculum and Quality reported that following the Board Strategy Day the devolution deal for Cornwall and its impact on the adult education budget and the maths for all pledge have been added to the strategy and the targets.</p> <p>The strategy was approved. It was agreed that targets would be reviewed annually by the Curriculum and Quality Committee. The targets will evolve over the 10 year period.</p>	
5	<p>CCSU AND LEARNER VOICE UPDATE</p> <p>The Director of Student Experience joined the meeting and provided an update on the CCSU and learner voice feedback including from course representatives and student experience teams. Learners are content that they are being challenged, helped in progression and in considering next steps. Action has been taken and additional resources provided to improve communication so that learners are better prepared for the next steps. In response to feedback additional signage has been put up on campuses and improvements made to catering including less disposables. Activities supporting mental health have been initiated. In Bicton and Falmouth the CCSU is strong and working well and in other campuses the CCSU needs strengthening.</p> <p>A staff governor reported that students had raised behaviour as an issue in the student panels in the recent interviews. Sessions were offered to students to empower them to challenge the behaviour of their peers but there was not a huge uptake.</p> <p>A governor involved in the recent Ofsted residential inspection reported that student feedback to the inspectors had been very positive and confidently delivered and congratulated the team on the overall result.</p> <p>A governor reported on attendance at the recent Learner Voice Forum in Stoke. The forum had been well prepared and the improvements that learners sought blended into discussions on mental health. The teams organising the forums had been encouraged to do something different in this round to encourage discussion and to support focus group discussion. The submission of issues/topics was invited ahead of time.</p> <p>A governor reflected on the ‘ticking time bomb’ from Covid and asked if there was a greater demand on mental health for readjustment. Mental health needs are increasing year on year; staff have been trained to identify signs and needs; there is an increasing need for higher level support and safeguarding support. Funding and the transition to adult services / higher thresholds for 16-18 year olds pose challenges. Social workers from Young People Cornwall will come on to site and support learners.</p>	
6 6.1	<p>PRINCIPAL AND CE'S REPORT</p> <p>Principal's Report</p> <p>The Principal reported on the provisional report from the recent Ofsted Residential Inspection of Stoke, Bicton and Golf. All indicative grades are rated good. The inspectors highlighted the enthusiasm, knowledge and understanding of the process of the governors they met. The report has been checked and four challenges made. The areas for improvement were the need to record more detail/information in records regarding decision making and meetings with</p>	

	<p>staff. It was noted that students who live in achieve more. The final report will be published in 18 days and forwarded to governors when live.</p> <p>The Board discussed the areas for improvement and noted that the right decisions are being made for students but more information is needed on why decisions were made in case students want to track back in the future.</p> <p>The Principal also reported on the Maths for all pledge which was announced by the government without any prior consultation with the Association of Colleges and increased the expected delivery hours of maths to 4 hours a week. The College currently delivers 3 hours a week.</p> <p>The Principal also highlighted the following from his written report:</p> <ul style="list-style-type: none"> ▪ The Kehelland Trust will visit Rosewarne tomorrow. Cornwall Council are keen for talks to progress. ▪ A draft of the updated Accountability Statement will be reviewed by the Executive Leadership Team (ELT) and come to the Board in May. ▪ Applications are generally tracking well but need to ensure conversion. ▪ The Department for Education (DfE) has confirmed that the College will formally move out of financial concern in April. ▪ The application for planning for a new facility in partnership with St Austell AFC will be made in April. This will enable a 16-18 football academy with Plymouth Argyle. ▪ Various visitors to the College including the Prime Minister and the (Labour) Shadow Minister for Skills, Further and Higher Education. <p>The Principal hopes that governors will join the FE Student Star Awards on 27 June.</p>	
6.2	<p>Operating Statement The Board noted the progress made in the key actions/developments in the Operating Statement.</p>	
6.3	<p>Balanced Scorecard The Board noted the Balanced Scorecard.</p> <p>The Board discussed the targets rated red within the Quality of Education section and in particular attendance. A 90% target was aspirational and attendance is improving but a general lack of parental engagement with the issue makes it challenging. The Chair of the Audit and Risk Committee reported that the internal auditors had confirmed this was a national issue and that the College was not an outlier. A governor also highlighted public transport as a contributing factor.</p>	
6.4	<p>Risk Register Update The Group Deputy Principal Group Operations presented the risk register and explained new additions including a projected date for the risk target being met and an updated key to convey as much information as possible.</p> <p>Risk appetite can be discussed further as the Board may want to be more open as appropriate in the future. The Chair agreed that this discussion will be important as the College considers moving into new areas.</p>	
7	<p>CAPITAL INVESTMENT UPDATE The Group Deputy Principal Group Operations (DPGO) introduced the Head of Projects and Partnerships who is responsible for bidding for and controlling capital funds. With no EBITDA to invest in infrastructure the College has had to rely on project funding and been successful in securing £23m. The Board reviewed the funding awarded from the Local Skills Improvement</p>	

	<p>Fund, for capital projects to support T-levels, from DfE capital allocation and the Shared Prosperity Fund. The Board thanked the Head of Projects and Partnerships.</p> <p>The Group Deputy Principal Group Operations reported a delay in the Camborne redevelopment due to a design mistake by Hydrock. The Project Director from the DfE has recently visited the site and was impressed with the work. Some funding has been moved into the next financial year. Due to RAAC some staff have had to move into a building that will be demolished. The curriculum area is complete. A Board member suggested that the Board should visit Camborne and Rosewarne to see the redevelopment.</p>	TB/PN
8	<p>SUBCONTRACTING UPDATE</p> <p>The Chair welcomed the Vice Principal Data, Funding and Compliance to the meeting who highlighted the following from his written report:</p> <ul style="list-style-type: none"> ▪ Quality performance indicators are positive. ▪ The issues with one particular area of delivery are now resolved. ▪ Compliance reviews found one issue of out of date policies. ▪ Finances remain strong and were de-risked by the redistribution of funding. <p>The DfE have now formally responded to the Subcontracting Standard Audit and confirmed that the standard has been met. The next audit will be due in 3 years.</p> <p>The tender process for partners to deliver provision in 2024/25 is underway. Procurement will only take place for 16-18 Sport due to proposed increase in learner numbers and contract values. Others will be extended due to the stability of delivery and contract values.</p> <p>A governor asked a question regarding the toilet facilities and staffing provision at Pengegon Allotment (Cornwall Neighbourhood for Change). It was confirmed that solutions had been found and were being implemented. The governor advised that the College’s Safeguarding team could actively support the development of the pending risk assessment rather than waiting to review on referral.</p>	
<p>9</p> <p>9.1</p>	<p>ANNUAL REPORTS</p> <p>Sustainability Annual Report and Policy</p> <p>The Chair welcomed the Deputy Head of Estates to the meeting who highlighted the following from his written report:</p> <ul style="list-style-type: none"> ▪ KPIs have been developed. Data on energy consumption has allowed the development of more meaningful KPIs in this area and benchmarking has started. Currently investigating high energy usage at Newquay and high water usage at Rosewarne. Will report by exception going forward. ▪ KPIs will support a change in culture. ▪ The Sustainability Committee has been revitalised and a representative of the Board attended the meeting. Campus groups are also being revitalised. <p>The Governor who represented the Board at the Sustainability Committee meeting reported on a positive meeting and that momentum was really picking up.</p> <ul style="list-style-type: none"> ▪ Taken a conservative approach to reviewing the FE roadmap but are moving from “Emerging” into the “Established” category. ▪ Engaged a consultant to support the development of a detailed analysis of our Scope 1,2 and 3 carbon footprint. <p>The Board welcomed the support in tracking carbon emissions.</p> <ul style="list-style-type: none"> ▪ The marketing team are supporting the promotion of work in sustainability. 	

<p>9.2</p>	<p>A staff governor highlighted the engagement of students in sustainability as evidenced by the student panels in the recent interviews.</p> <p>The Board reviewed and approved the Sustainability Policy.</p> <p>Gender Pay Gap</p> <p>The Board welcomed the Director of People and Culture to the meeting who highlighted the following from her written report:</p> <ul style="list-style-type: none"> ▪ The headline figures – the mean average gap has decreased and the median average gap has increased. ▪ More females are employed in the lower quartiles which allow flexible and term time only roles which suit caring responsibilities. ▪ There is a clear policy of paying equally for the same or equivalent work and the Unions are involved in checking this. ▪ Males hold many of the posts which attract market premiums (construction, engineering, agritech and maths). This reflects the position across the UK. ▪ Pay has risen sharply, our competitors generally pay more and it would be difficult to recruit with these market premiums. ▪ Work is in progress to gather and analyse data on appointments, promotions and leavers. <p>Governors discussed the plans to extend data gathering; the need for more analysis and monitoring; comparing and benchmarking data with other institutions; digging deeper into equality of opportunity and how particular posts are marketed. Governors are keen to understand more and take action where appropriate. The Joint ELT/Governor Strategy group for SEND, Equity and Safeguarding will discuss this further.</p> <p>The Board accepted the report.</p>	<p>PW</p>
<p>10 10.1 10.2 10.3 10.4 10.5 10.6</p>	<p>REPORTS FROM COMMITTEES OR SUBSIDIARIES</p> <p>Finance and Resources Committee Chair report</p> <ul style="list-style-type: none"> ▪ HE Fees Policy <p>Audit and Risk Committee Chair report</p> <ul style="list-style-type: none"> ▪ Governor Privacy Notice <p>Curriculum and Quality Committee Chair report</p> <p>HE Committee Chair Report</p> <p>Search and Governance Committee Chair Report</p> <p>Major Capital Projects</p> <p>The Board noted the reports from Committees. The Major Capital Projects update was included in item 7.</p> <p>The HE Fees Policy and the Governor Privacy Notice were approved.</p> <p>The Chair of the Audit and Risk Committee highlighted a positive report from the internal audit into marketing confirming substantial assurance and highlighting areas of good practice. Consideration is now being given to areas for the internal audit plan for 2024/25. Student application processes and conversion have been highlighted as a hot topic and will progress through. Recommendations will be sought from Committee Chairs.</p>	<p>JM</p>
<p>11</p>	<p>BEYOND THE BOARDROOM (BTB)</p> <p>The Board noted the BTB activity this term and the proposal to focus activity going forward.</p> <p>A staff governor highlighted how much teaching staff value meeting governors. A governor raised a concern expressed by staff members at their recent visit to Newquay which was noted by the Principal and will be explored further.</p>	

<p>12 12.1 12.2</p>	<p>GOVERNANCE Standing Orders The Clerk to Governors presented changes to the Standing Orders and these were approved.</p> <p>FE Student Governor leave of absence The Board noted that the FE student governor had paused all student governor activities for the remainder of the academic year to enable him to focus on his studies.</p>	
<p>13</p>	<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"> ▪ Audit and Risk (07/03/24) These minutes were not included in the distributed pack but uploaded to Teams. They will be redistributed with the May Board meeting papers. ▪ Curriculum and Quality (07/02/2024) & Safeguarding and Prevent Termly Update ▪ Finance and Resources (17/01/2024 and 04/03/2024) ▪ HE (07/02/2024) ▪ Major Capital Projects (05/02/2024) ▪ Search and Governance (17/01/2024) ▪ CCMS (26/02/2024) <p>Energy Consumption Report</p> <p>Sealing report Written Resolution Report</p>	
<p>14</p>	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> ▪ 1 May 2024, 10am – 4pm Board Strategy Day, followed by a short Board meeting 4pm – 5pm ▪ 10 July 2024, 4-6pm, following a 2-4pm pre Board 	