



CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 28 June 2022 via Teams

Trustees Present: Mr J Burnett, Mr M Davis, Dr C Gray, Dr J Grey (Principal), Mrs N Hughes, Professor A Phippen, Mrs J Proctor, Mr P Reed, Mrs T Roose, Mr C Twigg and Mr D Walrond (Chair)

In Attendance: Mr A Jefferies (Assistant Principal), Mrs R Loom (Business Manager), Ms J Temple (Assistant Principal) and Mrs A Winter (Governance Professional)

Apologies: Mrs D Tarrant, Mr T Woodley and Mrs S Wright

Item	Discussion/Decision	Action
22/17	Apologies The Board thanked Tom Woodley for his recent message and trustees sent their best wishes to Tom.	AW to convey best wishes
22/18	Declarations of Interest Trustees were reminded of the requirement to disclose any potential interest, financial or otherwise, that could give rise to a conflict of interest. No new interests were declared.	
22/19	Minutes The minutes of the Board meeting held on 5 April 2022 were APPROVED as a correct record, subject to a correction to Minute 22/12 to confirm a 2% annual price rise within the bus contract.	AW to amend minutes
22/20	Matters Arising 20.01 Safeguarding Update (Minute 22/11) The Board agreed that the briefing session on 24 May 2022 had been very useful and demonstrated the complexity and volume of work undertaken by the safeguarding team. Additional guidance would be provided for Trustees and Jamie Crowle (Student Services Team Leader) would provide a further update to the next TLSE meeting.	For TLSE agenda
22/21	Chair's Business The Chair reported on productive meetings with the Chair and Principal of Truro and Penwith College (TPC) to take forward the partnership, address operational issues and the implementation of the Memorandum of Understanding. He also summarised national policy developments including the Schools Bill and the ONS review of the classification of colleges and potential implications for the re-designation of colleges which could reduce barriers to the merger of TPC and Callywith College.	

22/22	<p>Principal's Report</p> <p>The Principal reported on recent activity and highlighted the incredible growth of the College since opening for the first cohort five years ago. The Board discussed a range of issues, including:</p> <ul style="list-style-type: none"> <p>Exams</p> <p>The return to formal exams after a break of two years had been challenging with more than 2300 individual entries and large numbers of bespoke access arrangements to organise. An exam board inspection undertaken by JCQ had confirmed sound arrangements were in place. Despite high levels of exam anxiety, student attendance had been good and learners were well prepared.</p> <p>Student Outcome Data</p> <p>The DfE had confirmed that qualification achievement rate (QAR) data would be published for 2022 (based on retention and pass rate) – a decline in retention during the pandemic was expected to impact on QAR. Value added data would not be published by the DfE (due to the variability of TAG/CAG assessments) but the College would continue to commission an ALPS analysis of performance. Level 3 results would be released on 18 August and GCSE results on 25 August.</p> <p>Recruitment</p> <p>There had been a very substantial growth in applications for September 2022 and so far 1141 offers had been accepted (compared to 748 in 2020 and 751 in 2021). A Year 1 intake of 900+ was predicted, suggesting total enrolments of around 1450 for 2022/23 creating significant pressure on space. Due to the huge rise in demand it had been necessary to invoke aspects of the Admissions Policy and implement course level waiting lists for a small number of courses.</p> <p>Staffing</p> <p>A number of additional appointments were being made for 2022/23, including 8 new Personal Development Tutor roles. Curriculum areas were being reworked to move from five to six areas each led by a Programme Team Leader.</p> <p>Summer Works</p> <p>The various projects due for completion over the summer would ensure facilities remained outstanding, would meet curriculum needs and maximise the availability of teaching space.</p> <p>Kilmar 2</p> <p>A planning application had been submitted and external bid writers had been engaged to re-apply to the 16-19 Capacity Fund as soon as bids were being accepted.</p> <p>Student Activity</p> <p>Examples of the wide range of extracurricular activities, sporting fixtures and enrichment provision was provided, highlighting recent achievements. Student developments included the establishment of the first Student Council and Trustees looked forward to dialogue with the Council in due course.</p> 	
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	<p>Trustees asked how the substantial growth would be managed and noted that optimum class sizes were subject specific, depending on curriculum area, equipment needs and other factors such as ensuring laboratory safety. The feasibility of leasing external office space locally or extra teaching rooms within the TPC Ottery building were being explored. With some physical alterations to maximise capacity, modifications to delivery and creative thinking the projected numbers could be accommodated in 2022/23 until longer term expansion could be progressed.</p> <p>The Board also discussed staff recruitment challenges and difficulties appointing to some roles and noted this was becoming an increasing problem which the College was trying to address by promoting the positive employee benefits of working for the College.</p>	
22/23	<p>Quarterly Review of Financial Position</p> <p>The Board received the Quarterly Review of the College's Financial Position for the period ending on 31 May 2022.</p> <p>Variations included ESFA clawback to reflect actual enrolments, an increase in administration costs, premises costs, utilities and the TPC Service Contract. Despite variations to individual budget lines the overall position remained close to the reforecast budget and a close to breakeven outturn with a small surplus was expected.</p> <p>Trustees were keen to see a clearer mechanism for agreeing the service contract costs with TPC and at an earlier stage in future.</p>	JG to take forward
22/24	<p>Proposed 5 Year Budget Forecast 2022/23 – 2026/27 and Staff Pay for 2022/23</p> <p>24.01 Proposed 5 Year Budget Forecast</p> <p>Trustees reviewed the proposed budget forecasts which had already been scrutinised in detail and recommended for approval by the Finance, Employment and Audit (FEA) Committee.</p> <p>Trustees noted that core funding would initially be based on 1192 (under the lagged funding model) however, the ESFA had confirmed an in-year adjustment would be made in February 2023 for as many students as recruited. The delayed funding would create a difficult cashflow position until the funding adjustment was paid.</p> <p>In response to questions, the Business Manager explained the phased increase in Learner Support Funds which would rise significantly in 2023/24 enabling the current subsidy towards transport costs to be reduced. Also, clarification was provided on the expected capital costs for Kilmar 2 and the College's 15% contribution towards the project.</p> <p>The proposed budget for 2022/23, based on 1450 enrolments, was expected to produce a very positive income/expenditure budget surplus of £325k (assuming reimbursement of the ESFA £81k clawback due to an MIS reporting error).</p> <p>Following consideration, the Board APPROVED the proposed budget for 2022/23 and 4yr budget forecasts.</p> <p>24.02 Staff Pay for 2022/23</p> <p>This confidential item is separately minuted.</p>	

22/25	Risk Management <p>Trustees considered the Risk Management Annual Report for 2021/22 and Risk Management & Business Continuity Plan for 2022/23.</p> <p>The Board discussed the key risks identified next year and the mitigating actions set out in the Risk Register and Sensitivity Analysis/Contingency Plan. In particular the meeting considered staff recruitment difficulties, student support/safeguarding challenges as well as the potential impact of the government policy for single academy trust to join a larger multi academy or multi-institution trust (MAT/MIT).</p> <p>Subject to increasing the risk rating for a potential safeguarding issue, Trustees were satisfied with the assessment of key risks and response to mitigate those risks. The Board APPROVED the Risk Management & Business Continuity Plan for 2022/23.</p>	JG to revised risk register
22/26	Reports and Recommendations from Sub-Committees 26.01 Finance, Employment and Audit Committee <p>The Board received and NOTED the minutes of the Finance, Employment and Audit (FEA) Committee meeting held on 14 June 2022 and noted the various issues considered.</p> 26.02 Search and Governance Committee <p>The Board received and NOTED the minutes of the Search and Governance Committee meeting held on 26 April 2022.</p> 26.03 Teaching Learning and Student Experience Committee <p>The Board received and NOTED the minutes of the Teaching, Learning and Student Experience (TLSE) Committee held on 9 May 2022.</p>	
22/27	Election of Chair and Vice-Chair <p>David Walrond and Jonathan Burnett were duly nominated and ELECTED unopposed as Chair and Vice-Chair for 2022/23.</p>	
22/28	Cycle of Annual Business for 2022/23 <p>The Board considered and APPROVED the proposed cycle of business for 2022/23.</p>	
22/29	Any Other Business <p>Trustees were invited to attend the end of year celebration at the Eden Project on the evening of Friday 15 July 2022.</p>	
22/30	Date of Next Meeting <p>The Board would meet at 9.30am – 12noon on Tuesday 4 October 2022 (at Callywith College).</p>	ALL to note