



CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 5 April 2022 at Callywith College

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

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

Apologies: Dr C Gray, Ms J Proctor, Mrs D Tarrant and Mr T Woodley

Item	Discussion/Decision	Action
22/02	<p>Declarations of Interest</p> <p>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.</p>	
22/03	<p>Minutes</p> <p>The minutes of the Board meeting held on 14 December 2021 were APPROVED as a correct record.</p>	
22/04	<p>Matters Arising</p> <p>All matters arising would be raised elsewhere on the agenda.</p>	
22/05	<p>Chair's Business</p> <p>05.01 Trustee Appointment</p> <p>On behalf of the Search and Governance Committee, the Chair recommended the appointment of a new Trustee with financial experience who would bring useful skills to the Board.</p> <p>Following consideration, the Board APPROVED the appointment of Natercia Hughes as a Trustee and member of the Finance, Employment and Audit Committee from 1 May 2022 for a period of 4 Years.</p> <p>05.02 Board Strategy Day 2022</p> <p>The Chair thanked Trustees for their participation in discussions about future strategy and challenges. Trustees agreed that staff and learner voice groups had been particularly useful, were positive and corroborated reports provided by management. Specific comments raised on the day were being followed up by management.</p> <p>05.03 Safeguarding Training</p> <p>A safeguarding training update for Trustees was due and the meeting agreed that an in-house session would be organised.</p>	<p>AW to confirm appointment</p> <p>JenB/AW to arrange training</p>

22/06 Principal's Report

The Principal reported on latest developments and responded to questions on a range of issues, including:

- Challenges – it had been a busy term with significant logistical challenges due to high numbers of Covid absences, DfE specified mock exams and a closure day during extreme winds
- Student Achievements – students had been re-engaging in a diverse programme of enrichment activities, community projects and extra-curriculum opportunities
- BTEC Exams – the first full exam series since January 2020 had taken place and results were pleasing. Exam absence rates were slightly higher than usual. Individual advice and guidance was being provided to students on outcomes and implications.
- Covid – absence rates amongst staff and students had peaked in recent weeks with as many as 20% of lecturing staff absent on some days. The cancellation of classes had been avoided by adapting delivery and using exam invigilators to provide cover. Clarification from exam boards about arrangements for Covid absences had not yet been published.
- Student Recruitment 2022/23 – applications had risen very significantly and were 50% higher than the same stage in 2021. Interest in most new courses was very positive although T Levels had attracted few applications and a decision had been made to postpone the launch until 2023.
- Staff Wellbeing – a successful staff development day had enabled staff to come together for a range of professional development and wellbeing sessions. The availability of additional counselling sessions and the Health Wellbeing & Sport programme had been welcomed by staff.
- Staff recruitment – a number of new appointments had been made due to retirements, maternity leave and to add capacity for 2022/23.
- Funding 2022/23 – the funding allocation statement for next year confirmed core funding based on 1198 learners, well below recruitment projections. However, the ESFA had confirmed an in-year increase would be paid in February 2023 to fund actual enrolments.
- Ottery (STEM Skills Centre) – following the collapse of the main contractor, Midas, Truro and Penwith College (TPC) was securing the site and making the shell watertight before conducting a re-tendering process to complete the Centre. The work was causing no operational issues for the Callywith campus.

Trustees asked about the future of BTEC courses and noted that they were still due to be defunded from 2023/24 where there would be a corresponding T Level, despite national lobbying and widespread reservations about the suitability and currency of the new qualifications.

In response to questions about funding for 'over recruitment' in 2022/23, Trustees noted that only core funding would be increased in-year and other supplementary grants would remain unchanged. The lagged funding model meant that the core funding allocation for 2023/24 would be based on actual enrolments in 2022/23.

22/07	<p>College Capacity and Kilmar 2</p> <p>This confidential item is separately minuted.</p>	
22/08	<p>Update on Current Risks</p> <p>Trustees reviewed the key risks:</p> <ul style="list-style-type: none"> • <u>Governance</u>: maintaining effective governance and leadership was crucial and were continually monitored. A new trustee appointment would help with Board succession planning. • <u>Finances</u>: the implications of funding clawback this year (due to below target recruitment in 2020/21) and ongoing compliance with conditions of funding were being addressed. • <u>MIS</u>: the onsite MIS support provided by TPC had not been replaced due to recruitment difficulties. Useful enhancements to the online admissions system were progressing. • <u>Teaching & Learning</u>: staff and student absences were being carefully managed to minimise disruption to teaching, learning and exam preparation • <u>Policy Developments</u>: Government proposals included potential challenges, including the development of ‘elite sixth forms’ (Levelling Up Strategy) and encouragement for standalone academies to join a strong trust/multi-academy trust (Schools White Paper). <p>The Board NOTED the key risks and actions to mitigate those risks.</p>	
22/09	<p>Mid-Year Revised Budget for 2020/21</p> <p>Trustees noted that the Finance, Employment and Audit (FEA) Committee had already scrutinised the revised budget and recommended approval by the Board.</p> <p>ESFA core funding was based on 1280 learners and clawback in line with the actual enrolments of 1192 was expected. Other variations to income and expenditure were discussed and clarified. Overall, the reforecast budget indicated a small positive saving of £13k.</p> <p>Following discussion, the Board APPROVED the revised budget for 2021/22.</p>	
22/10	<p>Equality and Diversity Monitoring Update</p> <p>The Board received a progress update on the planned actions set out in the Annual Equality, Diversity and Monitoring Report for 20220/21 and a summary of the EDI developments.</p> <p>The Assistant Principal explained that ways to assess the impact of policies and measure the success of initiatives were being developed. The possibility of completing an accreditation process (eg. Investors in Diversity) was being explored.</p> <p>The Board discussed the various actions to improve, the ongoing work of the EDI Committee as well as the training and preparation for gaining Trauma Informed School (TIS) status.</p> <p>The Board welcomed the positive developments and progress with actions.</p>	

22/11	<p>Safeguarding Update</p> <p>The Designated Safeguarding Lead reported that:</p> <ul style="list-style-type: none"> • Student Services were operating at full capacity – innovative solutions to meet demand and maximise use of external agencies were helping to manage the workload • Student Wellbeing Mentors were actively promoting healthy lifestyles within the student community and raising awareness of strategies to address common issues such as sleep • Callywith Active was providing a popular programme of activities with more than 500 students engaged in sports sessions • the safeguarding team was continuing to deal with high numbers of safeguarding issues (over 550 logged since September 2021) • there had been a number of serious incidents involving students and five referrals had been made by the College to the County MARU (Multi Agency Referral Unit) • the cost of living rises were impacting on students with significant numbers taking on part time employment, experiencing financial hardship and several dealing with homelessness. <p>Trustees commended the work of the safeguarding team and the supportive culture which enabled students to disclose concerns and seek support.</p>	
22/12	<p>Transport, Bus Pass Pricing & Bursaries for 2022/23</p> <p>Trustees considered bus pass pricing and bursary allocation for 2022/23 and reviewed the bus pass income and costs in 2021/22.</p> <p>Although a significant increase in the College’s DfE allocation of Learner Support Funds (LSF) was expected, this would not be fully phased in until 2023/24 and in the meantime, the College was continuing to make a substantial subsidy towards transport costs. The current bus pass prices ranged from a full cost annual pass priced at £480 (household income over £32k) to free travel for the lowest household income band (below £16k).</p> <p>Trustees asked about expected increases in transport costs for 2022/23 and noted that the contract included a 3% annual rise but no additional increase was expected as a result of the rise in fuel costs. Trustees suggested that the terms of the contract should be checked to ensure no further increase.</p> <p>According to latest numbers of applicants and their geographical distribution, the number of bus routes commissioned in 2022/23 would need to be increased from 19 to 21.</p> <p>Following consideration, the Board AGREED that the current bus pass price bands should be maintained for next year.</p>	RL to check contract
22/13	<p>Reports and Recommendations from Sub-Committees</p> <p>13.01 Teaching, Learning & Student Experience (TLSE) Committee</p> <p>The Board received the minutes of the TLSE Committee on 24 January 2022 and NOTED the various issues considered, including the learner voice autumn survey results and student destinations data for 2020/21.</p>	

	<p>13.02 Finance Employment & Audit (FEA) Committee</p> <p>The Board received the minutes of the FEA Committee on 15 March 2022 and NOTED the range of matters considered.</p> <p>In response to questions, the Board noted that plans for the use of new Recovery Funding and additional 40hrs delivery from 2022/23 were being finalised and recruitment for new pastoral support roles would commence after Easter. It was hoped these posts would free up lecturers to focus on course delivery and tutorial progress support.</p>	
22/14	<p>Review of Articles of Association and Standing Orders</p> <p>The Board considered and APPROVED amendments to the Articles of Association and Standing Orders to allow for online meetings and remove the requirement for minutes to be signed.</p> <p>The Board RECOMMENDED approval of the revised Articles of Association by Members.</p>	<p>Clerk to amend</p> <p>Recommendation for Members</p>
22/15	<p>Any Other Business</p> <p>Trustees noted that the College had submitted entries to the Sixth Form College Association (SFCA) annual awards. The outcome was awaited.</p>	
22/16	<p>Date of Next Meeting</p> <p>The Board would meet at 9.30am on Tuesday 28 June 2022 at Callywith College.</p>	<p>ALL to note</p>