

## **CALLYWITH COLLEGE TRUST**

**Minutes** of a meeting of the Finance, Employment and Audit Committee  
held on 14 June 2022 at Callywith College

**Trustees Present:** Dr J Grey (Principal), Mrs N Hughes, Mr P Reed (Chair) and Mr D Walrond

**In Attendance:** Ms R Loom (Business Manager) and Mrs A Winter (Clerk to the Trustees)

**Apologies:** Mr J Burnett, Dr C Gray, Mrs T Roose and Mr T Woodley  
Also, Mr A Jefferies and Ms J Temple

<b>Item</b>	<b>Discussion/Decision</b>	<b>Action</b>
<b>22/16</b>	<p><b>Declarations of Interest</b></p> <p>Trustees were reminded of the requirement to disclose any potential interest and to withdraw from the meeting if a matter under consideration could give rise to a conflict of interest - none were declared.</p>	
<b>22/17</b>	<p><b>Minutes</b></p> <p>The Minutes of the meeting held on 15 March 2022 were <b>APPROVED</b> as a correct record.</p>	
<b>22/18</b>	<p><b>Matters Arising</b></p> <p><b>22.01 Home to College Transport (Minute 22/03.02)</b></p> <p>Latest recruitment projections indicated that three additional buses would be required for 2022/23. Plymouth Citybus charges would increase by 2%. A discussion with the Council about use of the College's network by other passengers would be taken forward once routes and services were confirmed.</p> <p><b>22.02 Cyber Security (Minute 22/03.03)</b></p> <p>The Principal had discussed the outcome of the cyber security review with the IT Manager at Truro and Penwith College (TPC) who confirmed that no significant concerns had been identified. As IT equipment was updated and replaced, additional security features were being incorporated.</p> <p>The DfE Risk Protection Arrangements would be extended to cover cyber security from 2022/23 and it was likely that 'cyber essential' compliance would become a condition of cover in future.</p> <p><b>22.03 Risk Register – Policy Developments (Minute 21/57)</b></p> <p>At this stage there were no plans to develop 'elite sixth forms' in Cornwall. However, an ONS review of the classification of colleges could have implications for closer working and merger if it resulted in TPC and Callywith College being designated in the same sector. The outcome of the review was expected in the autumn.</p>	

	<p><b>22.04 Recovery Funding/Additional Delivery (Minute 22/12)</b></p> <p>The Principal provided an update on the implementation of additional 40 hours to study programmes from 2022/23 and explained that eight new Personal Development Tutors had been appointed to work alongside academic tutors to enhance pastoral support and free up lecturers to deliver additional teaching.</p> <p>In response to questions he confirmed that the new roles and arrangements were fully financed by the funding uplift. The additional hours created logistical challenges - timetables and room occupancy would be at maximum capacity.</p> <p><b>22.05 College Capacity and Kilmar 2 (Confidential Minute 22/04)</b></p> <p>The Principal confirmed that the planning application was under consideration and there had been no feedback from the Council. It was hoped that the planning decision would be received prior to submission of the capital funding bid. The submission window for the Post-16 Capacity Fund was expected to open imminently. A variation to the lease for a permanent structure had been approved in principle by TPC.</p>	
<b>22/23</b>	<p><b>Management Accounts</b></p> <p>The Committee reviewed the management accounts to 30 April 2022, balance sheet and cashflow to August 2023. A detailed commentary on the key variations to budget figures had been provided and was discussed. In particular, Trustees asked about:</p> <ul style="list-style-type: none"> <li>• ESFA clawback payment dates (due to over funding in 2021/22) and implications for cashflow – an extension to the repayment period had been requested</li> <li>• Free School Meal (FSM) funding – there would be sufficient remaining funds to support students during the summer vacation</li> <li>• Learner Support Funds – the College would again be making a case for additional funds in 2022/23 in line with the funding formula, despite the cap on annual increases</li> <li>• Administration costs were likely to be overbudget – this included staff recruitment advertising costs which were higher than expected</li> <li>• TPC service contract – the details were not yet finalised but an overspend was likely</li> <li>• Utilities – the Energy Network was helping the College to negotiate best prices and to monitor the green credentials of suppliers</li> <li>• a small end of year surplus was still forecast.</li> </ul> <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> <p>The Committee reviewed the balance sheet and cashflow forecasts and <b>NOTED</b> that a healthy position would be maintained over the next 2 yrs.</p>	JG/DW to take forward
<b>22/24</b>	<p><b>Proposed 5 yr Budget Forecast for 2022/23 – 2026/27</b></p> <p>The Committee considered the rationale for the budget for 2022/23 and 4yr forecast to 2026/27, as required by the ESFA.</p>	

	<p>Recruitment projections indicated very significant growth and the proposed budget for next year was based on a total cohort of 1450 students (900 first years and 550 progressing from Yr1 to Yr2).</p> <p>The Committee scrutinised the proposed budget and <b>NOTED</b> that:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• the level of confidence in recruitment projections was high with more than 1100 offers already accepted for 2022/23 – applicants who had applied to both Callywith and TPC and were being contacted and invited to indicate their preference to clarify likely take up</li> <li>• staff cost estimates included an allowance for incremental drift, additional posts, national insurance and national living wage increases</li> <li>• negotiations were continuing with the ESFA about reimbursement of clawback due to an MIS reporting error (relating to a GCSE Maths/English condition of funding) – two sets of budget figures had been prepared with and without the £81k clawback</li> <li>• both budget scenarios indicated a very positive income less expenditure budget surplus.</li> </ul> <p>Following consideration, the Committee <b>RECOMMENDED</b> approval of the proposed budget for 2022/23 and forecasts for 2023/24 – 2026/27 by the Board.</p>	Recommendation for Board
<b>22/25</b>	<p><b>Staff Pay Proposals for 2022/23</b></p> <p>This confidential item is separately minuted.</p>	
<b>22/26</b>	<p><b>Staff Development Report</b></p> <p>The Principal summarised recent staff development activities which included:</p> <ul style="list-style-type: none"> <li>• a review of the training programme for newly qualified teachers (NQTs)</li> <li>• consideration of on-the-job training to gain qualified teacher status and how this could be implemented by the College</li> <li>• additional capacity provided by two designated Teaching and Learning Champions who were helping to disseminate good practice</li> <li>• the July 'Admin Week' when curriculum teams would be addressing key themes from the Self-Assessment Report (SAR) and reviewing performance</li> <li>• the importance of providing high quality continuing professional development and training to support staff recruitment and retention</li> <li>• opportunities for joint delivery with TPC on core topics.</li> </ul>	

22/27	<p><b>Review of HR Policies</b></p> <p>The Committee considered the following HR policies that had been reviewed and updated in response to latest legislation, guidance from ACAS and AoC as well as changes to current practices:</p> <ul style="list-style-type: none"> <li>• Staff Code of Conduct – no changes</li> <li>• Disciplinary Procedure – additional offences in section 8.4: <ul style="list-style-type: none"> <li>- bullying or harassment of any student, member of staff or third party associated with the College</li> <li>- seriously breaching any of the College’s policies and procedures</li> </ul> </li> <li>• Staff Appraisal – presentational changes</li> <li>• Stress Policy – two new sections: <ul style="list-style-type: none"> <li>- References to other College policies that link to this policy</li> <li>- Further Information giving details of services which staff can access at the College for health and wellbeing and links to external support</li> <li>- Updated “Where and how to Access Support” flow chart and new table added to explain support</li> </ul> </li> <li>• Whistleblowing Policy – updated contact details.</li> </ul> <p>The Committee <b>APPROVED</b> the following new policies, subject to final checking to ensure wording appropriate to Callywith:</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing Policy</li> <li>• Additional Hours Policy</li> <li>• Disciplinary Procedures for Senior Post-Holders</li> <li>• Grievance Procedures for Senior Post-Holders</li> <li>• Redundancy Policy</li> <li>• Unforeseen Circumstances Leave Policy</li> <li>• Volunteer Policy</li> <li>• Working From Home Policy.</li> </ul>	<p>JG to ensure final checks before publication</p>
22/28	<p><b>Premises/Health and Safety Annual Report 2020/21</b></p> <p>The Committee considered the annual Health and Safety (H&amp;S) Report and discussed the monitoring activities, preventative measures and training which were overseen by a health and safety committee</p> <p>A wide range of training had been completed during the year and a schedule of compliance checks and testing had been maintained with live, online tracking.</p> <p>The record of incidents and accidents indicated no specific trends or particular concerns.</p> <p>Trustees noted that the number of field trips, visits and travel was increasing following the pandemic with appropriate risk assessments completed and safety measures in place.</p> <p>An external audit of the College’s risk management system was generally positive and recommendations arising from review were being actioned.</p> <p>The Committee <b>CONCLUDED</b> that effective health and safety procedures were in place with a comprehensive range of training and advice available to staff.</p>	

<b>22/29</b>	<b>Internal Audit Report – 2021/22</b>  The Committee considered the outcome of the two audit reviews undertaken and noted the key issues arising. Each area had been graded as follows:  Governance: Board and Committees – Reasonable Assurance Key Financial Controls – Substantial Assurance  Trustees <b>NOTED</b> that a number of routine recommendations had been made and no significant concerns or deficiencies identified. The Committee was satisfied with the proposed management actions to address the recommendations.	AW & RL to progress actions
<b>22/30</b>	<b>Internal Audit Strategy and Annual Plan for 2022/23</b>  The proposed internal audit strategy for the next three years was discussed and the review areas selected for 2022/23 were <b>AGREED</b> .	
<b>22/31</b>	<b>External Audit Plan</b>  The Committee <b>NOTED</b> the scope of the end of year audit, planned approach to the work and proposed timetable for completion.  All trustees would be required to complete a Related Parties Form.	AW to circulate forms for completion
<b>22/32</b>	<b>Premises Matters and Proposed Summer Works</b>  The Committee <b>NOTED</b> that a range of minor projects would take place over the summer to address curriculum needs and reconfigure accommodation to maximise teaching space. In addition, there would be upgrading of power/data cabling, some screen replacement and general maintenance.	
<b>22/33</b>	<b>Proposed Cycle of Annual Business for 2022/23</b>  The Committee considered and <b>APPROVED</b> the cycle of business.	
<b>22/34</b>	<b>Date of Next Meeting</b>  The Committee would next meet on Tuesday 29 October 2022 at 3.30am – 5.30pm.	ALL to note