

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 27 March 2018 at Callywith College

Trustees Present: Mr J Burnett, Mr M Davis, Mrs S Dickinson, Dr C Gray, Mr P Reed, Mrs D Tarrant, Mr P Ugalde, Mr P Waller, Mr D Walrond (Chair) and Mr M Wardle (Principal)

In Attendance: Dr J Grey (Assistant Principal), Mrs R Loom (Business Manager), Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk to the Board)

Apologies: Mr C Twigg

Item	Discussion/Decision	Action
18/01	<p>Presentation: Student Recruitment and Induction Processes</p> <p>The Principal explained recruitment activities, student interview arrangements and induction processes as well as the wide range of specialist academies, enrichment activities, trips and visits available to students. Trustees noted the importance of high quality social media output to promote the College and inform applicants.</p> <p>The Board discussed the significant staff time spent conducting individual recruitment interviews and recognised the value of allowing applicants to obtain further information, discuss course choices, meet staff and see facilities.</p> <p>Trustees noted that social inclusion and affordability was considered in relation to trips and visits with a range of local, less expensive or free trips provided, as well as bursaries, support from the TPC College Trust Fund and group fund raising activities to reduce costs for all.</p> <p>The effectiveness of recruitment and induction process in 2017 would help shape arrangements for the second cohort in September 2018.</p>	
18/02	<p>Declarations of Interest</p> <p>Trustees were reminded of the requirement to declare any potential conflicts of interest and were asked to update the Register of Interests.</p>	ALL to note
18/03	<p>Minutes</p> <p>The minutes of the meeting held on 29 November 2017 were APPROVED and signed as a correct record.</p>	
18/04	<p>Matters Arising</p> <p>04.01 Section 106 Agreement – Traffic/Parking (Minute 17/15.01)</p> <p>The Principal confirmed that the baseline traffic/parking data collection was underway in line with the Section 106 Agreement.</p>	

	<p>04.02 Area Review of Post-16 Provision (Minute 17/51.02)</p> <p>The Chair reported that the 'fresh start' phase at Cornwall College following the Area Review had been extended and the process had not yet concluded. He explained that the ESFA Transaction Unit was able to offer loans or grants to colleges to support re-structuring and improve financial health. If a college was unable to reach a settlement that would deliver long term viability, a structure and prospects appraisal conducted by the FE Commissioner could lead to another institution taking over. In cases where financial failure could not be avoided, an insolvency regime would be implemented.</p> <p>04.03 General Data Protection Regulations (Minute 17/52)</p> <p>The Principal reported that procedures were continuing to be adapted to ensure compliance with new GDPR requirements.</p> <p>04.04 Premises Update (Minute 17/53(e))</p> <p>The formal snagging process was ongoing with all defects logged and actioned. In some instances, the response to rectify problems had been slow but, overall, problems with buildings were diminishing.</p> <p>04.05 Update on Current Risk Issues (Minute 17/55)</p> <p>Trustees were pleased to note that problems with computer screens had been resolved.</p> <p>04.06 Targets and Performance Indicators 2017/18 (Minute 17/56)</p> <p>The Board considered and APPROVED an ambitious attendance target of 93% which Trustees acknowledged would be challenging.</p> <p>04.07 Publication of Minutes (Minute 17/59)</p> <p>In order to demonstrate openness and transparency, the Board AGREED to publish the minutes of Board and Committee meetings on the College website, once approved and signed (with the exception of confidential items).</p>	<p>AW to arrange publication</p>
<p>18/05</p>	<p>Chair's Business</p> <p>The Chair reported on the following:</p> <ul style="list-style-type: none"> • Away Day – a session for trustees to consider longer term strategy would be scheduled from 1.00 – 3.00pm on Tuesday 2 October 2018, to follow the Board meeting in the morning (sandwich lunch provided). • Local Enterprise Partnership (LEP) – the Chair had been appointed from May 2018 as a non-executive director of the Cornwall and Isles of Scilly LEP, to represent Further Education and Skills. • Post-16 Funding – core funding had been frozen until 2020 although costs were continuing to rise, creating significant budgetary challenges in terms of both revenue and capital funding. At this stage there was no indication that funding would improve in the next 3yrs. 	<p>ALL to note</p>

18/06	<p>Principal's Report</p> <p>The Principal provided an update and the following matters were discussed:</p> <ul style="list-style-type: none"> • Admissions - a total of 605 applications had been received to date, (compared to 390 at the same stage last year) and around 17 students were expected to progress internally from Level 2 to Level 3 courses. • Funding 2018/19 - the ESFA had rejected the initial estimated numbers for 2018/19 of 800 and indicated a funding allocation based on 662 learners. This would create very serious cashflow difficulties. A business case supporting an increased allocation had been submitted and it was hoped that the ESFA would reconsider the allocation. • Student Outcomes – performance in the first externally assessed December/January BTEC exams was excellent. Although minimal national data was available for the new qualifications framework (recognised by Ofqual as being more difficult), outcomes were well above national data for qualifications completed in 2017. • Staffing – 24 new (full and part time) academic posts had been advertised for 2018/19 and the interviews were ongoing. Recruitment in some subject areas was more challenging and a number of posts would need to be re-advertised. The national teacher shortage and local factors such as house prices added to difficulties. The support staffing complement was being reviewed and would result in some additional posts, whilst keeping the whole operation very lean. 	
18/07	<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 January 2018 and noted that ESFA funding had been adjusted and was now based on 331 actual enrolments (rather than the PAN of 284). Increased allocations for Learner Support Funds (LSF), Free School Meals (FSM) and Vulnerable Student Bursaries as well as the receipt of Local Authority funding for LLDD (Learners with Learning Difficulties and Disabilities) had helped to improve the budget position.</p> <p>Expenditure, however, was significantly higher than budgeted in a number of areas (utilities, premises contracts and home to college transport) resulting in a slight increase in the projected end of year deficit. Although this was manageable in the short term, finances were very tight and management would continue to closely monitor expenditure and make savings wherever possible.</p> <p>Trustees APPROVED the revised budget for 2017/18.</p>	
18/08	<p>Update on Current Risk Issues</p> <p>The Principal highlighted the current key risks:</p> <ul style="list-style-type: none"> • <u>Financial Position</u>: the budget remained very tight – finances were being very closely monitored, all decisions scrutinised and expenditure carefully managed. The funding allocation for 2018/19 was a key concern and would remain uncertain until student numbers and funding allocation were known. 	

	<ul style="list-style-type: none"> • Recruitment: attracting students for 2018/19 was a key focus of activity and enrolments would determine funding, curriculum offer and staffing requirements – application figures were being closely monitored in order to plan provision and staffing. • Student Achievement – strong performance data in 2017/18 was essential to establish the reputation of the College and to support recruitment in 2018/19. Outcomes in recent BTEC exams was excellent and staff were maintaining a focus on achievement. <p>The Board NOTED the key risks and action to mitigate those risks.</p>	
18/09	<p>Internal Audit Workplan 2017/18</p> <p>The Board reviewed and APPROVED the proposed programme of internal control checks to be carried out by TIAA Ltd in 2017/18. The auditor would be visiting on 1 May and would report to the Finance, Audit and Employment Committee in June 2018.</p>	
18/10	<p>Transport Policy for 2018/19</p> <p>The Board considered transport for 2018/19 and noted that:</p> <ul style="list-style-type: none"> • Plymouth Citybus had provided an excellent service during 2017/18 and there had been very few complaints • an analysis of applicant addresses indicated that in addition to the current 8 buses, an additional 6 buses would be needed next year • larger numbers of students would allow greater efficiencies, modifications to bus routes and shorter journey times • discounted bus passes were available for students with a household income below £31,000 (with three payment bands) • discounts were funded from Learner Support Funds and a College subsidy – the level of subsidy depended on the mix of discounted and full price bus passes issued • subsidised transport supported social inclusion and increased choice and opportunities for students • the full price of the annual bus pass in 2017/18 was £515 (although the actual cost was around £800) • the bus pass covered travel to/from College as well as use of Plymouth Citybuses during evenings, weekends and holidays • the Cornwall Council bus pass currently cost less and many 11-18 schools were offering free transport. <p>Following discussion, the Board AGREED that the bus pass pricing should remain the same for 2018/19 and APPROVED the contract negotiated with Plymouth Citybus at a maximum cost of £710,000.</p>	
18/11	<p>Admissions Policy for 2018/19</p> <p>The Principal explained the College’s Admissions Policy had been approved by the DfE as part of the pre-opening arrangements and at this stage there was no need to amend the current policy. If applications for 2018 entry exceeded the maximum annual intake of 660, a waiting list for each course would be maintained and places allocated according to the date and time of applications.</p>	

	Trustees asked about flexibility to over recruit and noted that it could be possible to accommodate additional students in some subjects, depending on capacity and facilities/equipment needed.	
18/12	<p>Reports and Recommendation from Sub-Committees</p> <p>12.01 Teaching Learning and Student Experience Committee</p> <p>The Teaching, Learning and Student Experience (TLSE) Committee Chair reported on the meeting held on 29 January 2018.</p> <p>Trustees noted the various issues considered, in particular:</p> <ul style="list-style-type: none"> • the new National Qualifications Framework (NQF) for vocational qualifications, the introduction of challenging external assessments and very significant work placement requirements • support for early leavers and measures to maintain attendance and retention • a potential application to increase the Planned Admission Number (PAN). <p>12.02 Finance, Employment and Audit Committee</p> <p>The Finance, Employment and Audit (FEA) Committee Chair reported on the meeting held on 6 March 2018.</p> <p>Trustees noted the various issues considered, in particular:</p> <ul style="list-style-type: none"> • the costs of utilities and premises contracts which were higher than expected • the mid-year review of the 2017/18 budget and cashflow projections for 2018/19 • the achievement of financial performance indicators and objectives. 	
18/13	<p>Annual Governance Review</p> <p>The Board noted that an annual review of governance would be undertaken, based on a range of information and feedback.</p> <p>Trustees were asked to complete and return a skills audit and self-assessment questionnaire as part of the review.</p>	ALL to note – return completed forms to Clerk
18/14	<p>Date of Next Meeting</p> <p>The Board would meet at 10.00 – 12.00noon on Tues 3 July 2018.</p>	All to note