

## CALLYWITH COLLEGE TRUST

### Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 29 November 2017 at Callywith College

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

**In Attendance:** Dr C Gray (Parent Trustee Designate), Dr J Grey (Assistant Principal), Mrs R Loom (Business Manager), Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk to the Trustees)

**Apologies:** Mr P Ugalde

Item	Discussion/Decision	Action
17/49	<p><b>Welcome</b></p> <p>The Chair welcomed the new Parent Trustee, Dr Claire Gray, who would formally take up appointment on 1 January 2018.</p>	
17/50	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 3 October 2017 were <b>APPROVED</b> and signed as a correct record.</p>	
17/51	<p><b>Matters Arising</b></p> <p><b>51.01 Local Concerns (Minute 17/38.01)</b></p> <p>The Principal reported that the Council had completed work to pedestrianise Cooksland Lane and improve safety on Old Callywith Road.</p> <p>Trustees noted that a Section 106 Agreement required the College to monitor traffic and parking for the next 7yrs – this would involve significant work with penalties, if targets were not met.</p> <p><b>51.02 Area Review of Post-16 Provision (Minute 17/38.02)</b></p> <p>The Chair reported that the ‘fresh start’ phase at Cornwall College (CC) had been extended until later in 2018. Truro and Penwith College (TPC) would not be discussing areas of possible closer collaboration with CC until the process had been completed.</p> <p><b>51.03 Land Purchase (Minute 17/38.03)</b></p> <p>In response to questions about the use of additional land acquired by TPC at Callywith, the Chair explained that various options were under consideration, linked to Government initiatives. If funding became available, architectural plans for a building were already available and could be modified to suit a range of potential uses.</p> <p><b>51.04 Admissions Data (Minute 17/40)</b></p> <p>Following discussion at the previous meeting, the Principal confirmed the gender split of the current cohort was 56% female:44% male.</p>	

17/52	<p><b>Chair's Business</b></p> <p>The Chair reported on the following:</p> <ul style="list-style-type: none"> <li>• <u>General Data Protection Regulations</u> – new legislation would be introduced from May 2018 to increase data compliance obligations, strengthen subject rights and significantly raise levels of fines for data breaches. The College would be nominating a Data Processing Officer to fulfil statutory duties and be accountable to the Board.</li> <li>• <u>Learning Walks</u> – all trustees were encouraged to visit the College and take part in a learning walk to observe teaching and learning and to meet informally with students and staff.</li> <li>• <u>Away Day</u> – a half day session to enable trustees to consider longer term strategy was proposed and supported by the Board. Clerk to make arrangements</li> </ul>	<p>Trustees to notify Clerk of availability</p> <p>Clerk to consult on date for Away Day</p>
17/53	<p><b>Principal's Report</b></p> <p><b>(a) Education Advisor 1<sup>st</sup> Term Visit Report</b></p> <p>The confidential report from the Education Advisor's visit to Callywith College on 13 November 2017 was tabled. The one-day visit had involved separate meetings with the Chair, senior team and students as well as lesson observations and scrutiny of students' work, policies and documentation. The Education Advisor would continue to closely monitor provision during the initial two/three years until the first Ofsted inspection took place.</p> <p>Trustees were pleased to note the outcome of the visit was very positive and confirmed that Callywith College had made an excellent start, was well led and had become quickly established.</p> <p>A number of suggestions for the next steps in the College's development had been put forward by the Education Advisor and were being addressed by the senior team</p> <p><b>(b) Finance and Staffing</b></p> <p>Trustees noted that the current budget was based on 330 students rather than the Planned Admission Number (PAN) of 284. A funding return had been submitted to the Education and Skills Funding Agency (ESFA) by the December deadline, to claim funding for actual enrolments in 2017/18.</p> <p>Estimated numbers for next year had also been submitted based on an expected intake of 515 new learners and 285 continuing learners.</p> <p>Staff recruitment would begin in the New Year, once a more accurate forecast of staffing requirements for 2018/19 could be determined.</p> <p><b>(c) Marketing</b></p> <p>An active recruitment campaign of events, school visits and talks had been taking place with an Open Day on Saturday 25 November which had been very well attended. Early applications had already exceeded 350 and individual admissions interviews would be starting in December. Student Ambassadors and student endorsements were playing a crucial role in encouraging applicants to visit and apply.</p>	

	<p><b>(d) Accreditation</b></p> <p>Registration with A level exam boards and Pearson/Edexcel, for vocational qualifications, had been completed.</p> <p><b>(e) Premises Update</b></p> <p>Some final snagging was continuing and completion of the whole campus was expected during the first week in December.</p> <p>The official opening by the Lord Lieutenant of Cornwall was taking place on 30 November 2017.</p> <p>Facilities were being well-used by community groups with regular bookings for the sports pitch, meeting rooms and interest in use of the sports hall (available from January 2018).</p>	
17/54	<p><b>Annual Report and Financial Statements for 2016/17</b></p> <p>The Board received the Annual Report and Financial Statements for 2016/17 together with the auditor’s letter of representation and key issues discussion document. These had already been reviewed in detail by the Finance, Employment and Audit (FEA) Committee and recommended for approval.</p> <p>The Chair of the FEA Committee explained that a range of queries had been discussed by the Committee and the auditor had clarified relevant issues. An unqualified audit had been confirmed.</p> <p>Following consideration, the Board <b>APPROVED</b> the Annual Report and Financial Statements for 2016/17.</p>	
17/55	<p><b>Update on Current Risk Issues</b></p> <p>The Principal highlighted the current key risks:</p> <ul style="list-style-type: none"> <li>• <b>IT Infrastructure:</b> some problems with computer screens had emerged, related to wiring - Kier were working with the sub-contractors to rectify the issues.</li> <li>• <b>Student Retention:</b> it was essential that students remained on course and successfully completed their programme – staff were working hard to maximise retention and achievement.</li> <li>• <b>Finances:</b> the budget remained tight – finances were being very closely monitored, all decisions scrutinised and expenditure carefully managed.</li> <li>• <b>Recruitment:</b> 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. The new intake of staff and students in September 2018 would have a significant impact on the culture and operations of the College.</li> </ul> <p>The Board <b>NOTED</b> the key risks identified and the action to mitigate those risks.</p>	

17/56	<p><b>Targets and Performance Indicators for 2017/18</b></p> <p>A series of performance indicators were proposed to assist the Board to review the College's activities and financial position during 2017/18 and beyond. The performance measures and targets were based on national benchmarking and Truro and Penwith College data.</p> <p>The suggested performance indicators were reviewed and discussed by the Board and trustees agreed that they were ambitious and challenging. Clarification was provided in relation to the attainment target for English and maths GCSE results which appeared low at 40% but was above national benchmarks.</p> <p>Trustees suggested the inclusion of additional targets for attendance rates and actions to address non-attendance.</p> <p>The Board <b>APPROVED</b> the targets and performance indicators for 2017/18, subject to the addition of an attendance measure.</p>	Principal to devise attendance target
17/57	<p><b>Reports and recommendation from sub-committees:</b></p> <p><b>57.01 Teaching Learning and Assessment Committee</b></p> <p>The Teaching, Learning and Assessment (TLA) Committee Chair reported on the meeting held on 16 October 2017.</p> <p>Trustees noted the various issues considered, in particular:</p> <ul style="list-style-type: none"> <li>• the new National Qualifications Framework (NQF) for vocational qualifications, the introduction of challenging external assessments and preparation for exams in January</li> <li>• safeguarding arrangements, the high number of learners with identified safeguarding issues, support structures, monitoring mechanisms and links to external agencies</li> <li>• resourcing and provision of services to respond to growing support needs and mental health issues, especially as student numbers grew next year</li> <li>• the development of a chaplaincy/listening service on campus.</li> </ul> <p><b>57.02 Finance, Employment and Audit Committee</b></p> <p>The Finance, Employment and Audit (FEA) Committee Chair reported on the meeting held on 14 November 2017.</p> <p>Trustees noted the various issues considered, in particular:</p> <ul style="list-style-type: none"> <li>• the costs of utilities and premises contracts were much higher than expected – where possible charges would be recouped from the building contractor and costs minimised</li> <li>• quotes for the provision of internal audit services to monitor internal systems and controls</li> <li>• the key risks identified for 2017/18 and proposed management actions and responsibilities to mitigate risks.</li> </ul> <p>Following consideration, the Board <b>APPROVED</b>:</p> <p>(i) the appointment of TIAA Ltd as internal auditors for an initial term of 12 months with the option to extend the service for a further two years, subject to satisfactory annual review</p> <p>(ii) the Risk Management Plan for 2017/18.</p>	Clerk to take forward appointment

17/58	<p><b>Schedule of Meetings for 2018/19</b></p> <p>The Board considered and <b>APPROVED</b> the proposed schedule of Board and committee meetings in 2018/19.</p>	ALL to note
17/59	<p><b>Any Other Business</b></p> <p><b>59.01 Publication of Minutes</b></p> <p>Trustees discussed the publication of minutes on the College website. There was no requirement to publish although some institutions chose to do so in the interests of transparency.</p> <p>It was <b>AGREED</b> that this matter would be considered further at a future meeting.</p>	AW for future agenda
17/60	<p><b>Date of Next Meeting</b></p> <p>The Board would next meet at 10.00am – 12.00noon on Tuesday 27 March 2018.</p>	ALL to note