

Minutes of a meeting of the Board of Trustees of the
Callywith College Trust held on 2 October 2018 at Callywith College

Trustees Present: Mr J Burnett, Mr M Davis, Dr C Gray (arrived during 18/36), Mr P Reed, Mrs D Tarrant, Mr C Twigg, 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 Trustees)

Apologies: Mrs S Dickinson

Item	Discussion/Decision	Action
18/33	<p>Minutes</p> <p>The minutes of the meeting held on 3 July 2018 were APPROVED and signed as a correct record.</p>	
18/34	<p>Matters Arising</p> <p>34.01 Local Enterprise Partnership (Minute 18/19.02)</p> <p>The Chair reported that the LEP was developing a better understanding of the role of colleges and would be supporting the Colleges Week campaign (15-19 October 2018).</p> <p>34.02 Review of A Level Delivery for 2019/20 (Minute 18/26)</p> <p>The Principal reported that recruitment activities for September 2019 entry were underway with a range of school visits and open events taking place. Linear A Levels and the new three subject model were being explained to prospective applicants and careful advice and guidance provided to help ensure learners embarked on the most appropriate programme.</p> <p>34.03 Review of Cornwall post-16 Provision (Minute 18/19.01)</p> <p>The Chair provided a brief update on the ongoing review conducted by the Further Education Commissioner's (FEC) team. Representatives of the two FE colleges would be meeting with the FEC and other stakeholders on 4 October 2018 when it was expected the conclusions of the Review would be presented. Papers for the meeting had only just been issued and the implications had not yet been assessed. The findings of the Review would be discussed with the Board.</p>	

18/35 Principal's Report

The Principal provided an update on a range of issues including:

Results – end of first year data was excellent with very strong performance in AS Levels and vocational qualifications (levels 2 and 3) as well as English and Mathematics GCSE retakes. AS Level value added scores showed very good progress made by learners since GCSE with high retention and qualification achievement rates. Outcomes on vocational pathways were also outstanding, despite the challenges of the new specifications (some of which were modified at a very late stage) and a greater emphasis on external examinations.

Self-Assessment – the College's self-assessment process to review all areas of provision was underway and an external advisor (former Ofsted HMI) was conducting observations and visits to validate the process. The detailed Self-Assessment Report (SAR) would be considered by the SAR Working Party on 12 November.

Admissions – 781 students had enrolled (as at 21 September 2018) which was well over the DfE's Planned Admission Number (PAN) of 730. Of the 504 new students, around 300 had registered on vocational diplomas and 200 on A Level programmes. A further breakdown of enrolments was provided by course type and previous school attended.

Finance – the budget had been amended to reflect actual enrolments, group sizes reviewed and expenditure reduced where possible. Details of the DfE's Teachers' Pay Grant methodology was awaited.

Staffing – over 30 new staff had started in August and seemed to be settling well. Extra capacity had been provided by staff on variable hours contracts where needed.

Premises – various minor works had been completed over the summer including snagging and the conversion of general teaching rooms into workshops and other specialist facilities.

During discussion, Trustees asked about the implications of linear A Levels and how students would receive feedback at the end of year 1. Trustee noted that the external assessment experience would be replicated with rigorous mock examinations, linked to progression requirements.

The Board also asked whether there were any unexpected or disappointing results and any trends/clusters that might suggest pockets of underperformance. The Principal explained that all areas were closely monitored and any concerns were immediately addressed. Where appropriate, additional mentoring and support was provided to individual staff and ultimately capability processes would be triggered.

	<p>Trustees recognised that as the College expanded, the staff teams would grow and develop, increasing peer-to-peer support and facilitating the sharing of ideas and good practice. New first year students would also benefit from having 2nd year role models to help guide and encourage them.</p> <p>The shift from academic to vocational learners and massive increase in numbers had created pressures on IT facilities. The costs and feasibility of creating additional computing space were being explored. The new Travel and Tourism Diploma was running with the first ten candidates and there were plans to introduce A Levels Politics from September 2019, expanding the A Level offer to a choice of thirty subjects.</p> <p>The Board was very pleased to note the excellent summer results and growth in student numbers which would help to enhance reputation and drive further recruitment.</p>	
<p>18/36</p>	<p>Finance Matters</p> <p>36.01 Management Accounts 2017/18</p> <p>The Board reviewed expenditure to the end of August 2018 and noted that audited end of year accounts for 2017/18 were being prepared. The key variations to the budget and VAT position were discussed. Clarification would be sought about the expected VAT rebate.</p> <p>A small end of year deficit had been offset by the balance of the Pre-Opening Grant brought forward from 2016/17 and resulted in a positive outturn. The Board was pleased to note a positive end of year position.</p> <p>36.02 Revised Budget for 2018/19</p> <p>A revised budget based on 780 students was presented to the Board. Trustees noted that the funding agreement had been set at 730 students for 2018/19 and backdated funding for the additional recruitment would not be paid until spring 2019. Individual budget lines had been adjusted to reflect actual enrolments and opportunities for savings were being considered.</p> <p>It was likely that it would be necessary for Truro and Penwith College (TPC) to provide some ongoing support (eg. HR, payroll, estates, IT support) during 2018/19 in accordance with the Memorandum of Understanding. The services provided by TPC would be quantified and costed in order to ensure compliance with financial regulations.</p> <p>Following discussion, the Board APPROVED the revised budget for 2018/19.</p>	<p>RL to seek clarification</p>

	<p>36.03 Balance Sheet and Cashflow Forecast</p> <p>The Business Manager presented the cashflow projections to February 2020 and explained the underlying assumptions. The budget figures had been incorporated into the cashflow and projections were based on 1100 learners in 2019/20 and 1280 in 2020/21. Payments to TPC for services provided during the opening phase were shown in September 2018 and August 2019.</p> <p>Trustees noted the cashflow projections which remained positive throughout the coming eighteen months.</p>	
18/37	<p>Review and Update of Strategic Plan</p> <p>The Principal presented the Strategic Plan for 2018/19 – 2020/21 and explained that this was an overarching plan, setting out the College’s main priorities which remained largely unchanged.</p> <p>Trustees discussed the national teacher shortages and recruitment difficulties. The pay differential between posts in schools and colleges was continuing to widen and attracting specialist post-16 staff with the necessary expertise was an increasing challenge in some subject areas.</p> <p>Trustees also asked about the provision of information, advice and guidance which was increasingly important as the range of available qualifications became more complex. It was suggested that this area of College activity needed to be highlighted within the Plan. Also, other additional targets and indicators should be developed as the College became more established.</p> <p>The Principal confirmed that a full Ofsted inspection was expected during the third year of operation, in 2019/2020.</p> <p>Following consideration of the strategic objectives, targets and key actions, the Board agreed the Plan provided comprehensive objectives and a clear strategy for the College. The Board agreed to ADOPT the Strategic Plan for 2018/19 – 2020/21.</p>	MW to review and add targets/ indicators
18/38	<p>Update on Current Risks</p> <p>Trustees considered the current key risks:</p> <ul style="list-style-type: none"> • Student Recruitment/Retention: staff were focused on supporting students, ensuring they settled well and that any issues or difficulties were addressed promptly. The census date on which funding would be based was 18 October. • Finance: the budget for 2018/19 was very tight and would be effectively managed by monitoring decisions, scrutinising proposed expenditure and maximising income where possible. • Quality: a very close focus on maintaining quality with rigorous self-assessment processes and the ongoing review of performance was crucial to establishing the reputation and ensuring the success of the College. • Recruitment: a target of 950 had been set for 2019/20 and staff were working hard to achieve the planned growth. 	

	<p>In response to questions the Principal indicated that he expected the College's PAN to be set for 2019/20 before Christmas 2018.</p> <p>The Board NOTED the key risks identified and the action to mitigate those risks.</p>	
18/39	<p>Annual Health and Safety Report 2017/18</p> <p>The Board considered the Health and Safety Report summarising the training completed by staff, incidents during the year as well as the health and safety monitoring and prevention measures. The TPC Health and Safety Officer had assisted with processes and procedures to ensure compliance with requirements and minimise risks. The accidents that had occurred during 2017/18 were relatively minor incidents and did not raise any particular concerns.</p> <p>Trustees asked about the risk assessment arrangements and authorisation for off-site trips. In all cases the Principal or an Assistant Principal reviewed proposals and in some cases arrangements were modified. It was hoped that a sensible balance could be maintained to ensure robust health and safety precautions whilst enabling students to access new opportunities and experiences.</p> <p>Following discussion, the Board NOTED the Health and Safety Report for 2017/18.</p>	
18/40	<p>Governance Matters</p> <p>40.01 Register of Trustee Interests</p> <p>Trustees were reminded of the requirement to disclose any potential interest, financial or otherwise, and were invited to check and update the current Register of Interests.</p> <p>40.02 Trustee Roles and Attendance Records for 2017/18</p> <p>Trustees were advised that academy trusts were required to publish attendance records and noted the data for 2017/18.</p> <p>40.03 Academies Financial Handbook 2018</p> <p>Trustees received a summary of the key requirements and main changes to the Academies Financial Handbook for 2018 which set out the financial and governance framework for academy trusts. The Board noted, in particular, the increased emphasis on executive pay and related party transactions.</p>	<p>Trustees to notify AW of changes</p> <p>ALL to note</p>
18/41	<p>Date of Next Meeting</p> <p>The Board would next meet at 2.00 – 3.30pm on Wednesday 5 December 2018. The meeting would be followed by the Callywith College Trust Annual General Meeting.</p>	<p>ALL to note</p>