

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 3 October 2017 at Callywith College

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

In Attendance: Mr J Grey (Assistant Principal – left after item 17/40), 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
17/36	<p>Welcome</p> <p>The Chair welcomed the new Business Manager, Rae Loom, to her first meeting and introduced those present.</p>	
17/37	<p>Minutes</p> <p>The minutes of the meeting held on 28 June 2017 were APPROVED and signed as a correct record subject to the correction of the date in minute 17/27.</p>	AW to amend as necessary
17/38	<p>Matters Arising</p> <p>38.01 Local Concerns (Minute 17/28.01)</p> <p>The Principal reported that Cornwall Council was responding positively to local concerns about the road infrastructure. Cooksland Lane would become a pedestrian route with the installation of better lighting whilst speed and parking restrictions would be introduced on Old Callywith Road.</p> <p>87.02 Area Review of Post-16 Provision (Minute 17/28.02)</p> <p>The Chair reported that the final outcome of the Somerset, Devon and Cornwall Area Review of post-16 provision had been published in August 2017. The Review accepted Truro and Penwith College's (TPC) intention to continue as a stand-alone institution. TPC would not be involved in discussions about areas of possible closer collaboration with Cornwall College (CC) until the 'fresh start' phase at CC had been completed in spring 2018.</p> <p>38.03 Chair's Business (Minute 17/29)</p> <p>The Chair reported that the purchase of an area of 4.5 acres adjacent to the Callywith site by TPC had been completed.</p>	DW to share AR report

	<p>38.04 Open Day (Minute 17/30(e))</p> <p>An open day for prospective students and families held on Saturday 19 August 2017 had been a fantastic success and was well attended by members of the local community. All staff had worked extremely hard to ensure the buildings and campus were ready for the day and to welcome visitors to the new college. Staff were thanked for their hard work and commitment.</p>	MW to thank staff
17/39	<p>Chair's Business</p> <p>Trustees noted that:</p> <ul style="list-style-type: none"> • an official opening of Callywith College was being arranged for late November. The Lord Lieutenant of Cornwall, Colonel Edward Bolitho, would be guest of honour • Callywith College would be hosting the Lord Lieutenancy's annual meeting at which the Chair and Principal would be giving a presentation about the development of the College • on behalf of the Board, three trustees (Chair, Principal and Sue Dickinson) had approved an update to the HSBC bank mandate to enable the Business Manager and Assistant Principals to become bank signatories <p>The Board ENDORSED the decision to approve the Business Manager and Assistant Principals as bank signatories.</p>	RL to take forward as necessary
17/40	<p>Principal 's Report</p> <p>The Principal provided an update on:</p> <p>(a) Media Coverage</p> <p>Local media coverage of the open day and first day of term had been very positive and included an item on BBC Spotlight.</p> <p>(b) Admissions</p> <p>Enrolments had reached a total of 343 learners (with some late registrations continuing), against the PAN (published admission number) of 284. The situation remained fluid and funding would be allocated on the basis of registrations on the autumn census date of 1 November.</p> <p>(c) Marketing</p> <p>The 2018/19 prospectus had been launched, prospective students were visiting the College and staff were attending school information events. Interest for 2018 entry was good and some early applications had already been submitted.</p> <p>(d) Exam Centre Accreditation</p> <p>The Joint Council for Qualifications (JCQ) accreditation visit had been completed successfully enabling registration with relevant exam boards to progress.</p> <p>(e) Lettings</p> <p>Facilities were being well-used by community groups with regular bookings for the sports pitch, meeting rooms and interest in the sports hall (when available).</p>	

	<p>(f) External Contracts</p> <p>Building 3 (sports hall) was due to be completed and handed over during October half term. Transport and catering services had both been working well. Once student numbers increased in 2018/19, additional bus routes could be provided and travel times would reduce. This message was being conveyed to prospective students. Rail link options were also being explored.</p> <p>The Board considered the student admissions data in detail and in response to questions the Principal reported that:</p> <ul style="list-style-type: none"> • there had been a few instances of students withdrawing and reasons varied, including, travel times/costs and remaining with friendship group – there appeared to be no particular trends • the size of the first intake had enabled the College to offer a broad curriculum (28 A level subjects, 9 diplomas and 4 Level 2 pathways) • staff were being deployed to maximise efficiency and to deliver extra-curricular and enrichment activities (including sports academies, Duke of Edinburgh etc.) • some additional staff appointments would be necessary for September 2018 • around thirty students had registered on one year courses and would be likely to progress to two year programmes, providing in-built growth. • although the gender split of learners was not included in the data, this information could be made available. 	
17/41	<p>Curriculum Delivery Update</p> <p>The Assistant Principal (Teaching & Learning) provided a breakdown of the latest enrolment figures for each course. Trustees noted that students were roughly equally split between A level and vocational programmes. In addition to their main programme of study, around 50 students were registered to retake level 2 maths and 50 to retake level 2 English. All students had recently taken part in a cross-College Individual Learning Plan (ILP) Day which included activities such as e-library induction, target setting, study skills and one-to-one sessions with tutors.</p> <p>During discussion Trustees noted that a number of A Level subjects had been withdrawn nationally and the curriculum offer was narrowing with a trend towards more formal, end assessments. These changes impacted on student choices.</p> <p>Where possible, the College was responding flexibly to demand/interest from learners – it was likely that Travel & Tourism would be added to the curriculum in 2018/19. The pattern of applications and educational/financial viability of small courses would continue to be closely monitored.</p>	Principal to provide gender breakdown

17/42	<p>Finance Matters</p> <p>42.01 Management Accounts 2016/17</p> <p>The Board reviewed expenditure to the end of August 2017 and use of the Development Grant for the pre-opening phase of the College. The key areas of expenditure were marketing, legal fees, staffing and management information systems (eg. finance and HR). As sponsor, TPC would not be recharging the costs of the Principal Designate and Assistant Principals for the set up period. Audited end of year accounts for 2016/17 were being prepared.</p> <p>42.02 Revised Budget for 2017/18</p> <p>A revised budget based on an intake of 330 students was presented to the Board together with projections for the following two years. Trustees noted that the DfE/EFA funding agreement had been set at 284 students for 2017/18 and backdated funding for the additional student numbers would be received in spring 2018. As the running costs of the College, estimated student numbers and other factors became clearer the forecasts would be updated. At this stage a positive outturn was projected for 2017/18.</p> <p>During discussion, trustees asked about staffing costs which were typically 60-65% of costs for an established FE college and around 70% for most sixth form colleges. Benchmarking with other comparable institutions and close monitoring of expenditure would help to ensure the budget was reasonable and accurate.</p> <p>It was expected that TPC would continue to provide support in 2017/18 in accordance with the agreed Memorandum of Understanding, but not thereafter. Trustees asked for the level of support to be quantified in order to accurately budget for additional costs in future.</p> <p>Following discussion, the Board APPROVED the revised budget for 2017/18.</p> <p>42.03 Cashflow</p> <p>The Business Manager presented the cashflow projections to August 2019 and explained the underlying assumptions. The budget figures had been incorporated into the cashflow and funding was based on 330 learners in 2017/18 and 900 in 2018/19. Trustees noted the cashflow projections which remained positive throughout the coming two years.</p>		RL to monitor staffing costs as proportion of overall expenditure RL to quantify support from TPC
17/43	<p>Update on Current Risks</p> <p>Trustees considered the current key risks:</p> <ul style="list-style-type: none"> • <u>Student Retention</u>: staff were focused on ensuring that students settled well and that any issues or difficulties were addressed promptly in order to retain students 		

	<ul style="list-style-type: none"> • <u>GCSE Grading and Curriculum Changes</u>: curriculum and grading reforms meant that level on entry was less certain which could impact on progress and assessment (eg. in BTEC January assessment). Student progress was being closely monitored to ensure good success rates. • <u>Finance</u>: the budget for 2017/18 was very tight and all proposed expenditure would be scrutinised in detail and income maximised where possible. • <u>Recruitment</u>: the budget forecast was based on a significant growth in recruitment for 2018/19 – staff were working hard to achieve the 660 intake projected for September 2018. <p>The Board noted the key risks identified and the action to mitigate those risks.</p>	
17/44	<p>Health and Safety</p> <p>The Board considered the Health and Safety Policy and Guidance Manual which had been drafted in preparation for the Ofsted pre-opening visit and was consistent with procedures at TPC.</p> <p>Following discussion, the Board APPROVED the Health and Safety Policy and Guidance Manual for 2017/18</p>	
17/45	<p>Learner Voice</p> <p>The Assistant Principal (Student Experience) summarised the range of learner voice activities to gather feedback on provision. As well as structured meetings with students various informal mechanisms were being used to encourage feedback, including a comments box, social media and open door policy for students to approach staff. An online autumn survey was also being launched to seek views on all aspects of provision. An external critical friend inspection visit by a former HMI on 4 October included discussions with students and had been a useful way to gather information.</p> <p>In response to questions the Assistant Principal explained a poster competition inviting students to put forward their ideas on the Callywith College culture and values. She also explained the exit interview process and the pro-active follow up process for any early leavers.</p> <p>Trustees were pleased to note that feedback was generally very positive and that where specific issues had been raised by students these were being promptly addressed.</p>	
17/46	<p>Strategic Plan</p> <p>The Principal presented the Strategic Plan for 2017/18 - 2019/20 and explained that this was an overarching plan, setting out the College's main priorities. The Plan would be constantly reviewed and updated in response to new opportunities and developments.</p>	

	<p>Trustees reviewed the strategic objectives, targets and key actions and considered a number of aspects in further detail. It was suggested that particular areas of the strategy could be linked to a particular committee and aligned with the remit of each committee.</p> <p>The Board noted that the College's Self-Assessment Report (SAR) produced later in the year would provide a more detailed annual operating statement with action plans to address areas for development and the achievement of objectives.</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, Trustees agreed the Plan provided comprehensive objectives and a clear strategy for the College. The Board agreed to ADOPT the Strategic Plan for 2017/18 – 2019/20.</p>	
17/47	<p>Governance Matters</p> <p>47.01 Parent Trustee Elections</p> <p>The Board considered and APPROVED the proposed parent trustee election procedures, subject to an amendment to indicate that parents would be notified of a vacancy by letter <u>or email</u>.</p> <p>47.02 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>47.03 Trustee Roles and Attendance Records for 2016/17</p> <p>Trustees were advised that academy trusts were required to publish attendance records and noted the data for 2016/17.</p> <p>47.04 Proposed Cycle of Annual Business for 2017/18</p> <p>The Board considered and APPROVED the proposed cycle of business for 2017/18.</p> <p>47.05 Academies Financial Handbook 2017</p> <p>Trustees received and noted the new Academies Financial Handbook for 2017, setting out the financial and governance framework for academy trusts reflecting their status as companies, charities and public bodies.</p>	<p>AW to amend procedure</p> <p>Trustees to notify AW of changes</p> <p>ALL to note</p>
17/48	<p>Date of Next Meeting</p> <p>The Board would next meet at 2.00 – 3.00pm on Wednesday 29 November 2017 at Callywith College. The meeting would be followed by the Callywith College Trust Annual General Meeting.</p>	ALL to note