

**Minutes** of a meeting of the Board of Trustees of the  
Callywith College Trust held on 5 December 2018 at Callywith College

**Trustees Present:** Mr J Burnett, Mr M Davis, Dr C Gray, Mr P Reed, Mr C Twigg, 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, Mrs D Tarrant and Mr P Ugalde

Item	Discussion/Decision	Action
18/42	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 2 October 2018 were <b>APPROVED</b> and signed as a correct record.</p>	
18/43	<p><b>Matters Arising</b></p> <p><b>43.01 Local Enterprise Partnership (Minute 18/34.01)</b></p> <p>The Chair reported that the LEP was supporting the SW Institute of Technology bid which involved a number of FE/HE institutions, including Truro and Penwith College (TPC). TPC would be piloting the new T Level qualifications from 2020/21. LEPs were currently undergoing a national review.</p> <p><b>43.02 Review of A Level Delivery for 2019/20 (Minute 18/34.02)</b></p> <p>The Principal reported on the new three subject A Level model from September 2019 which was being explained at recruitment events and interviews. Most applicants and parents/carers were content with the three subject offer but a small number were interested in taking a fourth A Level subject.</p> <p>The feasibility and implications for staffing and delivery were discussed and Trustees noted that only students with a very high GCSE average would be able to embark on a four A Level programme after careful advice and guidance. No additional funding would be provided for the extra subject and if students did not complete the qualification it would impact on success rates.</p> <p>Trustees endorsed the College's approach that where a four A Level programme was feasible and appropriate, the option would be made available, as an exception, on an individual basis.</p> <p><b>43.03 Management Accounts 2017/19 (Minute 18/36)</b></p> <p>The Business Manager indicated that the VAT position was still being clarified.</p>	

	<p><b>43.04 Update on Risks – Recruitment 2019/20 (Minute 18/38)</b></p> <p>The Principal reported that a request for 955 students had been submitted to the DfE. This was considered a realistic target, allowing for significant growth and internal progression. Confirmation of the number allocated was expected early in the New Year.</p> <p>Trustees noted that funding for any recruitment in excess of 955 would be received in February 2020 but would not attract the additional new learner premium (£500 per learner) until 2020/21.</p>	
18/44	<p><b>Chair’s Business</b></p> <p>The Chair raised the following matters:</p> <ul style="list-style-type: none"> <li>• <u>Learning Walks</u> – all Trustees were encouraged to undertake a learning walk and to provide feedback on their visit</li> <li>• <u>Oxbridge Mock Interviews</u> – Trustees were thanked for helping candidates to prepare for the selection process. Of the eleven applicants, eight had so far been invited for interview by either Oxford or Cambridge University.</li> </ul>	Trustees to send availability and feedback to AW
18/45	<p><b>Principal’s Report</b></p> <p>The Principal provided a brief update on recruitment for 2019/20 and indicated that over 430 applications had so far been received, including 145 submitted at the recent Open Day. The Open Day had been a very lively and successful event and a range of other school visits and recruitment events were taking place. Admissions interviews were also well underway.</p> <p>The Board was pleased to note the positive recruitment position and success of the Open Day.</p> <p>Trustees agreed to discuss other areas covered by the Principal’s Report during the AGM (following the Board meeting) with the Trust Members present.</p>	
18/46	<p><b>Annual Report and Financial Statements for 2017/18</b></p> <p>The Board received the Annual Report and Financial Statements for 2017/18 together with the auditor’s key issues discussion document. The auditor’s letter of representation was tabled at the meeting.</p> <p>The Financial Statements and Auditor’s report had already been reviewed in detail by the Finance, Employment and Audit (FEA) Committee and recommended for approval.</p> <p>The Business manager presented the Financial Statements and highlighted key points including the asset transfer from TPC to Callywith College Trust and the impact of the Local Government Pension Scheme annual actuarial valuation (which simply provided a snap shot of the pension position with no immediate implications).</p> <p>Chair of the FEA Committee explained accounts been thoroughly reviewed and the negative end of year position had been discussed by the Committee. The Auditor had confirmed an unqualified audit report with no significant issues raised.</p>	

	<p>Trustees asked about the level of expenditure on staffing which appeared to be higher than benchmarks and noted that as the College grew and greater efficiencies of scale could be achieved, the proportion of spending on staff costs would reduce. A target of 70% had been set for 2019/20 with a further reduction expected in following years, whilst ensuring the quality of the student experience was maintained.</p> <p>Following consideration, the Board <b>APPROVED</b> the Annual Report and Financial Statements for 2017/18 and letter of representation.</p>	
<p><b>18/47</b></p>	<p><b>Update on Current Risks</b></p> <p>Trustees reviewed the current key risks:</p> <ul style="list-style-type: none"> <li>• <b>Revenue Funding:</b> staff were focused on supporting students, ensuring they settled well and that any issues or difficulties were addressed promptly. The Individualised Learner Record (ILR) for the ESFA funding claim would be submitted on 7 December for 770 students (40 above PAN). The budget for 2018/19 remained very tight as actual enrolments were below the revised budget based on 780 learners and funding for the extra 40 would not be paid until February 2019.</li> <li>• <b>Failure to Constrain Expenditure:</b> The income shortfall was being managed by efficiency savings where possible. In addition, extra funding for high needs students had been agreed by Cornwall Council. The Teachers Pay Grant would be used to support general staffing costs and improve the budget. The capital bonus announced by the Government would be used to free up the current capital allocation.</li> <li>• <b>Failure to Achieve Recruitment Target for 2019/20:</b> a request for 955 had been submitted and confirmation of the PAN by the DfE was awaited. Staff were working hard to achieve the planned growth. The over recruitment achieved in 2018/19 would help give the DfE confidence in the College's ability to maintain growth and achieve the proposed target for 2019/20.</li> <li>• <b>Management/Integration of New Staff:</b> the induction and integration of new staff had gone very well with any concerns addressed effectively.</li> </ul> <p>In response to questions, the Principal confirmed that all curriculum areas were appropriately staffed and there was capacity and expertise within the current team to deliver new subjects (eg. Politics) next year.</p> <p>In some curriculum areas further growth would require additional teachers and staffing needs would be assessed as recruitment patterns for 2019/20 became clearer. The Principal confirmed an intention to continue in 2019/20, the additional A Level workshops offered this year.</p> <p>The Board <b>NOTED</b> the key risks identified and the actions to mitigate those risks.</p>	

<p><b>18/48</b></p>	<p><b>College Self-Assessment Report 2017/18</b></p> <p>The Chair reported on the SAR Review Group meeting held on 12 November 2018 when the College SAR had been scrutinised in detail, focusing on key areas for development and action plans.</p> <p>The Review Group agreed that the SAR provided a rigorous, thorough evaluation of provision supported by good evidence and data. The SAR demonstrated that provision was strong and Overall Effectiveness had been graded 2 (Good). The External Validation Report (conducted by a former Ofsted Inspector) was very positive and endorsed this view. Trustees were satisfied that action plans were focused and areas for development were receiving appropriate attention. The Review Group recommended approval by the Board.</p> <p>In response to questions Trustees noted that publication of the College's first (Level 3) examination results would be in the DfE league tables in January 2020. A new Ofsted framework was being implemented from 2019/20 and the structure of the SAR would be reviewed to ensure the format was aligned to the new criteria.</p> <p>Following discussion of the grade judgements and issues raised by the Review Group, the Board <b>APPROVED</b> the College SAR for 2017/18.</p>	
<p><b>18/49</b></p>	<p><b>Reports and Recommendations from Sub-Committees</b></p> <p><b>49.01 Teaching, Learning and Student Experience (TLSE) Committee</b></p> <p>The Board received the minutes of the TLSE Committee held on 29 October 2018 and noted the various issues considered, including the student achievements in 2017/18, student enrolments for September 2019 and the Curriculum Development Plan for 2018-2021.</p> <p>The Board <b>APPROVED</b> a recommendation from the Committee to appoint David Walrond as the Lead Trustee for Careers Education, Information, Advice and Guidance (CEIAG).</p> <p><b>49.02 Finance Employment and Audit (FEA) Committee</b></p> <p>The Board received the minutes of the FEA Committee held on 20 November 2018 and noted the range of matters considered. As well as scrutinising the draft Financial Statements for 2017/2018, the meeting discussed the management accounts for 2018/19, reviewed the current staffing position and approved a Flexible Working Policy and a Stress Policy.</p> <p>The Committee Chair explained the proposed audit work to be undertaken and the Board <b>APPROVED</b> the proposed Internal Audit Plan for 2018/19.</p>	
<p><b>18/50</b></p>	<p><b>Review of Targets and Performance Indicators for 2018/19</b></p> <p>Trustees noted that performance against the targets and performance indicators for 2017/18 had been reviewed, monitored and any underperformance had been challenged by each committee throughout the year. Almost every measure had been met or exceeded and the reasons why specific targets had not been achieved were explored.</p>	

	<p>Trustees questioned the targets for GCSE retakes in Maths and English and discussed the difficulties and challenges. Results for English and Maths were above national averages but every effort was being made to further improve the percentage of learners achieving a grade 4 or above and ambitious targets had been set for 2018/19. The size of the GCSE resit cohort had grown considerably this year from 65 in 2017/18 to over 160 in 2018/19. The College was working very hard on this particular provision.</p> <p>Following discussion and clarification of some specific measures, the Board <b>APPROVED</b> the proposed targets and performance indicators for 2018/19.</p>	
<b>18/51</b>	<p><b>Governance Matters</b></p> <p><b>51.01 Calendar of Meetings for 2019/20</b></p> <p>The proposed dates of meetings for 2019/20 were considered and <b>APPROVED</b> by the Board.</p> <p><b>51.02 Performance and Remuneration Committee Terms of Reference</b></p> <p>Proposed amendments to the terms of reference of the Performance and Remuneration Committee were considered and <b>APPROVED</b> by the Board.</p>	ALL to note
<b>18/52</b>	<p><b>Determination of the Educational Character and Mission of the College</b></p> <p>The Board received a paper from the Principal describing the context and background to the establishment of the College and setting out the proposed character, mission and vision.</p> <p>Trustees expressed an ongoing commitment to the establishment of Callywith College as a broad, comprehensive tertiary college offering a wide range of academic and vocational courses. The College aimed to be responsive to the needs of the community and to make a major contribution to the revitalisation of the local area through delivery of a high quality post-16 educational experience, addressing underperformance in the area, improving life chances of young people and developing as a hub for economic growth.</p> <p>The Board <b>APPROVED</b> the proposed character and mission.</p>	
<b>18/53</b>	<p><b>Date of Next Meeting</b></p> <p>The Board would next meet at 9.30am – 12noon on Tuesday 26 March 2019.</p>	ALL to note