

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 14 December 2021 via Teams

Trustees Present: Mr J Burnett, Mr M Davis, Dr C Gray, Prof A Phippen, Ms J Proctor, Mr P Reed, Mr C Twigg, Mr D Walrond (Chair), Ms S Wright and Dr J Grey (Principal)

In Attendance: Mr A Jefferies (Assistant Principal), Ms J Temple (Assistant Principal), Mrs R Loom (Business Manager) and Mrs A Winter (Clerk to the Trustees)

Apologies: Mrs T Roose, Mrs D Tarrant and Mr T Woodley

Item	Discussion/Decision	Action
21/42	<p>Appointment of Parent Trustee</p> <p>The Board APPROVED the appointment of Judy Proctor as a Parent Trustee and welcomed Judy to her first meeting.</p>	
21/43	<p>Declarations of Interest</p> <p>Trustees were reminded of the requirement to disclose any potential interest, financial or otherwise, that could give rise to a conflict of interest. No new interests were declared.</p>	
21/44	<p>Minutes</p> <p>The minutes of the meeting held on 28 September 2021 were APPROVED as a correct record.</p>	
21/45	<p>Matters Arising</p> <p>45.01 Covid-Related Risks (Minute 21/36)</p> <p>The Principal reported on contingency plans to switch to remote delivery in the New Year, if necessary. He also summarised preparations for January exams and processes to collate assessment data in case there was a return to some form of teacher assessed grades (TAGs) in 2022.</p>	
21/46	<p>Chair's Business</p> <p>46.01 Governance Review</p> <p>The Chair thanked trustees for completing the governance self-assessment questionnaire and skills audit. He explained that the Search and Governance Committee was reviewing feedback and would be developing an action plan to address any issue identified.</p> <p>The Board noted new requirements for Boards to commission an external review of governance (ERG) at least every 3 years. Further details on the ERG requirements were awaited. Also, the internal auditor would include governance in the spring 2022 audits.</p>	

	<p>46.02 Board Strategy Day 2022</p> <p>Trustees NOTED the Strategy Day was due to take place on 1 February 2022. The key theme for the day would be the future capacity challenges faced by the College. The programme would also include an opportunity to meet with students and staff.</p> <p>46.03 Memorandum of Understanding (MoU)</p> <p>The Chair reported that informal discussions between the Principals and Chairs of both Colleges about the implementation of the MoU and establishment of a steering group were helping to cement the relationship between the two organisations. Dialogue about the operational plans for the Truro and Penwith College (TPC) STEM Skills Centre (Ottery building) and interface with Callywith College were also ongoing.</p>	ALL to note
21/47	<p>Principal's Report¹</p> <p>See AGM minutes.</p>	
21/48	<p>Future Capacity Challenges</p> <p>This confidential item is separately minuted.</p>	
21/49	<p>Update on Current Risks</p> <p>Trustees discussed the key risks:</p> <ul style="list-style-type: none"> • <u>Capacity challenges</u> – applications for 2022/23 were higher than at the same point last year and projections indicated demand was likely to exceed capacity. The necessary permission and funding for expansion was continuing to be very actively pursued. • <u>Covid 19</u>: the pandemic was continuing to cause uncertainty and disruption with high numbers of staff absences towards the end of term. Latest guidance and restrictions were being closely monitored and the College was ready to switch to remote delivery in the New Year if this became necessary. • <u>Student Support</u> – support needs, complex safeguarding cases and mental health issues related to the pandemic had increased staff workload. The situation was being carefully managed to ensure best use of resources to meet demand. <p>The Board NOTED the key risks and actions to mitigate those risks.</p>	
21/50	<p>Finance and Audit Matters</p> <p>50.01 Internal Auditor's Report for 2020/21</p> <p>Trustees received and NOTED the internal auditors report regarding three visits during the year covering a range of reviews to ensure effective controls and processes. One recommendation had been raised and no concerns identified.</p> <p>50.02 Annual Report and Financial Statements for 2020/21</p> <p>The Board considered the Annual Report and Financial Statements for 2019/20 which had already been scrutinised by the FEA Committee and recommended for approval.</p>	

¹ Trustees agreed to defer consideration of the Principal's Report to the AGM with the Trust Members later in the day.

	<p>Trustees were pleased to NOTE that income and expenditure accounts indicated an end of year net surplus. However, once the pension valuation and other accounting adjustments were applied, a small deficit of £182k was reported in the financial statements. This was a very favourable outcome and the SMT was commended for its work.</p> <p>50.02 External Auditor’s Report</p> <p>The Auditor summarised the audit process and explained the audit findings, particularly the adjustments relating to the Local Government Pension Scheme and depreciation. As a result of the audit work undertaken, the Auditor’s overall conclusion was an unmodified audit with no significant issues raised.</p> <p>50.03 Auditor’s Letter of Representation</p> <p>The Board reviewed and agreed the letter of representation.</p> <p>50.04 Finance, Employment and Audit Committee (FEA)</p> <p>The Board received and NOTED the minutes of the FEA meeting held on 30 November 2021 recommending approval of the Annual Report and Financial Statements.</p> <p>Following discussion and clarification the Board APPROVED the Annual Report and Financial Statements for 2020/21.</p>	
21/51	<p>College Self-Assessment Report (SAR) 2020/21</p> <p>The Board considered the SAR for 2020/21 and Action Plans for 2021/22 which had already been scrutinised in detail and recommended for approval by the SAR Review Group.</p> <p>Trustees recognised that the year had been atypical due to the ongoing impact of the pandemic. Also, the usual DfE progression data was not available and assessment data was based largely on Teacher Assessment Grades (TAGs).</p> <p>The SAR Review Group concluded that the SAR provided a thorough evaluation of provision with action plans that were focused and robust to ensure areas for development were receiving appropriate attention. The external validator supported the overall judgement of Outstanding.</p> <p>Following discussion, the Board APPROVED the College SAR 2020/21.</p>	
21/52	<p>Targets and Performance Indicators for 2021/22</p> <p>Trustees noted the assessment of performance against the agreed targets and performance indicators for 2020/21 which had been monitored by relevant committees throughout the year. The rationale for the targets and PIs proposed for 2021/22 was explained and discussed.</p> <p>During discussion, Trustees noted that:</p> <ul style="list-style-type: none"> • attainment and achievement targets for 2020/21 had been met but the pandemic was continuing to impact, particularly on attendance rates and enrolments • targets were not considered limiting but provided realistic goals which staff would aim to achieve and exceed 	

	<ul style="list-style-type: none"> although student enrolments had risen, they did not quite match the pre-Covid predictions and targets, possibly due to the lack of in person recruitment events and visits new T Levels were due to be launched in 2022 and various funding bids to support delivery had been submitted the government would be introducing measures to address the apparent grade inflation caused by CAG and TAG processes in 2020 and 2021 and the high grades target had therefore been maintained at 60% (despite performance significantly exceeding the target this year) in addition to the quantitative targets and data, the TLSE regularly monitored student voice feedback and qualitative data about the student experience trustees suggested that targets for onward progression into employment/apprentices/higher education etc should be devised. <p>The Board was pleased to note excellent achievements and performance in 2020/21 and following clarification of the various measures the Board APPROVED the targets and performance indicators for 2021/22.</p>	
21/53	<p>Reports and Recommendations from Sub-Committees</p> <p>53.01 Teaching, Learning and Student Experience (TLSE) Committee</p> <p>The Board received the minutes of the TLSE Committee held on 11 October 2021 and NOTED the various issues considered, including the student achievements in 2010/21, student enrolments for September 2021 and the Curriculum Development Plan for 2021-2024. The Committee had also been closely monitoring safeguarding arrangements, student support activity and rise in demand for additional support.</p> <p>53.02 Finance Employment and Audit (FEA) Committee</p> <p>The Board received the minutes of the FEA Committee held on 19 October 2021 and NOTED the range of matters considered. As well as reviewing the budget for 2021/22, monitoring staffing and premises issues, the Committee had also overseen catering and transport tender processes. A significant area of debate related to the capacity challenges and the expansion of the College.</p> <p>53.03 Search and Governance (S&G) Committee</p> <p>The Board received and NOTED the minutes of the S&G Committee held on 10 November 2021.</p>	
21/54	<p>Proposed Calendar of Meetings for 2022/23</p> <p>The proposed dates of meeting in 2020/23 were APPROVED.</p>	All to note
21/55	<p>Date of Next Meeting</p> <p>The Board would next meet at 9.30am on Tuesday 5 April 2022.</p>	ALL to note