

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 15 December 2020 via Teams

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 Dr J Grey (Principal)

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

Apologies: Mrs D Tarrant and Mr T Woodley
Also, Mr A Jefferies (Assistant Principal)

Item	Discussion/Decision	Action
20/26	<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>	
20/27	<p>Minutes</p> <p>The minutes of the meeting held on 29 September 2020 were APPROVED as a correct record.</p>	
20/28	<p>Matters Arising</p> <p>28.01 College Self-Assessment (Minute 20/17.01)</p> <p>The Principal reported that Tony Noonan (External Assessor) was scheduled to undertake a critical friend visit in March 2021.</p> <p>28.02 Memorandum of Understanding (Minute 20/18.04)</p> <p>Trustees noted there had been limited progress with the development of the MoU with Truro and Penwith College (TPC) due to exceptional operational challenges and workload this term. Work on the MoU would continue in the New Year.</p> <p>28.03 Governance Arrangements (Minute 20/24.04)</p> <p>The Board agreed that remote governance arrangements during the pandemic had been generally working well. Trustees recognised the importance of learner voice feedback and hoped this could be enhanced by the resumption of learning walks in the New Year.</p>	
20/29	<p>Chair's Business</p> <p>29.01 Board Membership and Succession Planning</p> <p>The Board considered the recommendations from the Search and Governance Committee and APPROVED:</p>	

	<ul style="list-style-type: none"> • the re-appointment of Mike Davis from 21 March 2021 to 20 March 2025 • the re-appointment of Chris Twigg from 2 May 2021 to 1 May 2025 • the re-appointment of Claire Gray from 1 January 2022 to 31 December 2025 • the appointment of Tracey Roose as a Trustee and member of the FEA Committee from 30 March 2021 for a term of 4yrs • the appointment of Steph Wright as a Trustee and member of the TLSE Committee from 30 March 2021 for a term of 4yrs • the appointment of Andy Phippen as a trustee and member of the TLSE Committee from 30 March 2021 for a term of 4yrs • the appointment of Claire Gray to the Performance and Remuneration Committee <p>29.02 Board Strategy Day 2021</p> <p>Trustees AGREED to postpone the Board Strategy Day due to take place on 19 January 2021 until after Easter (late April/early May).</p> <p>29.03 Oxbridge Mock Interviews</p> <p>Trustees were thanked for helping candidates to prepare for the selection process. Of the ten applicants, five had been invited for interview by either Oxford or Cambridge University.</p>	<p>ALL to note Clerk to arrange date</p>
<p>20/30</p>	<p>Principal's Report¹</p> <p>The Principal provided a brief update on enrolment forecasts for 2020/21, financial projections and capacity for further growth.</p> <p>He explained that existing flexibility permitted the College to increase up to 1310 students (beyond the Capacity of 1280). The approval process for further expansion involved both the Local Authority (LA) and Regional Schools Commissioner (RSC). The LA Schools Capacity Team was due to assess the campus in coming weeks. Any 'substantial' change would necessitate an application to the RSC, a consultation process and approval by the Secretary of State.</p> <p>Trustees confirmed the College's long-term objective to offer a broad, comprehensive curriculum to meet the needs of the local community, without rationing provision to limit growth.</p> <p>The Board NOTED that the Principal was working through the process.</p>	
<p>20/31</p>	<p>Update on Current Risks</p> <p>Trustees discussed the key risks:</p> <ul style="list-style-type: none"> • <u>Student Experience/Student Support</u>: staff were focused on supporting students, ensuring that high quality teaching and learning was maintained and that any issues or difficulties were addressed promptly. New staff appointments this year (to bolster support services as well as teaching) and a new management structure were working well. The significant challenges caused by the pandemic were taking their toll and staff well-being was a key priority. 	

¹ Trustees agreed to discuss other areas of the Principal's Report during the AGM (following the Board meeting) with the Trust Members.

	<ul style="list-style-type: none"> • Finances: cost were being closely monitored to constrain expenditure and manage the budget, although the pandemic had created greater financial uncertainty. Additional Covid-related costs were being separately recorded. • Recruitment: online applications and recruitment events were continuing for 2021/22. Web resources had been well received by schools and there were high levels of participation in virtual events. Student interviews were continuing via telephone or in person, where feasible (eg. during the Christmas vacation). <p>In response to questions about staff attendance, the Principal confirmed that the level of absence due to self-isolation and illness in recent months had remained low which was a very positive indicator of staff morale and commitment during exceptionally difficult times.</p> <p>The Board NOTED the key risks and actions to mitigate those risks.</p>	
20/32	<p>Annual Report and Financial Statements for 2019/20</p> <p>The Board considered the Annual Report and Financial Statements for 2019/20 together with the auditor’s key issues discussion document and letter of representation.</p> <p>The Chair of the Finance, Employment and Audit Committee (FEA) explained that the accounts had been thoroughly reviewed by the Committee and recommended for approval.</p> <p>The Auditor had suggested that documenting and gaining Board approval for supplier relief payments due to coronavirus (to the catering and bus providers) would improve internal control. The Auditor’s overall conclusion was an unmodified audit with no significant issues raised.</p> <p>Trustees were pleased to NOTE that income and expenditure accounts indicated an end of year surplus. However, once the pension valuation, depreciation and other accounting adjustments were applied, a small deficit of £123k was reported in the financial statements. This was a very favourable outcome and the SMT was commended for its work.</p> <p>Following consideration, the Board APPROVED the Annual Report and Financial Statements for 2019/20 and letter of representation.</p>	
20/33	<p>College Self-Assessment Report (SAR) 2019/20</p> <p>The Board considered the SAR for 2019/20 and Action Plans for 2020/21 and noted that the information had been scrutinised in detail and recommended for approval by the SAR Review Group.</p> <p>Trustees recognised that the year had been highly unusual due to the pandemic and adjustments to delivery. Also, the usual comparative data was not available and assessment data was based largely on Centre Assessment Grades (CAGs). Staff had worked extremely hard to maintain the quality of teaching and learning, to provide comprehensive support and continue to deliver a good student experience.</p> <p>It was suggested that the Board Strategy Day should include an opportunity for Trustees to hear the views of staff and their feedback on the SAR process and action plans.</p> <p>Following discussion, the Board APPROVED the College SAR 2019/20.</p>	Principal to arrange

20/34	<p>Targets and Performance Indicators 2020/21</p> <p>Trustees noted that performance against the targets and performance indicators for 2019/20 had been monitored by relevant committees throughout the year. Almost every measure had been met or exceeded and the reasons why specific targets had not been achieved were explored. The pandemic had impacted across all areas of activity and had resulted in some atypical outcomes, particularly in relation to achievement data based on CAGs.</p> <p>During discussion, Trustees questioned the target of 93% set for retention in 2020/21, despite the achievement of an exceptional attendance rate of 99% in 2019/20. Although 93% was 5% above the sector average, the Board was keen to ensure targets were ambitious and suggested this should be raised.</p> <p>Results for GCSE English and Maths were well above national averages but every effort was being made to further improve the percentage of learners achieving a grade 4, with challenging targets set for 2020/21.</p> <p>Following discussion and clarification of the various measures, the Board was satisfied that rigorous, ambitious goals had been set and APPROVED the targets and performance indicators for 2020/21.</p>	Principal to note
20/35	<p>Reports and Recommendations from Sub-Committees</p> <p>35.01 Teaching, Learning and Student Experience (TLSE) Committee</p> <p>The Board received the minutes of the TLSE Committee held on 12 October 2020 and NOTED the various issues considered, including the student achievements in 2019/20, student enrolments for September 2020 and the Curriculum Development Plan for 2020-2023.</p> <p>35.02 Finance Employment and Audit (FEA) Committee</p> <p>The Board received the minutes of the FEA Committee held on 20 October 2020 and NOTED the range of matters considered. As well as reviewing the budget for 2020/21, monitoring additional Covid-related costs and premises issues, the meeting reviewed staff recruitment, attendance and well-being. Also, the Committee debated the most effective use of a substantial increase in Learner Support Funds which would be phased in over the next 4/5 years.</p> <p>Trustees NOTED that a tendering process managed was underway to secure a new transport contract from August 2021.</p> <p>35.03 Search and Governance (S&G) Committee</p> <p>The Board received the minutes of the S&G Committee held on 4 November 2020 and APPROVED the recommendations (Minute 20/29).</p>	
20/36	<p>Date of Next Meeting</p> <p>The Board would next meet at 9.30am on Tuesday 30 March 2021.</p>	ALL to note