 **CALLYWITH COLLEGE TRUST**

**Minutes** of a meeting of the Board of Trustees of the

Callywith College Trust held on 26 March 2019 at Callywith College

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| **Trustees Present:** | Mr J Burnett, Mr M Davis, Mr P Reed, Mrs D Tarrant, Mr C Twigg, Mr P Waller (left after item 19/10), 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 Board) |

**Apologies:** Dr C Gray and Mr P Ugalde.

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| **Item** | **Discussion/Decision** | **Action** |
| **19/01** | **Declarations of Interest**  Trustees were reminded of the requirement to declare any potential conflicts of interest and were asked to update the Register of Interests. | ALL to note |
| **19/02** | **Minutes**  The minutes of the meeting held on 5 December 2018 were **APPROVED** and signed as a correct record. |  |
| **19/03** | **Matters Arising**  **03.01 Institute of Technology (Minute 18/43.01)**  The Chair reported that the SW IoT consortium bid which included Truro and Penwith College (TPC), along with six other HE and FE institutions, had progressed to stage two of the DfE selection process. A decision on successful bids was expected by the end of April. As a Free School, Callywith College was unable to be part of the IoT or to deliver new Technical Level qualifications.  **03.02 Review of A Level Delivery for 2019/20 (Minute 18/43.02)**  The Principal confirmed that no concerns had been raised by applicants about the new delivery model, based on a three subject A Level programme, (with a fourth subject permitted as an exception).  **03.02 Oxbridge Mock Interviews (Minute 18/44)**  Trustees were pleased to hear that of the eight candidates invited for interview, two had received offers from Cambridge University. |  |
| **19/04** | **Chair’s Business**   1. Sad News **–** the Board noted, with sadness, the recent death of Sue Dickinson, a Callywith College Trustee and former Director of Finance at TPC. Trustees acknowledged her tremendous contribution to the establishment of Callywith College and her work as a Trustee. |  |
|  | 1. Change of Date – the Chair explained that due to absences it had been necessary to change the date of the summer Board meeting and Remuneration Committee from 10 July to 25 June. 2. DfE Governance Handbook: March 2019 – copies of the revised Handbook were distributed at the meeting. Trustees were advised to familiarise themselves with the guidance which clarified the role, functions and legal duties of the Board as well as providing information and resources to support effective governance. 3. Further Education Commissioner’s Review of Cornwall – this confidential item is separately minuted. | ALL to note  ALL to read new guidance |
| **19/05** | **Principal’s Report**  The Principal provided an update on a range of issues, including:   * Recruitment – 740 applications had been received to date, (compared to 605 last year). Recruitment activities and interest from a wide area demonstrated continued progress and growth. * Funding 2019/20 – the ESFA had rejected the College’s estimate of 955 learners and indicated a funding allocation based on 770, (the same as last year with no allowance for growth). This would create significant cashflow difficulties. An appeal had been submitted urging the ESFA to reconsider the allocation. * Student Outcomes – performance in externally assessed December/January BTEC units was very pleasing with a much larger number of entries this year. * Staffing – Lucy Maggs (Assistant Principal) would be leaving to take up the role of Director of Teaching and Learning at TPC in August 2019. The implications for the leadership capacity and structure were being reviewed. * Staff Recruitment for 2019/20 - 4 full-time and 3 part-time lecturers had been appointed and staffing was being planned on the basis of the current estimate of 955 learners. Support staffing needs were being assessed and additional posts would be advertised shortly. Student Services and other student-facing functions were a priority. * Marketing – the 2020/21 prospectus was already being written for launch in September 2019 and a programme of school visits and open events were underway. * Premises – priorities were being assessed in order to determine the schedule of summer works * Student Activities – examples of recent activities, trips and sporting achievements demonstrated participation in a wide range of enrichment opportunities.   In response to questions, the Principal confirmed that new teaching posts had generally been filled by staff from local schools who were taking a pay cut to move to the College.  The Board also discussed student progression, particularly students not intending to continue to university, and preparation for the new Ofsted inspection framework. The College was focusing on providing a broad educational experience, offering a wide range of opportunities and supporting personal development. |  |

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| **19/06** | **Quarterly Review of Financial Position**  The Board received the Quarterly Review of the College’s Financial Position for the period ending on 31 January 2019 and noted that core ESFA funding allocation had been adjusted from 730 to reflect the actual enrolments of 770. However, this still remained slightly below the budget forecast.  Additional funding for LLDD (Learners with Learning Difficulties and Disabilities), post-opening per pupil grant, the Government’s Teacher Pay Grant and in-year capital bonus had helped to improve the budget position. Some areas of expenditure including premises costs and home to college transport were higher than expected. Finances were very challenging but a close to breakeven end of year position was currently predicted.  Following discussion, the Board **APPROVED** the revised budget for 2018/19. |  |
| **19/07** | **Update on Current Risk Issues**  The Principal highlighted the current key risks:   * Financial Position: the budget remained very tight – finances were being closely monitored, all decisions scrutinised and expenditure carefully managed. Funding for 2019/20 was a key concern and a budget could not be prepared until the allocation was confirmed by the ESFA. If the funding allocation based on a PAN of 770 was not revised, this could cause significant cashflow problems and operational issues. * Recruitment: attracting students for 2019/20 was a key focus of activity and applications were being closely monitored in order to plan provision. At this stage the recruitment was going well. * Staffing: recruiting the right staff and ensuring they were effectively assimilated into the existing team was key to maintain high quality provision.   The Board **NOTED** the key risks and action to mitigate those risks. |  |
| **19/08** | **Transport Policy for 2019/20**  The Board considered transport for 2019/20 and noted that:   * Plymouth Citybus had provided an excellent service during 2018/19 at a total cost of £710,000 * the full cost of the annual bus pass for students in 2018/19 was £515 (consistent with Truro and Penwith College) * discounted rates applied for students with a household income below £31,000 - discounts were funded from Learner Support Funds and a College subsidy (£30,383 in 2018/19) * an analysis of applicant addresses indicated that an additional two buses would be needed next year.   In response to questions, Trustees noted that the full price bus pass was higher than the cost of the Cornwall Council pass and many 11-18 schools offered free travel. The Council’s ‘One Transport for Cornwall’ scheme was still in development. |  |

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|  | Trustees recognised that many students relied entirely on the bus services to travel to College over long distances and that subsidised transport supported social inclusion and increased choice and opportunities for students, (particularly as the bus pass also covered use of Plymouth Citybuses during evenings, weekends and holidays).  Confirmation was provided that the total cost of transport subsidy was £440,00 in 2018/19 and likely to be around £520,00 in 2019/20.  Following consideration the Board **AGREED** the bus pass pricing should remain the same for 2019/20 and **APPROVED** the contract negotiated with Plymouth Citybus at a maximum cost of £853,500. |  |
| **19/09** | **Admissions Policy for 2019/20**  The Principal explained the College’s Admissions Policy had been approved by the DfE as part of the pre-opening arrangements and at this stage there was no need to amend the current policy. If applications for 2019 entry exceeded the maximum annual intake, a waiting list for each course would be maintained and places allocated according to the date and time of applications. |  |
| **19/10** | **Reports and Recommendations from Sub-Committees**  **10.01 Teaching Learning and Student Experience Committee**  The Teaching, Learning and Student Experience (TLSE) Committee Chair reported on the meeting held on 29 January 2018 and Trustees noted the various issues considered, in particular:   * the ongoing challenges of delivering GCSE resits in English and maths and the strategies to cope with increasing numbers * support for early leavers and measures to maintain attendance and retention * increased interest in the Level 3 Travel and Tourism Diploma for 2019/20 * continuing student support activity and difficulties accessing external support and specialist services/assessments * the likelihood of an inspection within the coming 12 months and preparation for the new Ofsted framework.   **10.02 Finance, Employment and Audit Committee**  The Finance, Employment and Audit (FEA) Committee Chair reported on the meeting held on 5 March 2019 and Trustees noted the various issues considered, in particular:   * the mid-year review of the 2018/19 budget which remained very tight but was expected to achieve a close to breakeven end of year position * cashflow for 2019/20 which would be challenging, particularly if current negotiations with the DfE to increase the allocated PAN of 770 were not successful.   In accordance with recommendations, the Board **APPROVED:**   1. the revised budget for 2018/19 2. the Freedom of Information Policy. |  |

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| **19/11** | **Safeguarding Annual Return 2019**  The Assistant Principal explained the annual self-assessment required by Our Safeguarding Children Partnership (OSCP) to confirm compliance with Section 175/157 of the Education Act. The self-assessment detailed the designated personnel responsible for safeguarding, the training completed as well as the policies and procedures in place. The Lead Trustee for Safeguarding had contributed to the self-assessment and highlighted the importance of the new post in Student Services. The post was already being advertised in order to ensure a new member of staff was up to speed and ready to respond to the complexity and volume of work expected in 2019/20.  The Board was pleased to note that two of the action points identified last year had been addressed and the third action would be completed shortly. The actions proposed for 2019/20 were noted.  Following consideration, the Board **APPROVED** the self-assessment for submission to OSCP by the 5 April deadline. |  |
| **19/12** | **College Self-Assessment Report – Spring Review**  The Board considered the review of the College SAR Action Plan and noted the progress made in relation to cross-College actions.  During discussion, changes to attendance monitoring and recording processes were explained.  In response to questions, the Principal confirmed that course teams were progressing specific actions within their area and a recent staff development day had been used to focus on action plans and review progress, ensuring collective ownership by staff. The impact of some actions would not be apparent until the end of the year.  The Board was satisfied that the SAR Action Plan was receiving appropriate and timely attention. |  |
| **19/13** | **Annual Governance Review**  The Board noted that an annual review of governance would be undertaken, based on a range of information and feedback. A summary of the process was provided and endorsed by the Board.  Trustees were asked to complete and return a skills audit and self-assessment questionnaire as part of the review. | ALL to complete forms and fwd to Clerk |
| **19/14** | **Date of Next Meeting**  Trustees noted a change to the scheduled date. The Board would meet at 9.30 – 12.00noon on Tues 25 June 2018.  The Board meeting would be followed by the Performance and Remuneration Committee (for relevant Trustees). | All to note – NB change to date |