

**Minutes** of a meeting of the Board of Trustees of the  
Callywith College Trust held on 28 September 2021 at Callywith College

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

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

**Apologies:** Dr C Gray, Mrs N Morris, Mrs D Tarrant and Mrs T Roose

Item	Discussion/Decision	Action
21/30	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 29 June 2021 were <b>APPROVED</b> as a correct record.</p>	
21/31	<p><b>Matters Arising</b></p> <p><b>31.01 Declarations of Interest (Minute 21/18)</b></p> <p>The Board <b>NOTED</b> the recent appointment of Jonathan Burnett as Chair of the Corporation of Truro and Penwith College. Any potential conflicts would be monitored and addressed as appropriate.</p> <p><b>31.02 College Self-Assessment – External Assessor (Minute 21/19)</b></p> <p>The critical friend visit from the former Senior HMI would be taking place on 21/22 Oct. Trustees were <b>ASKED</b> to indicate availability/willingness to participate in a meeting with the external assessor via Teams.</p> <p><b>31.03 Governance Meetings (Minute 21/20.03)</b></p> <p>Trustees <b>NOTED</b> that implementation of an e-governance system had been delayed by the pandemic but was continuing to be progressed.</p> <p><b>31.04 Learning Walks (Minute 21/21)</b></p> <p>Trustees were keen to re-commence in person learning walks and the Principal agreed to circulate a range of dates/opportunities.</p> <p><b>31.05 Kilmar 2 (Minute 21/21)</b></p> <p>The outcome of the Post-16 Capacity Fund bid to the DfE to enable the temporary, leased structure to be made a permanent building was still awaited. The latest communications indicated a decision by late autumn.</p> <p>In the meantime, a capacity assessment by the RSC's team had been completed and a decision from the Regional Schools Commissioner (RSC) about increasing the current PAN of 1280 was awaited.</p>	<p>Trustees to notify Clerk/Principal of availability</p> <p>Principal to provide dates</p>

	<p>Approval for expansion was complex due the College’s designation which straddled two government departments and required two separate processes to secure the capital funding for the building and the revenue funding for delivery to additional students. The budget for 2021/22 and admissions strategy could not be finalised until decisions from the DfE and RSC were received.</p> <p>Trustees discussed the implications if the applications were declined and reiterated their position that they would not support any selective rationing of provision.</p> <p><b>31.06 Memorandum of Understanding (Minute 21/22)</b></p> <p>The MoU with Truro and Penwith College (TPC) had been approved by both parties and dialogue between Principals was continuing.</p> <p><b>31.07 Staff Pay for 2021/22 (Minute 21/24)</b></p> <p>The Principal reported that staff were very pleased with the pay award.</p>	
<p><b>21/32</b></p>	<p><b>Chair’s Business</b></p> <p><b>32.01 Governance Review</b></p> <p>Trustees were asked to complete an online self-assessment and skills audit as part of the two-yearly review of governance effectiveness, conducted by the Search and Governance Committee.</p>	<p>Trustees to complete online surveys</p>
<p><b>21/33</b></p>	<p><b>Principal’s Report</b></p> <p>The Principal provided an update on recent developments and operations, particularly the summer assessments and start of year processes. The Board had a wide-ranging discussion and asked questions on various issues, including:</p> <ul style="list-style-type: none"> <li>• Teacher Assessed Grades – all grades awarded to Callywith students in 2021 remained unchanged from the initial TAGs submitted.</li> <li>• Achievement Data – overall the data was very pleasing with excellent outcomes. Although retention remained good, the exceptionally high rates in recent years had not been maintained. The reasons for early leavers and any trends were being assessed and additional early contact/invention implemented for 2021/22.</li> <li>• GCSE Maths and English – the results for 2021 were good and pass rates remained well above national averages. The College had been funded to deliver GCSE qualifications from 2020/21. Slightly fewer students in 2021/22 needed to re-take GCSEs, but raising achievement in Maths and English continued to be a key focus and a significant area of work.</li> <li>• 2022 Assessments – details were still awaited on exam arrangements and modifications to assessment processes for next year. The College was continuing to deliver the full curriculum and cover the breadth of the syllabus in all subjects.</li> <li>• Exam preparation – as most students had no experience of formal exams due to the pandemic, additional exam preparation was being provided in 2021/22 including formal mocks to replicate the conditions and duration of A Levels and vocational assessments.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Teaching and Learning Contingency Plans – the College was able to revert to remote delivery very rapidly, if needed, with tried and tested systems in place.</li> <li>• Recruitment – despite severe limitations to school visits and open events, enrolments were good, currently 1227 with some late entries and withdrawals continuing. The change to an online application process had increased the numbers of multiple applications to other providers and shifts in application trends were being analysed.</li> <li>• Demographic trend – the local demographic was beginning to rise and enrolments were expected to increase in coming years. Recruitment projections for 2022/23 and beyond were being developed.</li> <li>• Staffing – 13 new appointments had been made for 2021/22, including 8 new deputy Team Leaders (DTLs) to add management capacity across each curriculum area. Other new roles included an Assistant SEND Co-ordinator and lead for the new Callywith Active initiative to promote community opportunities to support health, wellbeing, sport and recreational activities.</li> <li>• Community Engagement - the Assistant Principal had joined the Bodmin Town Team to help extend community links. Although the College was not able to deliver adult education, other ways to offer adult education courses at Callywith were being explored.</li> <li>• Premises Works – various refurbishments and upgrades over the summer had provided useful additional facilities, including the 100 computer workstations and ‘The Shed’, an outside snack outlet.</li> <li>• Covid-19 – the College was continuing to adhere to all government directives and had offered two Covid test for students during the first days at College. Very few positive cases were detected and the College was no longer required to undertake contact tracing. With fewer restrictions, a wider range of activities had resumed. All staff were now working back on site.</li> <li>• Ottery – construction of the new TPC STEM and Skills Centre, adjacent to Temple, was due for completion next spring and would be in use from September 2022. The Ottery building included workshops, teaching rooms, a learning resources area and canteen. TPC was working on curriculum plans, focusing on higher level technical skills in engineering and health. Further discussions between the two Principals about the interface and integration of the curriculum and facilities of Ottery with Callywith College were ongoing.</li> </ul> <p>Board members noted that a detailed breakdown of achievement and recruitment data would be provided for further debate by the TLSE Committee in October. Trustees were very pleased to <b>NOTE</b> a healthy recruitment position and positive start to the year.</p>	<p>JG/AJ to provide data for TLSE</p>
<p><b>21/34</b></p>	<p><b>Finance Matters</b></p> <p><b>34.01 Draft End of Year Management Accounts 2020/21</b></p> <p>The Board reviewed the draft accounts to the end of August 2021 and noted that the final figures were being prepared for the external audit. The key variations to forecasts and Covid-related adjustments were discussed. Overall there had been some savings and a slight increase in the end of year surplus expected. A comparison with the position in 2019/20 was tabled.</p>	

	<p>In response to questions, Trustees <b>NOTED</b>:</p> <ul style="list-style-type: none"> <li>• additional Covid-related costs had risen to around £50k and were partially covered by a one-off grant of £32k</li> <li>• negotiations with Cornwall Council were continuing regarding a shortfall in Element 2/3 funding to support high needs learners</li> <li>• although there had been costs associated with closing the contract with Chartwells, the new catering service provided by Cleverchefs was working well and teething issues had been promptly addressed</li> <li>• the new external auditors, Thomas Westcott, were also responsive and working pro-actively to understand the College with a full, onsite audit scheduled in October</li> <li>• it was unlikely that the College would receive any grant funding to compensate for the increase in National Insurance contribution rates from April 2022.</li> </ul> <p>The Board reviewed the balance sheet and cashflow forecast to December 2022 and concluded that the draft accounts indicated that College remained in a sound financial position. The achievement of an end of year surplus and building reserves was vital for the future development and stability of the College.</p>	
21/35	<p><b>Review and Update of Strategic Plan</b></p> <p>The Principal presented the Strategic Plan for 2020/21 – 2022/23 and explained that this was an overarching plan, setting out the College’s main priorities. The Plan had been updated to reflect the successful establishment of the College and rapid growth during the first four years of operation. Until the DfE and RSC responded to applications to increase capacity, strategic aims remained largely unchanged.</p> <p>The Board reviewed the current strategic objectives and targets and suggested a further debate on curriculum development and the longer term strategic plans, once decisions were made by the DfE and RSC.</p> <p>In the meantime, the Board agreed to <b>ADOPT</b> the Strategic Plan for 2020/21 – 2022/23.</p>	
21/36	<p><b>Update on Current Risks</b></p> <p>The Board reviewed the Risk Management Plan and Business Continuity Plan for 2021/22 which had been updated to incorporate new issues and changes to Covid-related risks. The Principal explained the College’s ongoing proactive approach to risk management and mitigating actions.</p> <p>Trustees asked a range of questions and noted that a switch to remote delivery could be swiftly and efficiently implemented, if necessary. The impact of the pandemic on safeguarding and student wellbeing were being carefully addressed and additional counselling support had been made available this year.</p> <p>The Board also noted that an external, independent review of health and safety arrangements was underway and would help inform the risk management approach.</p> <p>Following discussion of the relative risk ratings, the Board <b>APPROVED</b> the Risk Register and Plan.</p>	



	affordability and other evidence, decisions on senior post holder pay had been made in accordance with the pay policy.	
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<b>21/40</b>	<p><b>Any Other Business</b></p> <p><b>40.01 Exeter College, Oxford University</b></p> <p>A Trustee offered to provide a contact for potential links to Exeter College. Prospective applicants from the College usually stayed at Exeter College during the annual Oxford and Cambridge trip and developing this link could be beneficial.</p> <p><b>40.02 Future Governance Meetings</b></p> <p>The Board discussed the pros and cons of in person/remote meetings following the lifting of Covid restrictions. The consensus amongst trustees was that regular on site meetings and visits to the College were essential to remain fully engaged. However remote meetings or hybrid meetings could be more convenient on some occasions.</p> <p>It was <b>AGREED</b> that governance meetings should generally be on site with remote or hybrid meetings, with opportunities for individuals to join online, as necessary.</p>	ALL to note
<b>21/41</b>	<p><b>Date of Next Meeting</b></p> <p>The Board would next meet at 1.30pm on Wednesday 14 December 2021, followed by the Annual General Meeting at 3.30pm.</p>	ALL to note