

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 29 June 2021 via Teams

Trustees Present: Mr J Burnett, Mr M Davis, Dr C Gray, Dr J Grey (Principal), Professor A Phippen, Mr P Reed, Mrs T Roose, Mrs D Tarrant, Mr C Twigg and Mr D Walrond (Chair)

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

Apologies: Mr T Woodley and Mrs S Wright

Item	Discussion/Decision	Action
21/17	<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. Jonathan Burnett declared his appointment to the governing body of Truro and Penwith College.</p>	Clerk to update records
21/18	<p>Minutes</p> <p>The minutes of the Board meeting held on 30 March 2021 were APPROVED as a correct record.</p>	
21/19	<p>Matters Arising</p> <p>19.01 College Self-Assessment (Minute 21/04.01)</p> <p>As the external review by a former HMI could not go ahead during 2020/21 (due to the pandemic) it had been arranged for autumn 2021.</p> <p>19.02 College Capacity (Minute 21/04.03)</p> <p>The Principal explained the latest recruitment projections and outcome of the net capacity assessment which concluded that (as a school) the College did not have sufficient space to accommodate existing student numbers or expected growth. Approval for a 'substantial change' was therefore being sought to increase the College's ESFA capacity from 1280 to 1560 on the basis of new Kilmar facilities and greater space efficiency. The application procedure included a consultation process with stakeholders which had just closed and the required evidence was being collated for submission to the Regional Schools Commissioner (RSC) and approval by the Secretary of State.</p> <p>19.04 Transport Policy 2021/22 (Minute 21/09)</p> <p>The College was liaising with the bus company on services for next year and the implementation of online ticketing. The new arrangements had been publicised and were ready for bus pass sales to begin on 1 July.</p>	

	<p>19.05 Safeguarding Update (Minute 21/11)</p> <p>Trustees noted the positive feedback from the Section 157 Annual Safeguarding Return. The audit confirmed compliance and identified good practice.</p> <p>Trustees asked about the comment from the assessor regarding use of different forms by staff and the Assistant Principal clarified that forms were only for internal use and that all information was logged on the central CPOMS tracking system. The comment had been retracted by the assessor once this was explained.</p>	
21/20	<p>Chair's Business</p> <p>20.01 Trustee Appointment</p> <p>The Chair provided feedback from recent discussions with a potential candidate, summarised her professional background in finance and suitability for the role. The appointment was supported by the Search and Governance Committee.</p> <p>Following consideration, the Board APPROVED the appointment of Nicki Morris as a Board-appointed Trustee and Member of the Finance, Audit and Employment Committee for a period of 4yrs beginning on 1 July 2021.</p> <p>20.02 Parent Trustees</p> <p>Trustees were pleased to hear that Tom Woodley was hoping to leave hospital in July following a long term illness and was keen to continue in the Parent Trustee role in 2021/22.</p> <p>The Board noted that Debra Tarrant's role as a Parent Trustee was due to end in October 2021 but she had expressed an interest in continuing as a member of the Board. An election process to appoint a new Parent Trustee would take place in the autumn term.</p> <p>Following consideration, the Board APPROVED the re-appointment of Debra Tarrant as a Board-appointed Trustee and Member of the Teaching, Learning and Student Experience Committee for a period of 4yrs beginning on 16 October 2021.</p> <p>20.03 Remote/Onsite Governance Meetings 2021/22</p> <p>The Chair had taken soundings about the resumption of onsite meetings and the consensus was that full board meetings onsite were preferable, once Coronavirus restrictions permitted. Taking account of environmental sustainability, travel time, convenience and other factors, it was felt that Committee meetings could continue to be conducted effectively online.</p> <p>Implementation of a paperless system had been stalled due to the pandemic and it was agreed that switching to Convene should be re-assessed by the Board.</p>	<p>Clerk/Principal to arrange election</p> <p>Clerk to share info about Convene</p>
21/21	<p>Principal's Report</p> <p>The Principal reported on latest developments and the following issues were discussed:</p> <ul style="list-style-type: none"> • Coronavirus – the enormous impact, new systems necessary, adaption of processes, extra workload and pressures 	

	<ul style="list-style-type: none"> • Assessment and Teacher Assessed Grades (TAGs) – the massive task of developing systematic assessment processes for each qualification, collating evidence, checking and moderating grades had been completed. Staff had taken an exceptionally conscientious, thorough and methodical approach to the TAG processes and it was hoped there would be few appeals. • Recruitment – at this stage the enrolment projections were positive indicating some growth but in the absence of physical recruitment events enabling prospective students to see facilities the predictions were less certain • Staffing – a number of staffing changes were being made for 2021/22, including some increased hours and responsibilities. New Deputy Team Leaders (DTLs) had been appointed to support teaching and learning in each curriculum area. • Summer works – the various projects due for completion over the summer would ensure facilities were maintained, enhanced and adapted to meet curriculum needs and included provision of additional IT facilities • Kilmar 2 – a bid to the 16-19 Capacity Fund had been submitted to enable the temporary Kilmar structure to be replaced with a permanent building and the outcome of the application was awaited • Student Activity – a range of enrichment activities, sporting fixtures and other events had been able to go ahead this term to enhance the student experience. <p>Trustees asked about learner voice processes and stakeholder engagement which had been more challenging during the pandemic and was pleased to note that contact and dialogue had been maintained through remote communication.</p> <p>In response to questions about the impact and costs of the new DTL posts the Principal explained the costings and arrangements to backfill posts as necessary to free up DTL non-teaching time to focus on quality. As well as providing good value for money, the roles offered progression opportunities for staff and support for the PTLs.</p>	
21/22	<p>Memorandum of Understanding (MoU)</p> <p>Following a series of discussions, a comprehensive two-way Memorandum of Understanding between Callywith College and Truro and Penwith College (TPC) had been developed.</p> <p>As the proposal for a transfer of Callywith to TPC had been declined by the DfE, the relationship was continuing to evolve and a framework setting out the basis of the partnership, the commitments and shared aims would help to clarify and cement that relationship.</p> <p>The dialogue had been positive and useful and resulted in a draft MoU that was acceptable to both parties. It was hoped that the MoU would be helpful in relation to any operational challenges arising from the new TPC Ottery building located adjacent to the Callywith campus.</p> <p>Following discussion and clarification of a number of points, the Board APPROVED the proposed MoU with TPC.</p>	

21/23	<p>Quarterly Review of Financial Position</p> <p>The Board received the Quarterly Review of the College's Financial Position for the period ending on 31 May 2021.</p> <p>Variations included £217k clawback by the ESFA due to overpayment and receipt of a grant towards the costs of Covid mass testing. Despite a number of variations to individual budget lines the overall position remained close to budget projections and indicated a positive outturn and an end of year surplus was forecast.</p> <p>Trustees noted the cashflow forecasts currently indicated a healthy position would be maintained throughout the next 2 years.</p> <p>In response to questions about exam and assessment costs, Trustees were advised that an announcement on potential rebates by exam board had been made recently. Further detail was awaited.</p>	
21/24	<p>Proposed Budget and Staff Pay for 2021/22 and 3Yr Forecasts</p> <p>Trustees reviewed the proposed budget for 2021/22 which had already been scrutinised in detail by the Finance, Employment and Audit (FEA) Committee. A number of minor adjustments had been made on the basis of the FEA discussion. The proposed budget was expected to produce an end of year surplus of £124k</p> <p>The budget assumed enrolments of 1280 with ESFA funding based on the lagged funding model for 1228 learners. Staffing costs included an allowance for incremental drift, the revised management structure, some individual re-grades and a pay award of 2%.</p> <p>The Business Manager provided clarification on the phased increase in Learner Support Funds which would rise significantly, by around £300k, in 2023/24. At that stage the current subsidy towards transport costs could be reduced and spending redirected to teaching and learning.</p> <p>The Board also discussed the proposed 2% pay award and noted the significant pay gap between college and school teachers, the particular challenges and outstanding performance of the College. Trustees noted that FEA had concluded that 2% was both affordable and desirable.</p> <p>Following consideration, the Board APPROVED the proposed budget for 2021/22 (including a pay award of 2%) and 3yr budget forecasts.</p>	
21/25	<p>Risk Management</p> <p>Trustees considered the Risk Management Annual Report for 2020/21 and Risk Management & Business Continuity Plan for 2021/22.</p> <p>The Board noted that Coronavirus issues had dominated last year but the safety measures had been very effective with no onsite transmission. The impact of FE skills reforms would continue to be closely monitored and preparations for the introduction of T Levels and reform of BTEC qualifications were in hand with added curriculum development capacity to mitigate any negative impact.</p> <p>The Board reviewed the mitigating actions set out in the Risk Register and Sensitivity Analysis/Contingency Plan.</p>	

	<p>Trustees asked about the impact of the pandemic on new students whose education had suffered significant disruption and the Principal explained measures to address the implications such as additional mock exams and assessment preparation, as well as increased resources for mental health support.</p> <p>The Board also discussed the increased risk of cyber security to schools and colleges and the enhanced security being implemented, including multi-factor authentication for remote access to College IT systems.</p> <p>Trustees were satisfied with the actions put in place and APPROVED the Risk Management & Business Continuity Plan for 2021/22.</p>	
21/26	<p>Reports and Recommendations from Sub-Committees</p> <p>26.01 Finance, Employment and Audit Committee</p> <p>The Board received the minutes of the Finance, Employment and Audit (FEA) Committee meetings held on 2 March and 15 June 2021.</p> <p>The Board noted the various issues raised by the Committee and APPROVED:</p> <ul style="list-style-type: none"> • amendments to the FEA terms of reference • the appointment of Thomas Westcott as external auditors. <p>26.02 Search and Governance Committee</p> <p>The Board received the minutes of the Search and Governance Committee meeting held on 5 May 2020.</p> <p>The Board noted the various issues raised by the Committee and APPROVED:</p> <ul style="list-style-type: none"> • an amendment to Standing Orders • a new Code of Conduct for Trustees • Gifts and Hospitality Policy. <p>26.03 Teaching Learning and Student Experience Committee</p> <p>The Board received the minutes of the Teaching, Learning and Student Experience (TLSE) Committee held on 17 May and NOTED the various issues considered.</p>	Clerk to obtain Member approval for auditor appointment
21/27	<p>Election of Chair and Vice-Chair</p> <p>David Walrond and Jonathan Burnett were duly nominated and ELECTED unopposed as Chair and Vice-Chair for 2021/22.</p>	
21/28	<p>Cycle of Annual Business for 2021/22</p> <p>The Board considered and APPROVED the proposed cycle of business for 2021/22.</p>	
21/29	<p>Date of Next Meeting</p> <p>The Board would meet at 9.30am on Tuesday 28 September 2021 (at Callywith College).</p>	ALL to note