

## **CALLYWITH COLLEGE TRUST**

### **Minutes** of a meeting of the Board of Trustees of the Callywith College Trust held on 29 September 2020 via Teams

**Trustees Present:** Mr J Burnett, Dr C Gray, Mr P Reed, Mr C Twigg, Mr D Walrond (Chair)  
and Dr J Grey (Principal)

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

**Apologies:** Mr M Davis, Mrs D Tarrant, Mr P Waller and Mr T Woodley

<b>Item</b>	<b>Discussion/Decision</b>	<b>Action</b>
<b>20/16</b>	<p><b>Minutes</b></p> <p>The minutes of the meeting held on 1 July 2020 were <b>APPROVED</b> as a correct record.</p>	
<b>20/17</b>	<p><b>Matters Arising</b></p> <p><b>17.01 College Self-Assessment Report</b></p> <p>The Principal confirmed that Tony Noonan (former HMI) would likely be acting as external verifier for the self-assessment process in 2020. He would be visiting the College later this academic year.</p>	
<b>20/18</b>	<p><b>Chair's Business</b></p> <p><b>18.01 Member Vacancy</b></p> <p>The Chair reported that Truro and Penwith College was taking forward the process to appoint a Member to fill the current vacancy.</p> <p><b>18.02 Trustee Vacancy</b></p> <p>The Search and Governance Committee was taking forward recruitment for a new Trustee, preferably a candidate from the local business community with a finance background. As well as promoting the opportunity via local business networks, the Board supported the wider advertisement of the vacancy.</p> <p><b>18.03 STEM Skills Centre</b></p> <p>The Chair provided an update on the successful bid by Truro and Penwith College (TPC) for funding through the government's Getting Building scheme to establish a STEM Skills Centre on the Callywith site. It was expected that construction work would start at the beginning of 2021 with completion due by early 2022. Discussions were underway between TPC and Callywith College about the logistics, curriculum offer and collaborative opportunities arising from this project.</p>	Search & Governance Committee to take forward

	<p><b>18.04 Memorandum of Understanding (MoU)</b></p> <p>The Board noted that the existing MoU between Callywith College and TPC was a brief document created prior to the opening of the College and needed to be updated and expanded, particularly with the development of the TPC Skills Centre. The Principals of the two colleges were working on the MoU and Trustees would be involved its development in due course.</p>	
<p><b>20/19</b></p>	<p><b>Principal's Report</b></p> <p>The Principal provided a detailed update on latest developments and operations, particularly concerning the huge challenges of the pandemic and longer term implications. The Board had a lengthy, wide ranging discussion and the Principal responded to questions and expanded on various issues, including:</p> <p><b>Results</b> – despite the disruption caused by the cancellation of exams, publication and U-turn on results, the College's final end of year data was excellent with very strong performance in A Levels, Extended Diplomas and vocational qualifications as well as English and Mathematics GCSE retakes. Retention rates remained exceptionally high. A rigorous and well-evidenced system for the allocation of Centre Assessment Grades by the College had resulted in very few problems or complaints and no university places had been lost due to the results debacle. National performance tables for 2020 were unlikely to be published and the exam model for 2021 remained uncertain.</p> <p><b>Progression</b> – at this stage data from UCAS on university admissions was still awaited. Of the 396 leavers (277 in 2019) 73% had applied to higher education, 7% gained full time employment, 5% started apprenticeships, 4% entered additional training or education and 3% were unsure. Internal progression from year 1 to year 2 was also very positive. Provision of remote Careers Advice Information and Guidance had continued with greater uncertainty amongst student about next steps and more choosing to defer entry to university.</p> <p><b>Admissions/Recruitment</b> – 1246 students were currently enrolled although the situation remained fluid with some late enrolments and withdrawals. This was below the projected target of 1280, although the growth in first year numbers was very positive. Students were roughly split 45% A Levels, 55% Diplomas. A breakdown of enrolments by course type and previous school attended was discussed. The prospectus for 2021 was about to be launched and a range of online resources and recruitment events (adapted to comply with Covid restrictions) were planned.</p> <p>The withdrawal of candidates at the GCSE phone-in stage had been disappointing - many were due to Covid-related concerns, particularly about safety on buses. The College's management of the Covid situation was key to public perceptions and reputation and all staff were working extremely hard to maintain the quality of the educational experience whilst adhering to the necessary precautions.</p>	

	<p><b>Staffing</b> – another 18 new staff had started in August and the expanded senior team with two Assistant Principals and five Programme Team Leaders (PTLs) was working well and provided additional management capacity. Also, two new Progress Mentor roles had been created to help support student engagement and behaviour.</p> <p><b>Premises</b> – the new Kilmar building (temporary modular units) had been completed in the 9-week timeframe providing an additional 7 classrooms and associated facilities. Over the summer a range of other minor works had been completed along with Covid-related measures and extra outdoor seating. Appropriate arrangements had been implemented to ensure the Student Support team was able to continue face-to-face meetings with students.</p> <p><b>Response to Covid</b> – the Board noted that Public Health England would direct the College on the correct actions in the event of a positive case amongst the College community. The end of Sept ILP days would be conducted remotely to enable staff and learners to practice using online systems and ensure they were fully equipped and prepared for remote delivery, if this became necessary.</p> <p>Trustees were pleased to note the excellent summer results and recruitment position and thanked staff for the remarkable way in which they had adapted to the huge challenges arising from the pandemic.</p>	
20/20	<p><b>Finance Matters</b></p> <p><b>20.01 Management Accounts 2019/20</b></p> <p>The Board reviewed the management accounts to the end of August 2020 and noted that the year-end accounts were being prepared for the external audit. The key variations to forecasts and Covid-related adjustments were discussed. Overall the variations resulted in an improvement to the outturn and a healthy surplus was expected.</p> <p>The Board considered the balance sheet and cashflow forecast to April 2022 and concluded the College remained in a sound financial position.</p> <p><b>20.02 Revised Budget Forecasts for 2020/21</b></p> <p>The Business Manager explained that funding would be based on 1280 learners in 2020/21 and an in-year clawback to reflect actual enrolments was not expected. However, there would likely be an adjustment in 2021/22. Projections suggested that new first year recruitment had levelled off in 2020 but the impact of Covid was hard to gauge.</p> <p>The Board discussed the proposed changes to the budget and in response to questions further clarification was provided.</p> <p>Trustees noted that new methodology for the calculation Learner Support Funds (giving greater emphasis to travel costs) would result in an increase in LSF starting in 2020/21 and phased in over three years with a very large uplift expected in 23/24.</p> <p>The Board <b>NOTED</b> the proposed changes to the budget which would be scrutinised in more detail by the Finance, Employment and Audit Committee on 20 October 2020.</p>	

20/21	<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 which remained largely unchanged. The Plan had been updated to reflect the successful establishment of the College and its next phase of development. As well as delivering high quality post-16 vocational and academic education and training, the College aimed to support the revitalisation of Bodmin and contribute to the cultural and economic growth of the area.</p> <p>The Board reviewed the strategic objectives and targets and suggested greater emphasis was given to opportunities for further growth and diversification of the curriculum.</p> <p>Following consideration the Board agreed to <b>ADOPT</b> the Strategic Plan for 2020/21 – 2022/23.</p>	Principal to review/amend
20/22	<p><b>Update on Current Risks</b></p> <p>The Board reviewed the Risk Management Plan for 2020/21 which had been updated to incorporate new issues and Covid-related risks. The Principal explained the proactive approach to risk management and mitigating actions.</p> <p>Trustees asked a range of questions and explored in particular the implementation of Covid safety advice. The process of individual risk assessments for vulnerable learners and staff was also explained.</p> <p>Following discussion of the relative risk ratings, the Board <b>RECOMMENDED</b> an amendment to the Risk Register to increase the score attributed to potential reputational damage.</p> <p>The Board was satisfied that the latest Covid-related guidance was being closely followed and that appropriate measures were in place.</p>	Principal to revise risk register
20/23	<p><b>Health and Safety Annual Report for 2019/20</b></p> <p>The Committee considered the annual Health and Safety (H&amp;S) Report and discussed the extensive range of monitoring activities, preventative measures and training. The Committee noted that:</p> <ul style="list-style-type: none"> <li>• an internal level 3 officer was now leading on H&amp;S matters</li> <li>• the H&amp;S Committee met each half term to oversee arrangements – the Committee included representation from across the College</li> <li>• a range of H&amp;S related training had been completed</li> <li>• regular fire drills and fire safety checks had been conducted successfully</li> <li>• audits and risk assessments were undertaken to ensure that effective arrangements were in place</li> <li>• additional Covid-related risks and issues had been addressed and guidance was being closely tracked and implemented.</li> </ul> <p>The Chair suggested that trend data tracking H&amp;S incidents would be useful but recognised that 2020 was atypical due to remote delivery during the pandemic.</p>	

	The Board <b>NOTED</b> the Health and Safety Report for 2019/20 and was satisfied that appropriate preventative measures, training and procedures were in place.	
<b>20/24</b>	<p><b>Governance Matters</b></p> <p><b>24.01 Register of Trustee Interests</b></p> <p>Trustees were reminded of the requirement to disclose any potential interest, financial or otherwise, and were invited to check and update the current Register of Interests.</p> <p><b>24.02 Trustee Roles and Attendance Records for 2019/20</b></p> <p>Trustees were advised that academy trusts were required to publish attendance records and noted the data for 2019/0.</p> <p><b>24.03 Academies Financial Handbook 2020 (AFH)</b></p> <p>Trustees reviewed the key requirements and changes to the financial and governance framework for academy trusts set out in the new AFH.</p> <p><b>24.04 Governance Arrangements 2020/21</b></p> <p>The Board discussed the approach to governance for the autumn of 2020 and spring of 2021 in the context of the pandemic and ongoing restrictions and guidance. The Board was keen that governance arrangements should maximise participation by Trustees, and enable them to remain close to teaching and learning and maintain scrutiny whilst adhering to safety advice and ensuring risks were minimised.</p> <p>In order for the Board to continue to receive student and staff feedback and monitor provision, it was suggested that the feasibility of virtual learner voice and staff voice sessions could be considered.</p> <p>Following discussion, the consensus amongst Trustees was a preference to return to physical onsite meetings, if feasible and consistent with latest guidance.</p> <p><b>24.05 Cycle of Business 2020/21</b></p> <p>The Board <b>APPROVED</b> the proposed cycle of business for 2020/21.</p>	<p>Trustees to notify Clerk of changes</p> <p>ALL to note</p> <p>Principal to explore options</p> <p>Chair, Principal and Clerk to review</p>
<b>20/25</b>	<p><b>Date of Next Meeting</b></p> <p>The provisional date and time for the next Board meeting was 1.30pm on Tuesday 15 December 2020, followed by the Annual General Meeting at 3.30pm.</p>	ALL to note