

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 30 March 2021 via Teams

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

In Attendance: Mr A Jefferies (Assistant Principal) and Mrs A Winter (Clerk to the Trustees)

Apologies: Mrs D Tarrant and Mr T Woodley
Also, Ms J Brown (Assistant Principal) and Mrs R Loom (Business Manager)

| Item | Discussion/Decision | Action |
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| 21/01 | Welcome and Introductions The Chair welcomed new Trustees (Professor Andy Phippen, Mrs Tracey Roose and Mrs Steph Wright) and introduced those present. | |
| 21/02 | Declarations of Interest 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. | |
| 21/03 | Minutes The minutes of the Board meeting held on 15 December 2020 were APPROVED as a correct record and the minutes of the AGM on the same date were NOTED . | |
| 21/04 | Matters Arising 04.01 College Self-Assessment (Minute 20/28.01) The Principal reported that the critical friend review by Tony Noonan (External Assessor) had been re-scheduled for April 2021. 04.02 Board Strategy Day (Minute 20/29.02) The Board considered the timing of the annual strategy day and proposed a date in early July. 04.03 College Capacity (Minute 20/30) The Principal provided an update on negotiations concerning further growth in 2021/22. He explained that the College was currently very close to full capacity and enrolments were likely to exceed the Published Admission Number (PAN) of 1280 next year. | Clerk to consult on availability |

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| | <p>The local authority architect was in the process of assessing the capacity (with/without the inclusion of the temporary Kilmar facilities) and dialogue about increased funding for additional learners was also being taken forward with the funding body and Regional Schools Commissioner (RSC). The process was not straight forward as there was no precedent for expansion of a 16-19 free school.</p> | |
| 21/05 | <p>Chair's Business</p> <p>05.01 Memorandum of Understanding (MoU)</p> <p>The Chair reported that there had been productive discussions on the development of the MoU with Truro and Penwith College (TPC) which would define the future relationship between the colleges. The MoU was being finalised for presentation to the respective Boards in June 2021.</p> <p>05.02 Learning Walks</p> <p>Trustees were encouraged to take part in learning walks to observe teaching and learning in the summer term, once the easing of Covid-safety measures permitted visitors on site.</p> <p>05.03 Open Day</p> <p>The Board noted that at an onsite Open Day was being planned for Saturday 3 July when Trustees were welcome to visit the College.</p> | <p>Principal & Chair to finalise</p> <p>Principal to arrange</p> <p>ALL to note</p> |
| 21/06 | <p>Principal's Report</p> <p>The Principal reported on latest developments and responded to questions on the following:</p> <ul style="list-style-type: none"> • Covid testing – the process for administering lateral flow tests for the return to College on 8 March had gone well and around 92% students had consented to testing. Of more than 3,000 tests completed there had only been three positive results. Those who had declined consent were still permitted to attend College, in accordance with DfE guidance. • Return to College – appropriate Covid-safety measures were in place with a high degree of compliance by learners. Attendance rates were good. • Assessment and Teacher Assessed Grades (TAGs) – specific guidance on the award of qualifications had not yet been published. In the meantime, robust assessment plans and quality assurance processes were being developed across the range of qualifications. Arrangements for collating evidence and determining TAGs was complex and staff were working hard to maximise opportunities for students to sustain and evidence their performance over the year. Care was being taken to ensure consistent and clear messaging to students and parents. • Staffing – the majority of staff had received their first vaccination and had welcomed the return to onsite delivery. A small number of staffing changes and additional posts were expected for 2021/22. • Capital works – proposals for summer projects to support curriculum needs were being considered which included enhancing IT facilities. | |

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| | <ul style="list-style-type: none"> • Transport – a number of helpful upgrades would be made for 2021/22, including free bus links to the town centre and Bodmin Parkway as well as the introduction of mobile app ticketing. • Student Recruitment – a breakdown of latest application numbers for 2021/22 was discussed. The recruitment position remained positive and it was likely that planned new courses would be viable. • Funding Statement – the funding allocation for 2020/21 had been recently confirmed and revised budget projections finalised. • Truro and Penwith College (TPC) Skills Centre – work had begun on site with minimal impact on Callywith College staff and students. Campus car parking would be kept under review in view of further growth expected and the addition of the TPC Skills Centre in 2022. <p>Trustees asked about arrangements for the small number of students who were finding the return to College difficult and the individual support packages and online learning arrangements were explained.</p> | |
| 21/07 | <p>Update on Current Risks</p> <p>Trustees reviewed the key risks:</p> <ul style="list-style-type: none"> • <u>Finances</u>: the pandemic had increased financial uncertainty and generated budget variations. Costs were being carefully managed to constrain expenditure. • <u>Recruitment</u>: online applications, virtual recruitment events and telephone interviews were continuing and an onsite Open Day was planned in July 2021. At this stage recruitment was positive with 755 applications submitted. Good news stories focusing on alumni and community links were helping promotion via social media. • <u>Student Experience</u>: the disruption and challenges for students during the past two years were significant and being addressed where possible. A Student Council had been established and consultation was taking place on an end of year celebration. • <u>Staff Wellbeing</u>: staff attendance and morale remained good, despite considerable pressures and challenges. Good support through team working, social activities, a weekly Personnel clinic and access to counselling were helping to promote wellbeing. <p>The Board NOTED the key risks and actions to mitigate those risks.</p> | |
| 21/08 | <p>Mid-Year Revised Budget for 2020/21</p> <p>Trustees noted that the Finance, Employment and Audit (FEA) Committee had scrutinised the revised budget and recommended approval by the Board.</p> <p>ESFA core funding was based on 1280 learners and clawback in line with the actual enrolments of 1250 was possible. An accurate estimate of transport costs was difficult and depended on summer term bus pass sales. A small grant towards Covid testing costs had been received but no reduction in exam fees was expected, despite the cancelation of most external assessments this year. Overall, the proposed adjustments had a positive impact on the end of year forecast.</p> <p>Following discussion, the Board APPROVED the revised budget for 2020/21.</p> | |

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| 21/09 | <p>Transport Policy 2021/22 – Bus Pass Pricing & Bursary Allocation</p> <p>This confidential item is separately minuted.</p> | |
| 21/10 | <p>Award of Contracts</p> <p>10.01 Transport Contract</p> <p>The Board considered a recommendation from the FEA Committee on the award of the contract for bus services from 2021/22 onwards. The tender evaluation report undertaken by Tenet (procurement specialists) had been discussed in detail by the Committee and additional queries raised by Trustees had been addressed.</p> <p>Following consideration, the Board APPROVED the award of the contract to Plymouth Citybus from 2021/22 for a period of up to 8yrs (with a 4yr break clause) in accordance with the tender evaluation.</p> <p>10.02 Internal Audit Service</p> <p>The Board considered a recommendation from the FEA Committee on the appointment of internal auditors from August 2021. The four tenders had been evaluated by management and assessed by the Committee.</p> <p>Although each proposal offered similar services, the tender by TIAA Ltd was significantly lower cost. Also, as the current incumbent, they understood the College and had provided a good service.</p> <p>Following consideration, the Board APPROVED the re-appointment of TIAA Ltd from August 2021 for a period of 3yrs (with the option to extend for a further 2yrs, subject to satisfactory service).</p> | |
| 21/11 | <p>Safeguarding Update</p> <p>The Principal reported that the deadline for the statutory annual Safeguarding Return had been extended and the College response was being drafted for submission in May. The Safeguarding Lead Trustee was maintaining contact with the team and would review the Annual Safeguarding Return before submission.</p> <p>The Board noted that the safeguarding team was responding to a large volume of issues, including some highly complex cases. Referrals to external services were difficult and workload was continuing to increase (eg. the number of police VIST notifications about incidents in the home had risen in recent months). Emerging issues such as the ‘Everyone’s Invited’ social media movement were being monitored.</p> <p>In response to questions, the Principal explained that that the capacity of the team had been expanded to respond to the increased workload and reduce waiting times for counselling support.</p> | |
| 21/12 | <p>Equality and Diversity Monitoring Report 2019-20</p> <p>The Board received the annual monitoring report which provided a account of the key principles and inclusive practices throughout the College, with supporting data and planned actions to improve.</p> <p>The Board reviewed the report and Trustees asked about the monitoring and strategies to address achievement gaps with regard to socio-economic disadvantage and Children in Care.</p> | |

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| | <p>Trustees noted that an EDI Committee of staff and students had been established and the possibility of completing an accreditation process for (eg. Investors in Diversity) as a way of further promoting and developing the College's EDI approach was being explored.</p> <p>The Board discussed the College's role in the preparation of students for progression into the wider world and noted there was a keen appetite from students to increase awareness of diversity and a number of new EDI initiatives were being developed.</p> <p>The Committee welcomed the monitoring report and the actions being implemented to improve EDI. As the College population had grown and specific analysis was now feasible, the Board asked for disaggregated data in future. Trustees also suggested the inclusion of EDI as a theme for further consideration at the Board Strategy Day.</p> | Chair/Principal to note |
| 21/13 | <p>College Self-Assessment Report (SAR) – Spring Review</p> <p>The Assistant Principal provided an update on the 2020/21 SAR Action Plans and explained the progress that had been made although the impact of some actions could not be assessed until the end of the year.</p> <p>The Board discussed a range of areas in further detail, including additional Maths GCSE support, careers guidance, achievement of the Gatsby benchmarks and planning for the 'Your Future' week. Trustees also asked about mental health support and capacity to respond to increased demand as well as the new management structure which had proved effective and ensured good communication, particularly during the period of remote working.</p> <p>The Board welcomed the progress that was being made and was satisfied that action plans were being taken forward.</p> | |
| 21/14 | <p>Reports and Recommendations from Sub-Committees</p> <p>14.01 Teaching, Learning and Student Experience (TLSE) Committee – 1 February 2021</p> <p>The Board received the minutes of the TLSE Committee and NOTED the various issues considered, including the learner voice autumn survey results and student destinations data for 2019/20.</p> <p>14.02 Finance Employment and Audit (FEA) Committee – 27 January and 2 March 2021</p> <p>The Board received the minutes of the FEA Committee and NOTED the range of matters considered. In particular, the Committee had maintained a close oversight on staffing and finance and been fully involved in the assessment of transport tenders.</p> | |
| 21/15 | <p>Any Other Business</p> <p>As Philip Waller had come to the end of his term of office, the Board thanked Philip for his commitment and contribution to the work of the Board. Colleagues expressed their appreciation and good wishes.</p> | |
| 21/16 | <p>Date of Next Meeting</p> <p>The Board would meet at 9.30am on Tuesday 29 June 2021 (at Callywith College).</p> | ALL to note |