



CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 4 October 2022 via Teams

Trustees Present: Mr J Burnett (in the Chair), Mr M Davis, Prof A Phippen, Mrs T Roose, Mr C Twigg, 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 (Governance Professional)

Apologies: Dr C Gray, Mrs N Hughes, Mr P Reed and Mr D Walrond

Item	Discussion/Decision	Action
22/31	<p>Minutes</p> <p>The minutes of the meeting held on 28 June 2022 were APPROVED as a correct record.</p>	
22/32	<p>Matters Arising</p> <p>32.01 ONS Review of the Classification of Colleges (Minute 22/21)</p> <p>The Board NOTED that the ONS report was due in early November 2022. This could have implications for Callywith and Truro and Penwith College (TPC) if they were re-classified in same sector.</p> <p>32.02 Service Contract with TPC 2022/23 (Minute 21/19)</p> <p>Negotiations with TPC were underway and some final details were being clarified. It was hoped the costs would be confirmed before the Finance, Employment and Audit Committee (FEA) in November</p> <p>32.03 Staff Pay 2022/23 (Confidential Minute 22/24.02)</p> <p>Trustees NOTED that following the Board decision on 28 June 2022 the AoC issued a revised pay recommendation. The FEA subsequently agreed to implement a revised award of 2.5% from 1 September and a non-consolidated payment of £750.</p> <p>The Principal reported that the pay award had been welcomed by staff but it remained a tough economic climate which was adversely impacting on the workforce. A number of staff had requested modifications to working arrangements to try to ease their financial situation.</p> <p>Although the University and College Union (UCU) strike action had not impacted the College, the National Education Union (NEU) was about to ballot members on potential industrial action as demands of an inflation-based pay rise had not been met.</p>	

22/33	<p>Chair's Business</p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> • Debra Tarrant had resigned due to work commitments. Debra was sincerely thanked by the Board for her support for the College and her contribution to the work of the Board • Andy Phippen volunteered to take on the role of SEND Lead Trustee and was duly appointed to the role • Lizzie Sheridan had retired from the Role of Member and Truro and Penwith College had appointed Robert Townsend (TPC Vice-Chair) to fill the vacancy. 	
22/34	<p>Principal's Report</p> <p>The Principal provided an update on recent developments and operations, particularly the summer assessments and start of year processes. The Board discussed the report and asked questions on various issues, including:</p> <ul style="list-style-type: none"> • Achievement Data – headline data was very pleasing with excellent outcomes overall and high grade profiles despite another challenging year and return to a full exam series and normal assessment processes. Student retention remained good but had not returned to pre-pandemic levels – as well as national issues such as ongoing Covid disruption, local factors included rurality, transport and a buoyant job market. The ALPS assessment of value added was problematic due to the unreliability of baseline comparative data as a result of CAGs and TAGs in recent years. • GCSE Maths and English – pass rates remained well above national averages but this still meant that a large proportion of learners did not achieve grade 4+. This continued to be a very challenging area of work and remained a key focus of attention for the College. • Recruitment – enrolments had risen dramatically to around 1490 students (300 above the ESFA funding allocation) with some late entries and withdrawals continuing. Numbers had grown from across most feeder schools with increased numbers particularly in A Level courses. Recruitment activities were getting underway for September 2023 and enrolments projections for 2022/23 were being developed. • Staffing – 33 new appointments had been made to add capacity and deliver new curriculum (eg. criminology), including 7 new Personal Development Tutors to provide pastoral support and monitor attendance and additional Learning Support Assistants (LSAs) to support 24 learners with Education and Health Care Plans (EHCPs). The total staff team had grown to 166 (122 FTE). • Premises Update – various refurbishments, enhancements and modifications over the summer had provided additional facilities and maximised available space. A decision on the planning application for Kilmar 2 was expected very shortly. • Curriculum Developments – a number of new courses had been added from September 2022 and had recruited well, particularly popular was an Extended Certificate in Criminology. The introduction of T Levels had been deferred to 2023 as a result of very low applications and problems nationally with the new qualifications. 	

	<p>Board members noted that more detailed achievement and recruitment data would be provided for the TLSE Committee and a full analysis would be included in the College Self-Assessment Report (SAR).</p> <p>In response to questions, Trustees noted that the College was not eligible for the National Tutoring Programme but received some additional 16-19 funding which was used to increase GCSE Maths contact time.</p> <p>Trustees asked about the move of a staff break room to a smaller space and whether this remained adequate to meet staff welfare needs. The Principal explained the space was only used sporadically for part time staff and those without a permanent base and the changes provided better arrangement.</p> <p>Trustees were pleased to NOTE a very healthy recruitment position and positive start to the year. The Principal was asked to pass on thanks from Trustees to all staff for their enormous efforts.</p>	
22/35	<p>College Capacity and Funding Bid</p> <p>This confidential item is separately minuted.</p>	
22/36	<p>Finance Matters</p> <p>36.01 Draft End of Year Management Accounts 2021/22</p> <p>The Board reviewed the draft accounts to the end of August 2022 and noted that the final figures were being prepared for the external audit. The key variations to forecasts and budget adjustments were discussed.</p> <p>Income had increased in a number of areas, particularly home to College transport as a result of higher bus pass sales. However, expenditure had also increased with additional marketing activity, administration, minibuss and staffing costs. In addition, the TPC Service Contract was significantly higher than forecast and there had been speculative costs associated with the Kilmar 2 project.</p> <p>The reasons for the higher Service Contract costs were clarified and related largely to shared IT licences. It was hoped that the methodology and contract costs would be agreed at a much earlier stage in future.</p> <p>Trustees NOTED that the draft accounts indicated an end of year deficit of £59k although this was expected to reduce if Kilmar 2 costs could be capitalised. The balance sheet and cashflow forecast confirmed the College remained in a sound financial position.</p> <p>36.02 Revised Budget for 2022/23</p> <p>The Board considered the proposed adjustments to the budget as a result of recent changes. The revised budget was based on estimated enrolments of 1465 (compared to the original budget figure of 1450).</p> <p>Other changes were discussed and explained and included increased service costs due to rises in energy prices (although energy saving measures were being implemented to reduce costs where feasible). The budget also included £500k match funding towards the Post-16 Capacity Bid for Kilmar 2 and £150k capital expenditure.</p>	

	<p>Trustees noted that staff costs as a percentage of income were continuing to reduce, indicating increasing efficiency but overall, the adjustments had reduced the projected end of year surplus.</p> <p>Trustees APPROVED the revised 2022/23 budget.</p>	
22/37	<p>Review and Update of Strategic Plan</p> <p>The Principal presented the Strategic Plan for 2022/23 – 2024/25 and explained that this was an overarching plan, setting out the College’s strategic vision and key priorities. The Plan had been updated to reflect the latest position and significant growth of the College. The revised objectives and targets were explained and discussed.</p> <p>Following discussion, the Board agreed to ADOPT the Strategic Plan for 2022/23 – 2024/25.</p>	
22/38	<p>Update on Current Risks</p> <p>The Board reviewed the Risk Management and Business Continuity Plan for 2022/23 which had been updated to incorporate new issues and reduced Covid-related risks.</p> <p>The meeting discussed student safeguarding and wellbeing and recognised the increased risk of a student incident due to higher student numbers, increased levels of deprivation, prevalence of mental health difficulties and other complex issues. The restructured pastoral support system was still bedding in but would help to strengthen student support.</p> <p>In response to questions, the Principal outlined the travel arrangements for student to attend work placements and significant challenges this presented. Students were made aware of the Truro and Penwith College Trust Fund as a potential source of hardship funding where appropriate.</p> <p>Trustees agreed that well as the wide range of issues identified in the Register, the overriding risk for the College was an inability to meet demand and solve the capacity challenges, as already discussed.</p> <p>Following discussion of the relative risk ratings, the Board APPROVED the Risk Register and Plan.</p>	
22/39	<p>Annual Report on Complaints and Compliments 2021/22</p> <p>The Principal summarised the College’s approach to complaints and the aim to be responsive to criticism and address any dissatisfaction as quickly as possible. Any concerns raised were thoroughly explored and where possible an opportunity to discuss issues was offered in order to understand and address points at the initial level.</p> <p>No particular trends were identified although bus services were the source of a number of complaints. It was hoped that services would improve following a recent meeting with the Go Cornwall Business Manager. The College minibus was being used to provide a back-up when the bus service failed.</p> <p>The confidential details regarding a specific issue involving an external organisation were also discussed.</p>	

	<p>Trustees reviewed the compliments from students, parents and local community organisations and noted that social media comments and feedback remained very positive, providing a useful indicator of ongoing high levels of satisfaction.</p> <p>Trustees welcomed the compliments received from parents, students and the local community and were reassured that overall, the number of complaints remained low.</p>	
22/40	<p>Annual Health and Safety Report for 2021/22</p> <p>The Committee considered the annual Health and Safety (H&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"> • the designated H&S Officer was continuing to lead on day-to-day issues and the H&S Committee met each half term to oversee arrangements • an extensive range of H&S related training had been completed • 57 trained first aiders were distributed across all buildings • regular fire drills and fire safety checks had been conducted successfully • risk assessments were undertaken for all activities, trips and visits to ensure that effective arrangements were in place • PAT testing and other compliance checks were regularly completed and logged by staff • appropriate Covid-related measures remained in place • an external risk management audit had been completed in October 2021 with positive feedback in 8 key areas of compliance and suggested actions in 3 areas - these were being addressed. <p>The Board NOTED the Health and Safety Report for 2021/22 and was satisfied that appropriate preventative measures, training and procedures were in place.</p>	
22/41	<p>Governance Matters</p> <p>41.01 Register of Trustee Interests</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>41.02 Trustee Roles and Attendance Records for 2021/22</p> <p>Trustees were advised that academy trusts were required to publish attendance records and noted the data for 2021/22. The Search and Governance Committee continue to monitor participation and would address any attendance issues.</p> <p>41.03 Academy Trust Handbook 2022: schedule of ‘musts’</p> <p>Trustees were advised of the main changes to the Academy Trust Handbook and the mandatory responsibilities were highlighted.</p> <p>41.04 Parent Trustee Election</p> <p>A Parent Trustee election process would be taken forward this term in order to ensure the necessary representation on the Board.</p>	DW/AW/JG

	<p>41.05 External Review of Governance (ERG)</p> <p>In line with the new statutory requirement to undertake an ERG a proposal from a potential reviewer was considered.</p> <p>Following clarification of the process and comparable market rates for ERGs, the Board APPROVED the commissioning of a National Leader of Governance, Diane Moss, to undertake the review during spring 2023.</p>	AW
22/42	<p>Reports and Recommendations from Committees</p> <p>42.01 Performance and Remuneration Committee – 28 June 2022</p> <p>The Chair of the Committee summarised the review of performance and remuneration undertaken by the Committee. He confirmed that following careful consideration of relevant factors, comparators, affordability and other evidence, decisions on senior post holder pay had been completed in accordance with the pay policy.</p>	
22/43	<p>Any Other Business</p> <p>43.01 Chancellor’s Mini-Budget</p> <p>The Board reflected on the changes announced in the recent mini-budget and suggested that the implications should be assessed, and any proposed adjustments considered by the FEA Committee.</p>	JG
22/44	<p>Date of Next Meeting</p> <p>The Board would next meet at 1.30pm on Tuesday 13 December 2022, followed by the Annual General Meeting at 3.30pm.</p>	ALL to note