

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 1 July 2020 at Callywith College

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

In Attendance: Mrs R Loom (Business Manager), Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk to the Board)

Observers: Ms J Brown (Assistant Principal Designate), Mr A Jeffries (Assistant Principal Designate)

Apologies: Mr T Woodley

Item	Discussion/Decision	Action
20/01	<p>Welcome</p> <p>The new Assistant Principals, Jen Brown (Student Experience) and Allyn Jefferies (Teaching and Learning) were welcomed to the meeting.</p>	
20/02	<p>Declarations of Interest</p> <p>Trustees were reminded of the requirement to declare any potential conflicts of interest and were asked to update the Register of Interests. No new interests were declared.</p>	
20/03	<p>Minutes</p> <p>The minutes and confidential minutes of the Board meeting and AGM held on 19 December 2019 were APPROVED as a correct record.</p>	
20/04	<p>Matters Arising</p> <p>04.01 Transfer Proposal (Minute 19/06)</p> <p>The Chair reported that the meeting at the end of April with Baroness Berridge, DfE representatives, Further Education Commission, local MP and others had confirmed the decision to decline the transfer request. Alternative ways to establish a closer relationship between the two colleges were being explored.</p> <p>04.02 College Self-Assessment Report (Minute 19/57.02)</p> <p>The Principal confirmed that Tony Noonan (former HMI) would again be engaged as external verifier for the self-assessment in 2020. He would undertake observations and review written material.</p> <p>04.03 TES FE Awards 2020</p> <p>Trustees were disappointed that the establishment of Callywith College had been unsuccessful in the TES awards for the 'best contribution to the local community by an FE provider' category.</p>	

<p>20/05</p>	<p>Chair's Business</p> <p>The Chair reported on the following matters:</p> <ul style="list-style-type: none"> • <u>Resignation of Trustee</u> - Phil Ugalde had stepped down due to workload and other commitments. A replacement would be sought by the Search and Governance Committee. Phil was thanked for his involvement and support. • <u>Resignation of Member</u> - Ellen Winser had stepped down due to a potential conflict of interest. A replacement would be considered by Truro and Penwith College as sponsor body. Ellen was thanked for her key role in the establishment of Callywith College. • <u>Appointment of Principal</u> – the Board noted approval for the appointment as Jon Grey as Principal had been confirmed by written resolution in March 2020. • <u>Online Meetings</u> – trustees were thanked for adapting to virtual meetings and the Principal was thanked for setting up the necessary IT facilities. • <u>Paperless Governance</u> – the benefits of moving to an e-governance process were highlighted. A paper summarising the potential advantages would be circulated. • <u>Governance Meetings</u> – it was hoped that a return to physical meetings would be feasible in the autumn although the option to use online facilities for some activities would be considered. 	<p>Clerk to circulate information</p>
<p>20/06</p>	<p>Principal's Report</p> <p>The Board considered the Principal's report summarising recent activity and developments. Trustees explored a range of issues and asked questions. Trustees NOTED:</p> <ul style="list-style-type: none"> • recruitment forecasts for September 2020 indicated further growth and potential enrolments of around 1300 students, with increased interest in A Levels likely to produce a 50:50 split between academic and vocational courses. • Coronavirus was creating greater uncertainty amongst applicants with limited advice and guidance available to Yr11 pupils in schools and could result in late decisions • planning for a return to on-site delivery was complex and presented significant challenges - plans were evolving as guidance was published and remained fluid at this stage • transport was a particular challenge and the College was working closely with the bus company on safety measures and raising confidence in services amongst prospective students/parents - the same services as 2019/20 had provisionally been agreed for 2020/21. • it was likely that a blended learning approach, combining a mix of on-site and remote delivery would be offered in September • many new starters would have had a gap in their education with implications for teaching and learning - the pace of delivery would be adapted to help learners get up to speed with close monitoring and early intervention by a new Progress Mentor 	

	<ul style="list-style-type: none"> • an increase in support needs and mental health issues was also likely and additional services provided by external agencies would be continued • the College was beginning to receive information from feeder schools about individual safeguarding cases • staff recruitment to fill additional posts from September were ongoing and a number of new appointments including two Programme Team Leaders (PTLs) had been completed • an extensive range of staff CPD, training and wellbeing opportunities would be provided during the July Admin Week • marketing activities were continuing via online and social media with a digital prospectus and virtual tour experience in development • a small programme of minor works and modifications, incorporating necessary safety measures (such as reception screens) would be completed during the summer • a rich and diverse range of course related and extra-curricular activities had been taking place and a summary was provided . 	
20/07	<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 2020 and noted some considerable variations to the budget as a result of the Covid pandemic. Savings were expected in relation to transport, premises and other delivery costs and as a result of the various adjustments, an increase in the 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, although the financial projections remained uncertain due to the ongoing impact of the pandemic.</p>	
20/08	<p>Proposed Budget and Staff Pay for 2020/21</p> <p>Trustees received the proposed budget which had already been scrutinised in detail by the Finance, Employment and Audit (FEA) Committee. Due to the level of uncertainty created by the pandemic, the figures had been prepared on a cautious basis. The budget assumed enrolments of 1280 learners with ESFA funding for this number from the start of the year.</p> <p>Two sets of figures had been provided to assess the impact of additional temporary accommodation and confirmed the affordability of the proposed units.</p> <p>Following consideration, the Board APPROVED the proposed budget for 2020/21.</p>	
20/09	<p>Temporary Accommodation for 2020/21</p> <p>The Board considered a paper setting out the expected accommodation needs for 2020/21 based on recruitment forecasts and post-Covid social distancing measures.</p>	
	<p>Enrolments were expected to reach the College's full capacity of 1280 in September and in order to maintain safety and the quality of provision, additional classroom space would be needed.</p>	

	<p>The FEA Committee had already scrutinised the rationale and costings for eight temporary Portakabin units providing extra capacity for up to 240 learners. A planning application for the temporary structures had been submitted and a decision was expected by the end of the month. Permission had also been sought from Truro and Penwith College (TPC) , as the owners of the site, and the necessary legal and lease arrangements were being confirmed. The Memorandum of Understanding with TPC would also be revised to clarify arrangements. The timescale for installation of the new units was very tight, but completion by mid-September was possible.</p> <p>During discussion it was suggested that the costs of purchasing the temporary units compared to the rental costs should be explored and that care should be taken to ensure the overall appearance of the units was in keeping with the rest of the campus.</p> <p>Following a full discussion of the necessity and affordability, the Committee APPROVED the proposals to install temporary accommodation units, subject to planning consent, legal and lease arrangements. The Board also AGREED to delegate responsibility for any urgent decisions regarding this project to the Chair, Vice-Chair and Chair of the FEA Committee.</p>	
20/10	<p>Risk Management</p> <p>Trustees considered the Risk Management Report for 2019/20 and Risk Management & Business Continuity Plan for 2020/21.</p> <p>The Board was pleased to note that risk management controls had proved effective during 2019/20 and it had been a successful year.</p> <p>The Board discussed the most significant risks for 2020/21 and the additional Covid-related issues and reviewed the priorities and mitigating actions set out in the Risk Register and Sensitivity Analysis/Contingency Plan.</p> <p>During discussion, the Board concluded that a decline in the quality of provision could have a significant impact on the College’s reputation and should be given a higher risk rating.</p> <p>Trustees were satisfied with the actions put in place and APPROVED the and Risk Management & Business Continuity Plan for 2020/21, subject to an amendment to the Risk Register with regard to reputational risk.</p>	JG to revise risk register
20/11	<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 2020/21.</p>	
20/12	<p>Reports and Recommendation from Sub-Committees</p> <p>12.01 Finance, Employment and Audit Committee</p> <p>The Board received the minutes of the Finance, Employment and Audit (FEA) Committee meetings held on 3 March and 23 June 2020.</p>	

	<p>Trustees noted the various issues raised, in particular:</p> <ul style="list-style-type: none"> • the introduction of the National Living Wage as the minimum pay rate for College staff from 1 September 2020 • review of the costs of the Service Agreement with Truro and Penwith College which had increased this year • the staff pay award for 2020/21 based on a 3% increase and additional 3 days annual leave entitlement • Approval of a number of revised policies: <ul style="list-style-type: none"> – Capability Procedure – Staff Disciplinary Procedure – Grievance Procedure – Code of Conduct for Employees – Health & Safety Policy and Guidance Manual – Financial Procedures Manual. – Charging and Remissions Policy. <p>12.02 Search and Governance Committee</p> <p>The Board received the minutes of the Search and Governance Committee meeting held on 3 March 2020.</p> <p>The Board noted the various issues raised by the Committee and APPROVED the following recommendations:</p> <ul style="list-style-type: none"> (i) the re-appointment Paul Reed as a Trustee and Chair of the FEA Committee for a further term of 4 years (ending on 15 August 2024) (ii) the Scheme of Delegation (with no changes). <p>12.03 Teaching Learning and Student Experience Committee</p> <p>The Board received the minutes of the Teaching, Learning and Student Experience (TLSE) Committee held on 24 February. Trustees and NOTED the various issues considered.</p>	
20/13	<p>Cycle of Annual Business for 2020/21</p> <p>The Board considered and APPROVED the proposed cycle of business for 2020/21.</p>	ALL to note
20/14	<p>Any Other Business</p> <p>14.01 Capital Funding Opportunity</p> <p>The Chair explained that the Secretary of State for Housing, Communities and Local Government had recently invited bids for ‘shovel-ready’ capital projects to help boost the economy. The timescale for the submission of proposals was only days. Bids would be assessed by the LEP against the SoS objectives.</p> <p>TPC had drawn up plans for a STEM Skills Centre at Callywith as part of the original proposals in 2015/16, although funding was not available at that time to enable this to go ahead.</p>	

	<p>As the STEM Skills Centre was ‘shovel-ready’ and closely matched the SoS funding criteria, TPC had submitted a bid for funding towards the Centre. It was likely that decisions on successful projects would be announced later in July. If successful, the lease arrangements and Memorandum of Understanding with TPC would need to be revised.</p> <p>14.02 Thank you</p> <p>As this was her final meeting, Trustees expressed their sincere thanks to Lucy Maggs for her crucial role in the establishment of Callywith College and her outstanding contribution to the success of the College. The Board wished her well in her new role.</p>	
20/15	<p>Date of Next Meeting</p> <p>The Board would meet at 9.30 – 12.00noon on Tuesday 29 September 2020.</p>	ALL to note