

**CALLYWITH COLLEGE TRUST**

**Minutes** of the Trust Board of Trustees Meeting held on 25th June 2019 at Callywith College.

Trustees: Mr M Davis, Dr C Gray, Mr P Reed, Mrs D Tarrant, Mr C Twigg, Mr P Ugalde, Mr D Walrond (Chair) and Mr M Wardle (Principal)

Also Present: Dr J Grey (Assistant Principal), Mrs R Loom (Business Manager) and Mr E Burns (Clerk)

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| **Item** | **Decision** | **Action** |
| **19/15** | The Committee received the apologies of Mr J Burnett, Mr P Waller, Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk). |  |
| **19/16** | **Presentation on New Ofsted Inspection Framework** The Principal provided the Board with a briefing on the new Ofsted Inspection Framework, which will be effective from Sept 2019.The Principal outlined the background to the new framework and he explained that more focus will be placed on the curriculum and the quality of education for all the students (including off-rolling).The Principal informed the Board that he will be receiving his framework training in July 2019 but that the College is currently preparing for an Ofsted inspection (which is due next year) using the new framework criteria. A briefing paper is also being prepared by the College on the new framework and it will then be sent out to all the Trustees. | Principal to circulate briefing paper |
| **19/17** | **Declaration of Interests**No new declarations were made to the Board. |  |
| **19/18** | **Minutes**The Minutes of the Board meeting held on 26th March 2019 were **APPROVED** and signed as a correct record. |  |
| **19/19** | **Matters Arising****19.01 Institute of Technology (Minute 19/03.01)**The Chair informed the meeting that Callywith College would like to expand and could use available capital to build additional premises.**19.02 Transport Policy 2019/20 (Minute 19/08)**The Chair confirmed that student bus passes for 2019/20 would be raised in line with the contract to £530.**19.03 Admissions Policy for 2019/20 (Minute 19/09)**The Chair informed the meeting that the Admissions Policy for the College had not changed even though more students than planned had applied to attend the College.**19.04 Safeguarding Annual Return 2019 (Minute 19/11)**The Principal confirmed that the annual Safeguarding self-assessment had been submitted to the OSCP. |  |
| **19/20** | **Chairs Business**The Chair informed the Board that the recent Executive Steering Group meeting, convened by the Further Education Commissioner, had agreed to explore the strategic options available for the development and integration of Callywith College with Truro and Penwith College from October 2019. |  |
| **19/21** | **Principals Report**The Principal presented a report to the Board and updated the Trustees on a range of issues, including:* ESFA funding for 2019/20 increased from 770 students to 855 students, of which 667 have already been accepted by the College.
* 5 new full time teaching staff and 4 part time teaching staff appointments (starting in September 2019).
* The College is currently recruiting for the support staff team with interviews being held on 28/06/19.
* A successful Royal Cornwall Show for the College.
* Confirmation that all relevant 11-16 schools have been contacted to arrange a schedule of school visits for the autumn term.
* Confirmation that the college will be undertaking a number of minor repairs over the summer holidays.
* The purchase of additional computers for learning centres to meet increased numbers.
* Confirmation that the second monitoring meeting with the DfE External Advisor will take place before the end of term.

The Board **NOTED** the ongoing progress and latest developments presented in the report. |  |
| **19/22** |  **Quarterly Review of Current Financial Position**The Board **NOTED** the improvement in the overall financial position of the College as recorded in the Quarterly Review of the Colleges Financial Position paper (Sept 2018 to April 2019). |  |
| **19/23** | **Proposed Budget for 2019/20**The proposed budget for 2019/20 was presented to the meeting for discussion and approval. The meeting was informed that the budget for 2019/20 is based on 950 students rather than the 855 ESFA allocation but the rationale for the changes had been discussed and approved by the Finance, Employment and Audit Committee. The Board **APPROVED** the 2019/20 Budget for Callywith College Trust. |  |
| **19/24** | **3 Year Financial Plan 2019/20 - 2021/22**The Board reviewed and **APPROVED** the three year forecast for Callywith College Trust as recommended by the Finance, Employment and Audit Committee. |  |
| **19/25** | **Risk Management Report 2018/19 and Risk Register 2019/20**The Principal presented the Annual Risk Management Report for the College, which was then discussed and **APPROVED** by the Board. The Board also **RECOMMENDED** the inclusion of an additional risk to the 2019/20 Risk Management Plan outlining the impact to the College of losing key staff (supported by suitable mitigation). | Principal to amend Risk Plan |
| **19/26** | **Reports & Recommendations from Sub-Committees**The Board **NOTED** the minutes received from the Teaching, Learning and Student Experience Committee held on the 20 May 2019.The Board **NOTED** the minutes received from the Finance, Employment and Audit Committee held on 11 June 2019 and **APPROVED** the Internal Audit Plan for 2019/20.  |  |
| **19/27** | **Governance Matters****Election & Appointments**Mr D Walrond was unanimously reappointed by the Board as Chair for the 2019/20 academic year.Mr J Burnett was unanimously appointed by the Board as Vice-Chair for the 2019/20 academic year.The Board also unanimously appointed Claire Gray and Debra Tarrant as Co-opted Trustees to the Board for a 4 year term of office commencing on 1 August 2019.The Chair **INFORMED** the Board that two new Parent Trustees would need to be recruited and appointed to the Board in September 2019.**Board & Committee Membership**The Board **NOTED** the Board of Trustees Membership and Committees governance as presented in the papers delivered to the Board.**Governance Review**The Board considered and **NOTED** the paper presenting the Annual Governance Review for 2019. | Principal & Clerk to arrange election |
|  | **Cycle of Annual Business 2019/20**The Board **NOTED** the paper presenting the Cycle of Annual Business (2019/20) for the College and they **APPROVED** for the Annual General Meeting of the College to be held immediately after the 5th December Board meeting.**DFE Governance Handbook 2019**The Board **NOTED** the DFE Governance Handbook 2019 update.**Search & Governance Committee Proposal**The Board **APPROVED** the establishment of a Search & Governance Committee for the College. | Clerk to set up new Committee |
| **19/28** | **AOB**The Chair informed the Trustees that a survey on pupil experiences of the college will be going out to students. |  |
| **19/29** | **Date of Next Meeting**The Board **AGREED** that the next Board Meeting will be held on Tuesday 1st October 2019 | All to Note |