

## CALLYWITH COLLEGE TRUST

**Minutes** of a meeting of the Finance, Employment and Audit Committee  
held on 20 October 2020 via Teams

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

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

**Apologies:** Mr T Woodley  
Also, Ms J Brown (Assistant Principal)

Item	Discussion/Decision	Action
20/29	<p><b>Minutes</b></p> <p>The Minutes of the Meeting held on 23 June 2020 were <b>APPROVED</b> as a correct record.</p>	
20/30	<p><b>Matters Arising</b></p> <p><b>30.01 Management Accounts (Minute 20/17.01)</b></p> <p>The Committee noted that negotiations with Cornwall Council about funding for high needs students for 2020/21 was still ongoing. This included payment for Learning Support Assistants which was currently below the National Living Wage.</p> <p><b>30.02 Capital Project Bids (Minute 20/22.02)</b></p> <p>Truro and Penwith College (TPC) had been successful with its bid to the government's Getting Building Fund to support the development of a STEM Skills Centre on the Callywith site. The project was due to go to tender in October and be assessed in November for work to begin on site early in 2021. The new Centre would provide facilities for TPC to deliver Engineering, Digital and Health Sciences courses. The relationship with Callywith College and logistics were being discussed.</p> <p>Trustees suggested that Callywith should be represented at site meetings in order to monitor implications.</p> <p><b>30.03 Staff Pay Proposals 2020/21 (Confidential Minute 20/21)</b></p> <p>The Committee noted that the government had recently approved the School Teachers' Review Body (STRB) recommendations, but academy trusts were not obliged to adopt these pay scales.</p>	JG to take forward
20/31	<p><b>Draft End of Year Accounts 2019/20</b></p> <p>The Committee reviewed the draft accounts and commentary explaining the changes between the management accounts presented to the recent Board meeting and the latest figures.</p>	

	<p>Key income differences related to a rates rebate, adjustments to Learner Support Funds. and Covid-related extraordinary expenditure had risen. In response to questions, the Business Manager confirmed:</p> <ul style="list-style-type: none"> <li>• staff costs as a percentage of core income had reduced this year from 76% to around 72% and were continuing to move towards the sector benchmark of 69-70%</li> <li>• extraordinary, Covid expenditure was being carefully tracked and separately recorded – part of the Kilmar costs would be attributed to the Covid crisis</li> <li>• the external audit work was ongoing, but no concerns had been raised by the Auditor at this stage - the final audited accounts would be reviewed by the Committee at its December meeting.</li> </ul> <p>The Committee thanked the Business Manager for the clear reconciliation and accuracy of the figures presented.</p>	
<b>20/32</b>	<p><b>Proposed Revised Budget for 2020/21</b></p> <p>The Committee considered the revised budget for 2020/21 which had been amended to account for recent changes. The basis for individual adjustments were discussed and explained and included a capital expenditure budget of £250k. Other adjustments included additional Covid-related costs for ongoing health and safety measures as well as a payment to ensure the bus services were provided exclusively for College students.</p> <p>The Committee was informed that the caterers, Chartwells, had presented a significant invoice although there appeared to be no justification, negotiation or provisions within the contract for the College to pay service costs. An urgent meeting with the Chartwells Regional Manager had been requested to discuss the matter.</p> <p>It was noted that the existing 4year contract with Chartwells was due to end on 31 August 2021. Both the catering contract and elements of the service agreement with TPC would be subject to market testing and review this year.</p> <p>The Committee <b>APPROVED</b> the proposed amendments.</p>	
<b>20/33</b>	<p><b>Cashflow Projections</b></p> <p>The Committee considered the cashflow projections to April 2022 and noted the assumptions on which the figures were based.</p> <p>The Committee <b>NOTED</b> that overall, the cashflow position remained strong for the next 18+ months.</p>	
<b>20/34</b>	<p><b>Internal Audit Report</b></p> <p>The Committee received a report from the Internal Auditor’s review of Payroll which was completed (remotely) in June 2020.</p> <p>The Auditor’s findings confirmed that processes were in order and no issues or recommendations had arisen from the review.</p>	

20/35	<p><b>External Audit Plan for 2020</b></p> <p>The Committee considered and <b>NOTED</b> the proposed plan for the 2020 audit providing an overview of the nature and scope of work to be completed. An audit completion meeting with the auditors to clarify any queries would take place prior to the FEA meeting in December.</p>	
20/36	<p><b>Review of Financial Procedures Manual</b></p> <p>The Committee considered the updated Financial Procedures Manual setting out internal processes. The Manual had been revised to incorporate the requirements detailed in the Academies Financial Handbook for 2020. There were a number of changes which were mostly minor or editorial amendments.</p> <p>The Committee <b>APPROVED</b> the updated Financial Procedures Manual.</p>	
20/37	<p><b>Academies Financial Handbook 2020 – Compliance Review</b></p> <p>The Committee received a review of compliance with the new Academies Financial Handbook (AFH) and was satisfied that the College was adhering to the requirements set out in the AFH.</p>	
20/38	<p><b>HR Update</b></p> <p><b>38.01 Staff Recruitment Report for 2019/20</b></p> <p>The Committee considered a report analysing recruitment during the year, and the impact of the pandemic on application processes.</p> <p>Trustees noted that a significant number of new staff had joined in 2019/20 with 21 academic appointments and 22 support posts taking the overall staff total at the College to 142. Several new staff had previously been employed by TPC but the majority were external appointments.</p> <p>Throughout the lockdown period fifteen selection process had been completed remotely, wellbeing guides, regular communication, online CPD resources and support were provided. Before the resumption of onsite delivery, a College-wide risk assessment as well as personal risk assessments and return to work arrangements were implemented as appropriate.</p> <p>During discussion the Committee noted that a team of exam invigilators had been recruited and were undergoing training in preparation for the GCSE and A Level autumn exams. Two new Progress Mentor posts had also been created to monitor and follow up attendance issues and help support progress.</p> <p>Trustees asked about the relative value for money and effectiveness of different forms of advertising. The website was a key resource for attracting applicants but promoting vacancies in local media remained useful for raising the general awareness of the College.</p> <p>The Committee <b>NOTED</b> the recruitment data with interest.</p>	

	<p><b>38.02 Staffing Update</b></p> <p>An assessment of staff absences was provided and the arrangements for providing cover were explained.</p> <p>Despite the impact of the pandemic, staff attendance had been good although there appeared to be a rising trend as the term progressed for a variety of reasons, included Covid-related issues. At the time of the meeting no students or staff had tested positive for Covid-19. Arrangements for remote working could be implemented, as needed.</p> <p>The key staff development priorities for the coming year were outlined and as well as targeted teaching and learning and pastoral content, activities would include strategies to build personal resilience and preparations for accreditation as a Trauma Informed School and use of Microsoft Live Events.</p> <p><b>38.03 Staff Wellbeing</b></p> <p>A Social Committee had been established although activities had been restricted due to the pandemic. Staff wellbeing was embedded within the programme for the November staff development day. Other wellbeing developments included an expansion of the counselling capacity available to staff and an extensive programme of Health, Wellbeing and Sports (HWS) activities.</p> <p>Trustees asked about the impact on staff of the 3week delay to the summer examinations in 2021 and noted that this was not likely to be problematic and could alleviate some teaching pressures.</p>	
20/39	<p><b>Premises Matters</b></p> <p>The Principal reported that:</p> <ul style="list-style-type: none"> <li>• Kilmar - the temporary units were working well and feedback from students and staff about the new accommodation was positive. Final snagging and installation of additional technology would be completed during half term.</li> <li>• Garrow – a reception area was being created and a term-time receptionist employed to help manage access to the building.</li> <li>• Premises Team – additional staff were being recruited to maintain external areas and supervise out-of-hours lettings.</li> </ul>	
20/40	<p><b>Transport Update and Proposals</b></p> <p><b>40.01 Home to College Transport</b></p> <p>The Committee noted that the bus services and initial start of year problems had settled with few ongoing issues. The creation of an app to monitor bus arrivals had helped to manage social distancing during the departure process. Bus pass sales were healthy.</p> <p><b>40.02 Transport Contract</b></p> <p>Trustees noted that the current 3year contract with Transport for Cornwall was due to end in July 2021 and a joint tendering process with TPC was being taken forward with each College specifying their own specific requirements. An external DfE and EU approved company was managing the tender process. It was hoped that a joint approach would result in a better deal.</p>	

	<p><b>40.03 Learner Support Funds</b></p> <p>This confidential item is separately minuted.</p>	
20/41	<p><b>Any Other Business</b></p> <p><b>41.01 Learning Walks</b></p> <p>Trustees noted that opportunities to take part in learning walks were available on Tuesday and Thursday throughout November (with appropriate risk assessment, social distancing, PPE etc). Trustees to contact Principal to arrange.</p> <p><b>41.02 Oxbridge Applications 2021</b></p> <p>In response to questions, the Principal confirmed that a total of 20 applications had been made to Oxford and Cambridge Universities.</p>	ALL to note
20/42	<p><b>Date of Next Meeting</b></p> <p>The Committee would next meet at 3.30 – 5.30pm on Tuesday 1 December 2020 via Teams.</p>	ALL to note