

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Board of Trustees of the Callywith College Trust held on 10 December 2019 at Callywith College

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

In Attendance: Ms L Maggs (Assistant Principal), Mrs R Loom (Business Manager) and Miss L Jones (Secretary)

Apologies: Mrs D Tarrant, Mrs A Winter (Clerk to the Trustees) and Mr P Ugalde

Item	Discussion/Decision	Action
19/45	Welcome The Chair welcomed Tom Woodley, the new Parent Trustee, to the meeting and Trustees introduced themselves.	
19/46	Appointment of Parent Trustee The Board APPROVED the appointment of Tom Woodley as a Parent Trustee.	
19/47	Declarations of Interest Trustees were asked to return their completed Declarations of interest forms.	Trustees to return forms
19/48	Minutes The minutes of the meeting held on 1 October 2019 were APPROVED and signed as a correct record.	
19/49	Matters Arising 49.01 Ofsted Q&A Document (Minute 19/37.01) The Trustees' Q&A document had been circulated in preparation for an Ofsted visit. A request for Governors/Trustees' availability would be sent out as soon as possible in order to get a good cohort. A further brief Q&A document is to be circulated before the Christmas break. Trustees noted that Ofsted could visit before the end of term. A visit could also be announced during the February half term and a message would need to be sent to all staff. 49.02 SW Institute of Technology (Minute 19/37.02)	Schedule of availability to be circulated to Trustees LM/JG to take forward

	<p>The Chair gave an update on the new build for the delivery of SWIoT courses at the Truro campus. The main focus would be on Digital and Engineering. Construction would begin in February 2020 and the aim was for it to be completed in December 2020.</p> <p>49.03 Academies Financial Handbook 2019 (19/43.03)</p> <p>Trustees noted the publication of a new Academies Financial Handbook with an introduction setting out key changes. The Business Manager will circulate to Trustees the summary of Academies Financial Handbook.</p>	Business Manager to circulate Summary
19/50	<p>Chair's Business</p> <ul style="list-style-type: none"> The Chair confirmed the appointment of Debra Tarrant and Tom Woodley as Parent Trustees for 2019/20. Debra would be a member of the Teaching, Learning and Student Experience Committee and Tom a member of the Finance, Employment and Audit Committee The Chair advised of the following correction to Item 19/27 in the Minutes of the Board Meeting – 25 June 2019: 19/27 Governance Matters Election & Appointments Mr D Walrond was unanimously reappointed by the Board <u>as a Trustee for a second term of four years and</u> Chair for the 2019/20 academic year. Mr J Burnett was unanimously reappointed by the Board <u>as a Trustee for a second term of four years and</u> as Vice-Chair for the 2019/20 academic year. <u>The Board also approved the appointment of Mr Burnett to the Finance, Employment & Audit Committee</u> The Chair invited Trustees to take part in the Truro and Penwith College Principal selection process by attending presentations on Tuesday 14 January. The Clerk to the Corporation would send out an email invitation with information nearer the time. The Chair reminded Trustees that the Board Away Day would be on Tuesday 4 February 2020 and would include an opportunity for Trustees to meet students 	<p>AW to make corrections</p> <p>AW to action</p> <p>Trustees to note</p>
19/51	<p>Confidential Update on Callywith College Transfer Proposal</p> <p>This confidential item is separately minuted.</p>	
19/52	<p>Principal's Report</p> <p>This item is to be delivered at the AGM with the Trustees' agreement.</p>	
19/53	<p>Update on Current Risk Issues</p> <p>The Principal highlighted the current risks:</p> <ul style="list-style-type: none"> Continued risks around funding, capacity issues and reputational damage of a poor Ofsted result. Current applications were slightly up on last year. 457 with current internal students applying before Christmas which could take it to over 500 by the end of term. 	

	<p>T Levels and ability to bid for them without Ofsted or capital or capacity was a concern without transfer.</p> <ul style="list-style-type: none"> • Temporary accommodation options were currently being looked into. The cost of 8 classrooms/office space etc would be approximately £400-£500k. Principal was mapping applications to last year to be able to make realistic decisions on this. • Trustees asked about the financial sense of this but the time frame for a new building and cost made this the only option. The financial situation was explained to Members/Trustees and the subsequent need for temporary accommodation. Principal identified February as key time for decision making on temporary accommodation. Agreed to discuss at 4 February Away Day. Vice-Chair identified how this predicament is down to the excellent work of everyone involved. In response to a question about timing for planning consent, the Chair explained the variables involved in the decision making process. • Principal explained that the ILR had gone in with 1089 students in it and this would determine funding. ESFA have agreed to fund additional 240 students the College has not yet been funded for. Vice-Chair queried capacity (definitive number) – Principal explained that the College is required to notify the DfE of an increase in numbers. • Planning application – the Premises Manager was working on temporary accommodation. Important that planning does not interfere with access routes to expanded campus. • Truro and Penwith College engaged in preliminary exploration of two 2 storey buildings with up to 2700 capacity in adjacent field. • Cashflow currently showing a shortfall due to 240 learners not yet funded. Small reserve at end of year projected. Enough to keep campus refreshed and potentially invest in temporary accommodation. <p>The Board NOTED the key risks identified.</p>	
19/54	<p>Admissions Policy for 2020/21</p> <p>The Principal advised that he had reviewed the Admissions Policy which was for 2021/22. There were some minor adjustments to structure. Discussion ensued regarding flexibility on admissions and timetabling for next year etc.</p> <p>The Vice-Chair asked that a distinction between offer of a subject and a course was clear and also identified a need for supportive and regular communication with those on a waiting list.</p> <p>The Admissions Policy was APPROVED by the Board.</p>	
19/55	<p>Internal Auditor’s Report for 2018/19</p> <p>The FEA Committee Chair explained auditor’s internal report. Trustees noted there were no issues. The Internal Auditor’s report was APPROVED by the Board.</p>	
19/56	<p>Finance Matters</p> <p>56.01 Annual Report and Financial Statements 2018/19</p>	

	<p>Trustees noted that the accounts had been discussed at the FEA Committee and were recommended for approval.</p> <p>In response to questions, the Chair of FEA explained depreciation of facilities and goods impacting upon net movement of funds.</p> <p>Trustees AGREED to sign off the Annual Report and Financial Statements.</p> <p>56.02 Auditor’s Key Issues Discussion Document</p> <p>Trustees were informed that Bishop Fleming had identified three issues for improvement. In summary, Bishop Fleming were very happy and issued an unmodified Audit Report.</p> <p>56.03 Letter of Representation</p> <p>The Board APPROVED the letter for signing by the Chair and Principal.</p>	
19/57	<p>College Self-Assessment for 2018/19</p> <p>57.01 Confidential Self-Assessment Report Review Group Minutes for 18 November 2019</p> <p>Board received and noted the Minutes of the SAR Report Review Group meeting.</p> <p>57.02 Self-Assessment Report for 2018/19</p> <p>The Vice-Chair gave an overview of the SAR meeting. In line with the external comment received he advised more use of “exceptional/outstanding” language throughout. We shouldn’t understate it in the Report. Two areas agreed to be regraded. A copy of the Report is to be sent to all Trustees.</p> <p>57.03 Update on Action Plan for 2017/18</p> <p>The Principal outlined the SAR Action Plan and how most areas for improvement have been actioned or are in process.</p>	SAR to be circulated to all Trustees
19/58	<p>Reports and recommendations from sub-committees:</p> <p>58.01 Teaching, Learning & Student Experience Committee – 26 November 2019</p> <p>The Board received the Minutes of the TLSE Committee held on 26 November 2019 and noted various issues. Chair enquired about Oxbridge applicants and Principal explained current numbers. Callywith is looking to arrange a separate trip to Oxford and Cambridge for prospective applicants. Trustees noted the introduction of a new aptitude test.</p> <p>AGREED Wednesday 18 November 2020 for SAR Review Group meeting.</p>	

	<p>58.02 Finance, Employment & Audit Committee – 26 November 2019</p> <p>The Board noted that the Internal Auditor would be coming in each term to support with timely reporting. The Board considered the potential reappointment of the External Auditors, Bishop Fleming, as recommended by the FEA Committee. The Board APPROVED the reappointment for a period of 3 years.</p> <p>Chair reported there had been no update from the TES Awards as yet. Vice-Chair noted staff absence rates as commendable.</p>	
19/59	<p>Targets and Performance Indicators 2019/20</p> <p>The Principal outlined Targets and Performance Indicators paper. There had been no significant changes from last year. Key items to note include:</p> <ul style="list-style-type: none"> • Total staffing as percentage of income (important to recognise multiple roles of support staff and how hard they worked in years 1 and 2). Cost of bus contract also identified to be approximately 20% of income • Retention figures – target of 93% • Attendance currently at approximately 97/98% • ALPs 3/4 – puts College in top 25% - L3VA will be published in January to provide statistical comparison locally and nationally • GCSE – continued focus on improving progress on gaining 4+ • Progression – new L1 course introduced to support with internal progression and cater for those with very low or no grades on entry <p>Overall targets are still ambitious, some to be nudged higher owing to success in years 1 and 2.</p> <p>The Board APPROVED the Targets and Performance Indicators for 2019/20.</p>	
19/60	<p>Internal Audit Plan for 2019/20</p> <p>The Business Manager advised that the auditor was attending each term and would in future produce one report for each meeting.</p> <p>Board AGREED the Internal Audit Plan.</p>	
19/61	<p>Date of Next Meeting</p> <p>The Board would next meet at 1.30pm on Wednesday 24 March 2020.</p>	ALL to note