



# THE WINDSOR FOREST COLLEGES GROUP CORPORATION

## BOARD OF GOVERNORS

### MINUTES OF A MEETING OF THE BOARD OF GOVERNORS OF THE CORPORATION OF THE WINDSOR FOREST COLLEGES GROUP

HELD VIA ZOOM ON WEDNESDAY, 18 MAY 2022

		<u>Meetings Attendance</u>
PRESENT:	Angela Wellings (Chair)	(4 out of 4)
	Gillian May (Group Principal & Chief Executive)	(4 out of 4)
	Peter Tyndale	(4 out of 4)
	Kiran Virdee	(2 out of 4)
	Anthony Haines	(4 out of 4)
	Stuart Taylor	(4 out of 4)
	Tina Coates	(4 out of 4)
	Nathan Garat	(4 out of 4)
	Sam Foley	(4 out of 4)
	Rob Lewis	(3 out of 4)
	Tom Wainwright	(2 out of 4)
	Natalie Viola	(4 out of 4)
	Alison Wheatley	(4 out of 4)
	Jake Smith	(2 out of 4)
IN ATTENDANCE:	Amanda Down	(Principal, Sixth Form)
	Karen Griffiths	(Vice Principal, Curriculum & Quality Sixth Form)
	Tracy Reeve	(Chair of the Corporation, BCA)
CLERK:	Lynn Payne	(4 out of 4)

### **PART I**

<u>MINUTE NO.</u>		<u>ACTION</u>
	<b>The meeting started at 5.15pm</b>	
1.	<u>Health &amp; Safety Housekeeping</u> The Chair welcomed everyone to the meeting, with a particular welcome to Tracy Reeve, the Director of Governance BCA.	
2.	<u>Apologies for Absence</u> Apologies had been received from Paul Britton, Mobolaji Alabi, Iqra Abbas and George Shewell.	
3.	<u>Declarations of Interest</u> Sam Foley declared an interest in relation to matters related to the Local Enterprise Partnership (LEP). She advised Members that for Part I and Part II meetings of the Board, ongoing, she would like to register this interest.  No other Member declared any conflict of interest.	

4. Staff Governor Update  
 The Group Principal reminded members that she would now include an agenda item at each board meeting for Staff Governors to provide a verbal, update to the Board. Natalie Viola (NV) (staff governor) advised members that in preparing for this short item, she had asked some members of staff to feed back to her. She acknowledged her role was not a staff representative, but felt it was always useful to be aware of the main staff issues. She asked members to indicate what they would like to hear from staff governors, in this session, going forward. In relation to Sixth Form work, she spoke about the challenges that there had been and reflection on the exam process. She informed members that current students did not yet know what a normal year was like as Covid 19 has so interrupted their study. NV referred to the increase in mental health issues for both staff and students and the associated financial pressures being experienced. In relation to the recruitment of staff, this was currently a struggle and some existing staff had not been through the historic exam process.  
  
 Alison Wheatley (AW) (staff governor), updated members on recent events that had taken place in the development of the Higher Education provision. She spoke about the successful validation event for the Foundation Degree in Professional Practice in Health & Social Care with the University of West London. Members were advised that the College received praise on its extremely good practice in the collaboration with their partner College, Stanmore, along with the College professionalism in the design and presentation of the brand-new programme for the College. AW reported on the successful meeting with St Marys University, another new collaborative partnership looking at progression pathways for becoming qualified primary school teachers for 18+ students, and progression routes for Level 3 Sport students. Members were advised of the successful Higher Education fairs across all three Colleges and the really positive feedback that had been received from staff and students. AW also announced that the college had been successful in achieving its matrix assessment, which was in relation to advice and guidance given by members of the Colleges support services such as student services and admissions throughout our leader's journey. Finally, with regard to the merger, AW informed members that staff had asked if it would be possible to have face-to-face forums, perhaps monthly, which could form the basis of a helpful FAQ sheet, which could be added to and updated on how the merger was progressing. She said it would be helpful, as in the previous college merger, staff had worries about changes that might affect them, for example teacher's pensions, and such forums gave management opportunities to collectively see what these worries were and address them generically in the fact sheet. Members commented on the points raised. The Chair of the Board thanked both staff governors for their very helpful update. The Principal, Sixth Form advised members the staff survey asked questions around wellbeing and that staff were to form a small working party at all the Colleges to support the staff. NV confirmed that one of the things that worked well in lockdown was wellbeing day, giving staff time to think about these things and providing the time to do it. The Group Principal spoke about the need to build upon the sense of community and the staff lounge meetings to come and talk with other colleagues.
5. Minutes of the Previous Meetings held on 9 March 2022  
 The Minutes of the previous meeting held on 9 March 2022, having been previously circulated to members, were agreed as a true record and the Chair's electronic signature was applied.  
**All Members were agreed.**
6. Matters Arising from the Minutes of the Previous Meetings held on 9 March 2022  
 It was noted that there were no matters arising.
7. Group Principal's Update Report  
 The Group Principal provided a summary of her report. She informed Members that the Group was forecast to have an improved year-end position of a deficit of £788,000, being an improvement of £187,000 against budget.  
  
 Members were advised that total applications for ESFA funded 16-19 study programmes had increased by 22% for the Group versus the prior year. Members were informed that new websites were scheduled to go live in September 2022. Finally, the Group Principal said the careers and employability team had completed a higher education and future pathways fair on each of the campuses. These matters were discussed in full.  
**The report was noted.**

8. Risk Register 2021/22  
 The Group Principal advised members on the key risks in the Risk Register. Members thanked the Group Principal for the clear dashboard report, with updates provided for all risks. The Group Principal informed members that the Risk Register had been to the Resources Committee and updated since then, for the Board. In relation to risk1 - the risk of radicalisation and extremism and sexual exploitation on campus - members noted that a post-merger safeguarding steering group would be established, with effect from the 1 August 2022, for the new Group.
- In relation to risk 3 - poor student outcome data in some curriculum areas at Langley College resulted in a challenge to the "Good" Ofsted rating and the resulting impact on quality and reputation - members were advised that retention rates at Langley College currently indicated a significant year-on-year improvement (December 2021 and March 2022).
- All the risks were considered, and the Risk Register was agreed by the Board.**
9. Safeguarding Update  
 This item was presented by the Designated Safeguarding Lead (DSL) (KG). Members were advised of the actions taken by the Group in relation to safeguarding and advised that the policies, procedures and documents were in place to ensure the safeguarding arrangements at the College Group were robust and effective. Details of the training that had been provided to staff, at all levels and at all sites, was noted. This included update training on Prevent. The DSL advised members that reflective supervision sessions remained in place for all safeguarding staff, at all three sites, in line with best practice. In relation to the arrangements for safeguarding, Members were advised that each site now had full DSL cover and all dedicated safeguarding staff were relevantly trained and qualified. Members noted the statistics in relation to the number of referrals made from each College and these were discussed, particularly in relation to the spike in numbers of CIC/Care leavers, where the number of children in care had grown significantly. The DSL presented information on the areas of concern at the Colleges and the number of responsive safeguarding interventions made. The Chair thanked the DSL for the work of the safeguarding team.
- The report was noted.**
10. Reports from the Quality & Curriculum Committee
- a. Draft Minutes of the Quality & Curriculum Committee Meeting of 16 March 2022 and oral Report from the Chair  
 Members noted the draft minutes of the meeting of 16 March 2022. The Chair of the Committee updated Members on the work of the Committee this term.
- i. To note the Minutes and make recommendations  
 It was noted that there were no recommendations.
11. Reports from the Resources Committee
- a. Draft Minutes of the Resources Committee Meetings of 2 March 2022 and 4 May 2022 and oral Report from the Chair  
 Members noted the draft minutes of the meetings of 2 March 2022 and 4 May 2022. The Chair of the Committee updated Members on the work of the Committee this term.
- i. To note the Minutes and make recommendations  
 It was noted that the recommendations would be covered as agenda items.
- b. Fees Policy  
 Members were asked to agree the 2022/23 Fees Policy, as recommended by the Resources Committee. Members noted the annual Fees Policy set out the recommended fees for 2022/23 in the light of various factors, including changes to the College's funding from the Government, demand for places and the Colleges experience of operating the policy in previous years. It was noted the proposal was that fees increase by 3% unless there were reasons for not doing so such as competitor fee levels.
- Members agreed the Fees Policy 2022/23.**

c. Staff Survey Report 2021/22

Members had received the outcome of the Colleges annual staff survey for 2021/22 and noted the responses provided by staff. The Group Principal confirmed that, in the main, there was a positive profile but that some matters would be considered further as there was a need to build a stronger sense of community.

**The report was noted.**

12. Reports from the Strategy, Governance & Search Committee

a. Draft Minutes of the Extraordinary Strategy, Governance & Search Committee Meeting 4 May 2022 and oral Report from the Chair

Members noted the draft minutes of the meeting of 4 May 2022. The Chair of the Committee updated Members on the work of the Committee this term.

i. To note the Minutes and make recommendations

It was noted that all recommendations would be considered as separate agenda items.

b. Determination of the Board

The Chair of the Committee referred to the report, as these were recommendations from the Strategy, Governance & Search Committee. Members were asked to agree the proposals for Staff Governors and Student Governors in the merged College and to discuss the determination of the Board post-merger with the new Governors from BCA.

Members were asked to consider the recommendations from the Strategy, Governance & Search Committee to change the number of Staff and Student Governors at TWFCG and agree the new categories for Staff and Student Governors from 1 August 2022. It was proposed that the number of Student Governors decrease from 3 to 2 on 1 August 2022 and that the 2 categories from which to elect future Student Governors would become:

1. Student Governor Sixth Form
2. Student Governor Vocational

**All Members agreed the decrease in the number of Student governors and the new categories.**

In relation to Staff Governors, the proposals were that the current number of Staff Governors at TWFCG be increased from 2 to 3 on 1 August 2022 and the categories become:

1. Staff Governor Academic Sixth Form
2. Staff Governor Academic GFE
3. Staff Governor Professional Services

**All Members agreed the increase in the number of Staff governors and the new categories.**

It was also proposed that the current Staff Governor of BCA be appointed as a Governor of TWFCG from 1 August 2022.

**All Members agreed the current BCA Staff Governor would become a member of TWFCG Board on merger without the need for election or interview.**

Determination of the Board

Members were advised that the current Board Membership was 18 and the Board may be required to increase to around 22 Governors for a period of time if those interested Governors from BCA were appointed to the Board. Members noted the interviews/structured conversations with the BCA applicants to become TWFCG Governors would take place on 30 May 2022 then be referred to the Strategy, Governance and Search Committee and recommendations made to the Board in July.

**All Members were agreed.**

c. Chairs & Vice Chairs

Members noted the recommendation from the Strategy, Governance & Search Committee for appointing the Chair & Vice Chairs of the Corporation. It was recommended that the Chair of the Board of BCA be appointed one of the Vice Chairs of TWFCG from 1 August 2022 and not be subject to an interview/structured conversation for her membership of the Board.

**All Members were agreed.**

13. Governance
- a. Corporation Business  
Members noted the report from the Clerk  
**The report was noted.**
- b. Approval of Application of Seal  
It was noted that the Corporation Seal had not been applied since the last meeting.  
**The report was noted.**
14. Review of Decisions taken at the meeting and proposals for communication.  
This item was presented by the Group Principal, who informed members that the decisions and discussions of the meeting, would be communicated in the normal way.
15. Evaluation of Meeting  
Papers were felt to be comprehensive and sufficient to inform members decisions. The meeting had been interactive, and members felt they had 'added value' and made appropriate challenge.
16. Dates and Times of Future Meetings and Events  
The dates and times of future meetings were noted.
- 4.30pm on Wednesday, 6 July 2022
17. Any Urgent Business  
Members noted the meeting on 6 July would be in person but asked for a hybrid meeting where some Members could join via the virtual platform.
- The meeting ended at 6.30pm.**

***At this stage of the meeting, it was agreed by all members present that matters of a private and confidential nature were to be discussed and had there been any members of the public present they would have been asked to leave the meeting.***

  
Chair:

Date: 6 July 2022