



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, 8 DECEMBER 2021

		<u>Meetings Attendance</u>
PRESENT:	Angela Wellings (Chair)	(2 out of 2)
	Gillian May (Group Principal & Chief Executive)	(2 out of 2)
	Peter Tyndale	(2 out of 2)
	Anthony Haines	(2 out of 2)
	Stuart Taylor	(2 out of 2)
	Tina Coates	(2 out of 2)
	Nathan Garat	(2 out of 2)
	Sam Foley	(2 out of 2)
	Paul Britton	(1 out of 2)
	Kiran Virdee	(1 out of 2)
	Natalie Viola	(2 out of 2)
	Alison Wheatley	(2 out of 2)
	Iqra Abbas	(2 out of 2)
	George Shewell	(2 out of 2)
IN ATTENDANCE:	Graham Try	(Deputy CEO)
	Amanda Down	(Principal, Sixth Form)
	Ashley Ritchie	(Group Director of Safeguarding)
	Belinda Tam	(Group Director, Human Resources)
	Gina Moore	(Vice Principal, Curriculum & Quality FE)
	Juliet Holloway	(Group Vice Principal, Business Development)
	Mandi Francsics	(Assistant Principal Quality Assurance)
	Roberts Disbury-Mockett	(Group Director, IBST)
	Karen Griffiths	(Vice Principal, Curriculum & Quality Sixth Form)
CLERK:	Lynn Payne	(2 out of 2)

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 5.15pm	
1.	<u>Health & Safety Housekeeping</u> The Chair welcomed everyone to the meeting.	
2.	<u>Apologies for Absence</u> Apologies had been received from Mobolaji Alabi, Tom Wainwright, Rob Lewis and Student Governor Jake Smith.	
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.	

MINUTE
NO.

ACTION

4. Annual Safeguarding Training & Autumn Term Safeguarding Update
Members received a comprehensive update on safeguarding from the Group Director of Safeguarding. Members were asked to note the College group's Safeguarding activity for the period 1 September 2021 – 30 November 2021. Members were reminded of the requirement for them to be aware of Safeguarding matters and performance affecting the College Group, and the risks of not doing so. Members noted the policies, procedures and documents that were currently in place, and that safeguarding arrangements were considered robust and effective.

There was a report on the training that had been provided to staff during the autumn term and the current arrangements for safeguarding, including noting that each site had now had full designated safeguarding leads and dedicated safeguarding staff had been relevantly trained and qualified.

Members were advised on a spike in the number of CIC leavers, the numbers were continuing to increase beyond the initial enrolment period. This was felt likely due to the number of UASC asylum seekers enrolling, which would further be explained by the turbulent situation in particular countries at this time. UASC applicants were almost always enrolled on ESOL courses that enrolled throughout the year beyond the initial enrolment period, hence the CIC/care leaver numbers continuing to grow. There was a comprehensive report on some issues at Langley College relating to children moving between plans and related withdrawals. It was noted that the recorded safeguarding referrals in the period 1 August – 30 November 2021 were Langley College 81, Windsor College 89 and Strode's College 26. Related to those numbers, those in the red category were 43, 23 and 11 respectively. Members noted the criteria of the red category being the most serious category and were invited to ask questions.

There were concerns relating to the number of recorded safeguarding referrals in the red and amber categories for all three Colleges. The Group Director of Safeguarding informed members that all Colleges had increased demands and these particularly related to a greater sense of anxiety in students related to the current pandemic. Members thanked the Group Director of Safeguarding.

(The Group Director left the meeting - 5.45pm).

5. Minutes of the Previous Meetings held on 6 October 2021
The Minutes of the previous meeting held on 6 October 2021, 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 6 October 2021
It was noted that all matters arising had either been resolved or would be considered within the agenda.

7. Group Principal's Update Report
Members were advised that the headline quality data for the group indicated a fall in retention and achievement rates. Quality issues at Langley College on some Level 1 and Level 2 courses had been identified and a clear action plan was in place. There would be a further update on this in January 2022 by the Group Principal.

Members were advised that the College's expression of interest to the LEP for future capital skills had been successful and a full bid for the green Skills Academy had now been submitted.

Finally, Covid 19 precautions remained unchanged from the last report to Governors and absence across all three campuses was being managed.

The report was noted.

**Group
Principal**

MINUTE
NO.

ACTION

8.

Strategic Plan

a. Risk Register 2021/22

The Group Principal presented the Risk Register advising on the key risks. It was noted the annual updated Risk Register was last considered by the board at its meeting on 6 October 2021. The risks and related updates were noted, in particular those RAG rated red.

Members noted the risk register.

b. 2020/21 TWFCG Self Assessment Report (SAR) & Quality Improvement Plan (QIP) 2021/22

Members considered the SAR for TWFCG for 2020/21 and the proposed QIP for 2021/22. The SAR was scrutinised and approved, and the draft QIP agreed.

Members were advised that the College Group had self-assessed as "Good" for the academic year against Ofsted's framework. It was noted across the Group, student retention fell in 2020/21 against the prior year, and was now at the pre-pandemic national rate of 93.2%. The Group Principal informed members that most of this was accounted for by a reduction in Level 1 and Level 2 retention rates at Langley College. It was noted that Retention rates on Level 3 provision at Strode's and Windsor, whilst lower than the previous year, were in line with the national rate. The Group Principal advised Members that the College Group had identified a number of areas for improvement, which were being worked on. Clear action plans would now be put in place that would be monitored through the Quality Review Boards and reported to the Governing Body via the Quality & Curriculum Committee.

Members approved the Self-Assessment report and the SAR Executive Summary and the draft QIP.

c. Governance SAR 2020/21 & QIP 2021/22

Members were updated on the Governance SAR and QIP. It was noted the SAR had been fully reviewed and scrutinised by the nominated review and lead Members/Governors in conjunction with the Group Principal and Clerk.

Members agreed the Governance SAR 2020/21 and QIP 2021/22.

9.

Reports from the Strategy, Governance & Search Committee

a. Draft Minutes of the Strategy, Governance & Search Committee Meeting of 13 October 2021 and oral Report from the Chair

Members noted the draft minutes of the meeting of 13 October 2021. The Chair of the Committee updated Members on the work of the Committee this term.

i. To note the Minutes and make recommendations

The Chair of the board referred to the need for Members to continue to have a Disclosure and Barring Service check related to their handling of confidential data and work with young people. She suggested all Members have a regular DBS, potentially every 5 years.

Members agreed that a new DBS should be undertaken for all Members on any new terms of office. All Members were agreed.

It was noted all Members have a DBS check at the start of their term of office.

b. Eversheds 17th Edition Code of Conduct

Members noted the Eversheds 17th Edition Code of Conduct and agreed to adopt it.

All Members were agreed.

10.

Reports from the Quality & Curriculum Committee

a. Draft Minutes of the Quality & Curriculum Committee Meeting of 10 November 2021 and oral Report from the Chair

Members noted the draft minutes of the meeting of 10 November 2021. 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.

MINUTE
NO.

ACTION

11.

Reports from the Audit Committee

a. Draft Minutes of the Audit Committee Meeting of 24 November 2021 and oral Report from the Chair

Members noted the draft minutes of the meeting of 24 November 2021. 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. Annual Report of the Audit Committee

Members considered the annual report and the recommendation of the Audit Committee to approve this.

All Members were agreed.

c. Post External Audit Management Report 2020/21 & Financial Statements

Members were asked to consider the external auditor's post audit management report 2020/21, financial statements, regularity self-assessment questionnaire and audit representations letter for TWFCG. These were considered and, as recommended by the Audit Committee to the Board for approval:

i) **The external auditor's post-audit management report was agreed.**

ii) **The 2020-21 report and financial statements were agreed.**

iii) **The regularity self-assessment questionnaire was agreed.**

iv) **The audit representations letter was agreed.**

d. Internal Audit Services Plan 2021/22

This item was resented by the Deputy CEO. Members were asked to consider the draft internal audit plan for the year for TWFCG. The report detailed the draft internal audit plan for 2021/22 and the content of the plan had been recommended by the internal auditor and considered in detail by the Group Principal & CEO and Deputy CEO.

Members agreed the Internal Audit Services Plan.

e. Value for Money Policy

Members considered the College's Value for Money Policy, and this **was approved**.

12.

Reports from the Resources Committee

a. Draft Minutes of the Resources Committee Meeting of 1 December 2021 and oral Report from the Chair

Members noted the draft minutes of the meeting of 1 December 2021. 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. Period 3 Management Accounts to 31 October 2021

This item was presented by the Deputy CEO. He advised Members that the College's forecast year-end income and expenditure position was for a deficit of £0.966 million, which was noted as £9,000 lower than the £0.975 million approved deficit budget for the year. He explained the reasons for the year-end variations against budgets in the income and expenditure account.

The Deputy CEO informed Members that the most significant financial risk to the current and future years budgets continued to be learner recruitment and its impact on the funding body grant income and tuition fees, as these represented 94% of the College's income. He reported that, specifically for the current year based on current enrolments, 16-18 learners were approximately 101 below the 2021/22 funded number, therefore the financial forecast assumed growth of 80 learners would not be achieved. Accordingly, there was a current shortfall of 181 learners against the November 2021 financial forecast target.

The Deputy CEO informed members that whilst there was no impact on the current year's funding, it represented a reduction against the forecast income of £0.9 million in 2022/23 as

MINUTE
NO.

ACTION

a consequence of the "lagged" funding methodology. In relation to adult learners, the Deputy CEO advised members that although the learners enrolled throughout the year, the budget assumed growth in these learners and associated grant income, compared to last year was not forecast to be achieved overall, despite a good recovery from the community ESOL enrolments. He informed members that plans were in place to seek to increase learners and funding in the remainder of the year, but at this stage a shortfall of £215,000 was forecast with the majority of this shortfall being funded from contingency.

Members were updated on the other items in the management accounts and the report was noted.

c. Review of Financial Regulations

Members had received the College's Financial Regulations with minor amendment, and these were agreed.

Members approved the new Financial Regulations.

d. Annual Human Resources Report 2020/21

This item was presented by the Group Director Human Resources. Members had received information on the College's employees and the key activities of the HR department during the academic year 2020/21. Members asked the Group Director Human Resources to provide information on the ethnic mix of staffing in more detail, including the executive staff for the next meeting. A Member asked why there was an increase in the median gender pay gap and the reasons for this were explained by the Group Director Human Resources.

The report was noted.

e. Annual Health & Safety Report 2020/21

Members noted the health & safety performance during the past academic year. There was a report on the safety arrangements, particularly in relation to Covid-19, the safety training that had taken place at the College together with risk assessments. There was a report on the work of the safety committees and finally, a report on the accidents and incidents that had occurred across the group.

The report was noted.

f. Health & Safety Autumn Term Report 2021/22 and Health & Safety Policy 2021/22

Members noted the health & safety autumn term report and approved the Health & Safety Policy 2021/22.

**Group
Director HR**

13. Governance

a. Corporation Business

The Clerk's report was noted.

The report was noted.

b. Approval of Application of Seal

There was no report in relation to the use of the Corporation Seal and the Seal had not been applied since the last meeting.

The report was noted.

c. Committee Self-Assessment & Terms of Reference

The Committee Self Assessments for all Committees and the Board and the Terms of Reference for all Committees **were approved.**

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. Members had participated well in the items on the agenda, adding value and making appropriate challenge. Papers were considered sufficient to inform decisions.

15. Evaluation of Meeting
Members were happy that Papers had been received in good time for the meeting and the length of the meeting was about right. Other comments on papers/reports had been made earlier in the meeting.
16. Dates and Times of Future Meetings and Events
The dates and times of future meetings were noted.
- Scheduled for 6.00 pm on: Wednesday, 9 March 2022
Wednesday, 18 May 2022
Wednesday, 6 July 2022
- Governance Development Day on: Friday, 6 May 2022
17. Any Urgent Business
There were no items of other business raised.
- The meeting ended at 6.45pm.**

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: 9 March 2022