



**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 AT LANGLEY COLLEGE ON WEDNESDAY, 11 MARCH 2020

	<u>Meetings Attendance</u>
PRESENT:	
Tony Dixon (Chair)	(3 out of 3)
Kate Webb (Group Principal & Chief Executive)	(3 out of 3)
Angela Wellings	(2 out of 3)
David Knowles-Leak	(3 out of 3)
Stuart Taylor	(3 out of 3)
Martin Pritchett (by phone)	(3 out of 3)
Peter Tyndale (by phone)	(3 out of 3)
Arden Bhattacharya	(3 out of 3)
Tina Coates	(3 out of 3)
Rob Lewis	(3 out of 3)
Anthony Haines	(2 out of 3)
Ken Lamb	(2 out of 3)
Shabnam Ali	(2 out of 2)
Natalie Viola	(3 out of 3)
Athena Jamaranian	(3 out of 3)
IN ATTENDANCE:	
Graham Try	(Deputy CEO)
Rowan Cookson	(Principal, Colleges)
Maxine Wood	(Merger Project Director, Curriculum Transformation)
CLERK:	
Lynn Payne	(3 out of 3)

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 6pm.	
1.	<u>Health & Safety Housekeeping</u> The Group Principal & Chief Executive advised Members of the fire exit and protocols.	
2.	<u>Apologies for Absence</u> Apologies had been received from Kiran Virdee, Jake Smith & Urwah Chaudhary. Bernadette Joslin (Assistant Principal, Student Services) had also apologised for her absence.	
3.	<u>Declarations of Interest</u> There were no declarations of interest with the agenda.	
4.	<u>Minutes of the Previous Meeting held on 11 December 2019</u> The Minutes of the previous meeting held on 11 December 2019, having been previously circulated to members, were agreed as a true record and signed by the Chair. All Members were agreed.	
5.	<u>Matters Arising from the Minutes of the Previous Meeting held on 11 December 2019</u> Members noted that there were no matters arising.	

MINUTE

NO.

ACTION

6.

College Headlines

This item was presented by the Group Principal. Members were informed of performance against high level targets. She advised Members that the College was seeing more interest from Year 10 than normal which was a good sign for 2021. Although the applications were only an early indication of numbers, the Group Principal said that, since merger, this was the first noticeable increase in year on year applications, and therefore was a positive sign. The emphasis was now also on keeping applicants 'warm' to convert to enrolled students.

The report was noted.

7.

Strategic Plan

a. Annual Strategic Plan 2019/20 Update

This item was presented by the Group Principal, who informed Governors of the 2019/20 annual strategic plan with latest updates.

The report was noted.

b. Risk Management Action Plan 2019/20 Update

This item was presented by the Group Principal who advised Members on the key risks in the College's Risk Management Action Plan. The current high risks were noted as:

- a) Overspending the 2019/20 budget and the risk of breaking loan covenants
- b) Meeting learner number targets
- c) External funding & budget risk
- d) Reputation risk
- e) Failure to implement the property strategy
- f) Inability to recruit and retain high quality staff
- g) Achieving a 'Good' at Ofsted
The College had of course received an overall 'Good' in the last inspection in November 2019 and this risk would be rescored after the next Q&C Committee meeting.
- h) The risk to learners of harm and radicalisation
- i) Serious inaccuracies in funding claims, leading to claw-back in grant funding
- j) Severe disruption and adverse impact on College learners from the Coronavirus

All the risks were discussed, particularly the risk surrounding serious disruption to learners from the Coronavirus. This was a new risk that had been recently added.

The report was noted.

c. Enrolment Report

Members were updated on the latest enrolments against all income streams. The Group Principal said, at the time of reporting, 16-18 learner headcount across the College Group was 2,652, which was 231 below the 2,883 needed in November 2019 to meet the financial forecast. Apprenticeship enrolments stood at 376 and may be below target. Adult enrolment was at 2,822. Higher Education headcount were at 153 and below target. The Group Principal gave a succinct summary of the Enrolment report.

The report was noted.

d. 2019/20 Quality Improvement Plan (QIP)

This item was presented by the Principal Colleges, and she updated Members on the QIP. She confirmed all curriculum and support department Self Assessment Reports (SARs) had been reviewed and grades agreed for performance in 2018/19 and improvement actions set for 2019/20. She said the improvement plans would be reviewed in February 2020 and the assessment against planned improvement completed. The Principal, Colleges confirmed the current targets showed the College was making some progress. It was noted the Ofsted recommendations had been added to the QIP. Angela Wellings felt that under 7.1 in relation to special needs students the commentary was a bit lost when it comes to monitoring high needs. The Principal, Colleges confirmed there was a separate plan for the High Needs students that incorporated the Ofsted feedback. It was agreed that the High Needs actions would be highlighted more in this summary overarching plan.

The report was noted.

MINUTE

NO.

ACTION

8. Safeguarding Spring Term Update
The Group Principal updated Governors on safeguarding issues in the year to date. She reminded Members that the Q&C Committee had asked for a termly update on Safeguarding, which was now taking place. Members noted the number of safeguarding cases for the period 1 August 2019 – 24 February 2020, and in what category of safeguarding. It was noted that the number of cumulative cases was higher than for the previous year. The Principal, Colleges, said the increase in the number of cases was probably likely due to increased gang activity and violence in some areas of the local community. She referred to several complex cases and incidents involving multiple individuals that had occurred in the area.
The report was noted.
9. Reports from the Audit Committee
- a. Draft Minutes of the Audit Committee Meeting of 12 February 2020 and oral Report from the Chair
Members noted the draft minutes of the meeting of 12 February 2020. The Chair, Stuart Taylor reported on the work of the committee in the last term.
- i. To note the Minutes and make recommendations
There were no recommendations to the Board.
10. Reports from the Resources Committee
- a. Draft Minutes of the Resources Committee Meeting of 26 February 2020 and oral Report from the Chair
Members noted the draft minutes of the meeting of 26 February 2020. The Chair, David Knowles-Leak reported on the work of the committee at its last meeting.
- To note the Minutes and agree the recommendations from the committee.
It was noted all recommendations from the committee would be considered as separate agenda items
- b. Period 6 Management Accounts
This item was presented by the Deputy CEO. He advised Members that the College's forecast year-end expenditure position was now reported as a deficit of £2.476million, which was £1.126million higher than the £1.350million approved deficit budget for the year. This does not include further potential redundancy costs. Members were advised that the forecast cash balance had now significantly increased due to the completion of the Langley land sale.
The report was noted.
- The Chair of the Corporation invited Members to attend the Resources Working Group on Monday 16 March and said it was not limited to just Members of the Resources Committee.
- c. Health & Safety Spring Term Report 2019/20
The Deputy CEO advised members on the College's health & safety performance this term. He advised Members that since the start of the academic year, there had been 18 reported accidents/near misses/hazard observations across Langley, Strode's & Windsor Colleges. All staff and students involved in the reported accidents had returned to work or continued with lessons.
All Members were agreed.
11. Governance
- a. Corporation Business
The Clerk reported on the current composition of Committees and dates of Governor training and induction. Members noted the date schedule of Board and Committee meetings to December 2021.
The report was noted.

<u>MINUTE NO.</u>	<u>ACTION</u>
	<p>b. <u>Approval of Application of Seal</u> Members were asked to note and approval the use of the Corporation Seal for application to the Overage Agreement, Lease & TP1 in relation to the Langley land sale. All Members were agreed.</p>
12.	<p><u>Review of Decisions Taken at the Meeting and Proposals for Communication.</u> 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.</p>
13.	<p><u>Evaluation of Meeting</u> Members were pleased to complete an evaluation of the meeting, highlighting where they felt they had added value and made appropriate challenge.</p>
14.	<p><u>Dates and Times of Future Meetings and Events</u> The dates and times of future meetings were noted.</p> <p>Scheduled for 6.00 pm on: Wednesday, 13 May 2020 at Langley College Wednesday, 8 July 2020 at Langley College</p> <p>Governance Development Day: 9.30am-12.30pm on: Friday, 15 May 2020</p>
15.	<p><u>Any Urgent Business</u> The Group Principal spoke about the current Coronavirus situation and reassured Members that a careful log was being kept of all incidents at or related to the College and she confirmed one member of staff was self-isolating as she had just returned from Italy. All other isolations had been temporary and those students who had been sent home unwell had not displayed any symptoms of Coronavirus.</p> <p>The Group Principal advised there was naturally some anxiety amongst the staff and student population. She confirmed that over half term the College had deep cleaned high use areas with antibacterial solutions.</p> <p>The Group Principal said she was now thinking about contingency plans. It was agreed the phase of closure was probably likely and would probably occur a week or two before Easter.</p> <p>The Group Principal advised Members what had been set up with the Senior Leadership Team to ensure if the College was closed work would continue but by home working. The logistical issues were discussed and the potential for opening the College in the exam season with just a few staff present. It was noted that Payroll could be operated remotely, along with other support services and the security of the College would be continued.</p> <p>The meeting ended at 6.40pm.</p>

EVALUATION OF THE MEETING BY MEMBERS

Key evaluation points from the meeting where Governors felt they provided appropriate challenge & added value:

- Length of the meeting was about right
- Length of agenda items: The time spent on each agenda item was appropriate to inform the Committee's decisions and recommendations.
- The structure of the papers was easy to follow.
- The papers were clear and the information to support the decision making was fully complete.

CHALLENGE

QIP – good challenge on the actions regarding High Needs.

ADDED VALUE

- Good discussion on the risks detailed in the Risk Management Action Plan and the newest high risk regarding the potential disruption resulting from the Coronavirus.
- Safeguarding – good discussion on the safeguarding report.

- There was a lengthy discussion on the Coronavirus and the messages being given. Discussion on the possible closures and advice being taken.

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