



# 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, 7 JULY 2021

		<u>Meetings Attendance</u>
PRESENT:	Gillian May (Group Principal & Chief Executive)	(2 out of 2)
	Angela Wellings (Chair)	(5 out of 6)
	Peter Tyndale	(6 out of 6)
	Anthony Haines	(6 out of 6)
	Stuart Taylor	(4 out of 6)
	Tina Coates	(6 out of 6)
	Rob Lewis	(6 out of 6)
	Kiran Virdee	(5 out of 6)
	Nathan Garat	(5 out of 5)
	Tom Wainwright	(6 out of 6)
	Mobolaji Alabi	(6 out of 6)
	Sam Foley	(2 out of 2)
	Paul Britton	(2 out of 2)
	Natalie Viola	(4 out of 6)
	Alison Wheatley	(1 out of 1)
	Iqra Abbas	(1 out of 1)
	George Shewell	(1 out of 1)
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Maxine Wood (Principal, Langley College)	
	Amanda Down (Principal, Sixth Form)	
CLERK:	Lynn Payne	(6 out of 6)

### PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	<b>The meeting started at 4.30pm</b>	
1.	<u>Health &amp; Safety Housekeeping</u> The Chair welcomed everyone to the meeting.	
2.	<u>Appointments</u>  a) <u>Election of the second Vice Chair of the Board for 2021/22</u> The Clerk informed members that there had been a nomination for Tina Coates to be a new Vice Chair of the Board. There had been no other nominations.  The Clerk informed members that an amendment to the Instrument & Articles for the College, would need to be agreed, permitting two Vice Chairs of the Board. This matter had been previously considered and <b>all Members were agreed.</b>  <b>Members unanimously agreed to approve Tina Coates as the second Vice Chair of the Board.</b>	

b) Appointment of Support Staff Governor

The Chair of the Strategy, Governance & Search Committee outlined the process for selecting the Support Staff Governor. It was noted there had been several candidates for the office. The interview panel had recommended to the Board that Alison Wheatley be appointed the new Support Staff Governor.

**All Members were agreed and Alison Wheatley was duly appointed as the Support Staff Governor.**

Members were advised that in the process, they were of the view that one of the other applicants would be very beneficial as a co-opted member. Members were asked to agree that Neelam Singh be co-opted to the Strategy, Governance & Search Committee.

It was noted that the Chair of the Board would be looking at the committee structure in August, for the next academic year, and would consider that option in that process.

c) Ratification of Student Governors for 2021/22

The three Student Governors proposed for 2021/22 were:

- Iqra Abbas – Windsor College
- George Shewell – Strode's College
- Jake Smith – Langley College

**Members ratified all the appointments.**

Tina Coates, Chair of the Strategy, Governance & Search Committee thanked Daljit Bains, and Taha Hussain and Aimee Malynn, for their work as Staff and student governors respectively, as their roles were now at an end.

3. Apologies for Absence

Apologies had been received from Staff Governor Daljit Bains and Student Governor Jake Smith.

4. Declarations of Interest

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. This would be noted for meetings going forward.

5. Minutes of the Previous Meetings held on 19 May 2021

The Minutes of the previous meeting held on 19 May 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 19 May 2021

It was noted that there were no matters arising.

7. College Headlines

This item was presented by the Group Principal. Members were informed of performance against high level targets and requested to note the report on progress against the 2020/21 targets. The Group Principal reported on the Covid-19 curriculum impact and plans. The College was preparing for full on-site enrolment in each of the College's, with face-to-face delivery for all students from September 2021. Well-developed plans were in place to revert to online or partial online teaching, should it be required and there was an expectation that lateral flow testing would continue in the summer.

With regard to curriculum challenges, the Group Principal informed members the College was currently working through the awarding organisation quality assurance programme, following the re-run of Teacher Assessed Grades. She reported that Functional Skills remains an issue. Exams continue to take place for students, but achievement is very low. This was in line with the national picture. In relation to the Adult Education Budget (AEB) funding, a letter had been sent by the AoC to the Education Secretary seeking a business case approach. The College's ILR showed 68% delivered, increasing to 75% by the end of

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the year and the College Group delivery in this area would be in line with the national picture.

There would be an ESFA “strategic conversation” taking place on 7 July, with the ESFA and a Member of the FEC team, being a new initiative being designed to allow for review of the College’s ongoing strategy and financial plans. Members were asked to note the commercial and partner activity currently ongoing, and the related update. It was noted the Future Skills Hub in Slough would now be delayed. There have been some significant financial challenges and the Skills Hub is significantly behind schedule. There was a high risk that the project would suffer further delay.

**The report was noted.**

8. Strategic Plan

a. Strategic Plan Update

Members noted the Strategic Map 2021-2024, which had been discussed at length at the recent Strategy Day.

**Members noted the Strategic Map.**

b. Risk Management Action Plan 2020/21

Members noted the assurance framework and Risk Register 2021/22 and the 12 key risks. These were discussed and noted.

c. Quality Improvement Plan Update

This item was presented by the Principal, Langley College and the Principal, Sixth Form. Members had been updated on the 2020/21 Quality Improvement Plan (QIP) and the report had been to the Quality & Curriculum Committee. There were no further questions.

**The report was noted.**

d. Enrolment Report

The Group Principal updated Members on the latest enrolment figures against all income streams. At the time of reporting, 16-18 learner headcount across the College Group was noted as 2,599. Apprenticeship enrolment stood at 330. Adult enrolment for the current year was 2,372. Higher Education headcount numbers stood at 93. The information was accurate as at the 4 June. Members felt that the weekly updates on enrolment were very helpful.

**The report was noted.**

e. Post-Covid Curriculum

Members were updated on the initial plans for post-Covid curriculum. Members acknowledged the pandemic had resulted in disruption across the education sector at all levels. The impact of which would be felt well beyond the next academic year. There would be the capacity to further invest in student’s English & maths skills that had been disrupted by the pandemic and essential to securing meaningful employment and progression. The Group Principal advised Members the College would continue to seek partnerships outside of the Group with organisations such as the Princes Trust, to ensure that some of the most vulnerable young people can be supported. There would also be capacity to make the ongoing programme of capital investment for expansion and upgrade of the College’s IT and digital platforms.

**The report was noted.**

9. Safeguarding Update

Members were advised that the Safeguarding Update had already been to the Quality & Curriculum Committee and considered. There had been a discussion on the monitoring and extra support required for vulnerable students.

**The report was noted.**

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10. Reports from the Audit Committee
- a. Draft Minutes of the Quality & Curriculum Committee Meeting of 9 June 2021 and oral Report from the Chair  
Members noted the draft minutes of the meeting of 9 June 2021. Stuart Taylor, the Chair of the Committee updated Members on the work of the Committee this term.
- i. To note the Minutes and make recommendations  
Members were asked to agree the updated Financial Regulations.  
**All Members were agreed.**
11. Reports from the Quality & Curriculum Committee
- a. Draft Minutes of the Quality & Curriculum Committee Meeting of 16 June 2021 and oral Report from the Chair  
Members noted the draft minutes of the meeting of 16 June 2021. Angela Wellings, the Chair of the Committee updated Members on the work of the Committee this term.
- i. To note the Minutes and make recommendations  
There were no recommendations referred to the Board.
12. Reports from the Strategy, Governance & Search Committee
- a. Draft Minutes of the Strategy, Governance & Search Committee Meeting of 23 June 2021 and oral Report from the Chair  
Members noted the draft minutes of the meeting of 23 June 2021. Tina Coates, the Chair of the Committee updated Members on the work of the Committee this term.
- Stuart Taylor was asked to leave the meeting.*
- i. To note the Minutes and make recommendations  
Members were asked to agree the recommendation from the Committee that a further one-year term of office be considered for Stuart Taylor. They were advised that Stuart would have completed two terms of office in October 2021.
- The Chair of the Board asked Members to consider this exceptional request, in these difficult times, to permit Stuart to remain on the Board for another year and, in particular to retain his role as Chair of the Audit Committee.  
**Members unanimously supported this proposal to retain Stuart Taylor for another year and thanked him for his willingness to consider this.**
- Members agreed a further term of office for co-opted member Josie Wragg on the Strategy, Governance & Search Committee.
- Stuart Taylor returned to the meeting.*
13. Reports from the Resources Committee
- a. Draft Minutes of the Resources Committee Meetings of 30 June 2021 and oral Report from the Chair  
Members noted the draft minutes of the meetings of 30 June 2021. Kiran Virdee, the Chair of the Committee outlined the work of the Committee over the course of this term.
- i. To note the Minutes and make recommendations  
As the updated Risk Register had not been available for the Audit Committee meeting, it was agreed at the Resources Committee meeting and recommended to the Board for approval.  
**All Members were agreed. This had been considered already at item 8b.**
- b. Period 10 Management Accounts  
This item was presented by the Deputy CEO. The summary position was that the College's forecast year-end income and expenditure position was now reporting a deficit of £1.378

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million. The forecast included the exceptional item not incurred of £456,000 for the early repayment charge for the Santander bank loan. The Period 10 management Accounts had been considered at the Resources Committee in detail.

**Members noted the report.**

c. Health & Safety Summer Term Report 2020/21

The Deputy CEO reported on the Health & Safety report for the summer term 2021. The safety arrangements and safety training that had taken place were noted. The accidents and incidents that had occurred at the Colleges were detailed.

**The report was noted.**

14. Governance

a. Corporation Business

The Clerk presented her report. She informed members that during August, the chair of the board would consider the committee membership for the next academic year and this would be issued at the beginning of September.

Members noted the dates schedule to December 2022 for all meetings.

**The report was noted.**

b. Instrument & Articles

Members noted the change to the Instrument & Articles to provide for the second Vice Chair of the Board.

**The amended Instrument & Articles were agreed.**

c. Approval of Application of Seal

Members were asked to agree the use of the College Seal on the Strode's College Lane agreement.

**The report was noted.**

15. 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.

16. Evaluation of Meeting

This was a long Part I meeting with lengthy discussions in key areas. Members felt the reports were sufficient to inform their decision making and that the reports were clear.

17. Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted.

Scheduled for 5.15pm on: Wednesday, 6 October 2021  
Wednesday, 15 December 2021  
Wednesday, 9 March 2022  
Wednesday, 18 May 2022  
Wednesday, 6 July 2022

Governance Development Day, 9.30am-12.30pm on: Friday, 12 November 2021  
Friday, 14 January 2022  
Friday, 6 May 2022

Governor Induction Session at 4.00pm on: Wednesday 15 December 2021

18. Any Urgent Business

The Chair of the Board asked Members whether they were happy with the timings of meetings.

It was agreed that for the next academic year, all committee meetings would continue on a virtual platform and start at 5pm.

The main board meetings for the year would take place in person, where possible and would start at 5.15pm. These board meetings would be on a rotating basis at the college campuses

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Extraordinary board meetings would take place on a virtual platform.

**The meeting ended at 6pm.**

### **EVALUATION OF THE MEETING BY MEMBERS**

Key evaluation points from the meeting where members felt they provided appropriate challenge and added value:

1. There was a detailed discussion about retaining governors for a period of office beyond their two year term. This was in the case of the proposed one year additional term of office for Stuart Taylor. Members unanimously felt that his support to the Board as Chair of Audit, in this difficult period would be of enormous benefit.
2. Good discussion on the post covid curriculum.

***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.***