



# 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 STRODE'S COLLEGE ON WEDNESDAY, 4 OCTOBER 2017

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(1 out of 1)
	Kate Webb (Group Principal & Chief Executive)	(1 out of 1)
	David Knowles-Leak	(1 out of 1)
	Stuart Taylor	(1 out of 1)
	Tina Coates	(1 out of 1)
	Gurpreet Nizzar	(1 out of 1)
	Martin Pritchett	(1 out of 1)
	Kiran Virdee	(1 out of 1)
	Jo Classick	(1 out of 1)
	Ken Lamb	(1 out of 1)
	Peter Tyndale	(1 out of 1)
	Darren Bryant	(1 out of 1)
	Angela Wellings	(1 out of 1)
	Gill Briggs	(1 out of 1)
	Daljit Bains	(1 out of 1)
	Shaleena Mahmood	(1 out of 1)
	Abby Pullen	(1 out of 1)
	Viktoria Munn	(1 out of 1)
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Rowan Cookson (Principal)	
CLERK:	Lynn Payne	(1 out of 1)

### PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 6pm.	
1.	<u>Health &amp; Safety Housekeeping</u> The Group Principal & Chief Executive advised Members of the fire exit and protocols.	
2.	<u>Apologies for Absence</u> A planned telephone conference was attempted for Anthony Haines & Emily O'Neill but proved was unsuccessful. Accordingly they are recorded as absent with apologies. Apologies were also received from Arden Bhattacharya and Rob Lewis.	
3.	<u>Declarations of Interest</u> There were no declarations of interest.	
4.	<u>Appointments</u> a) <u>Ratification of Student Governor</u> Members were asked to ratify the appointment of Viktoria Munn as a student Governor of the Board. <b>All Members were agreed and Viktoria was welcomed to the meeting.</b>	

**MINUTE**  
**NO.**

**ACTION**

5. Three Year Strategic Plan Presentation  
The Group Principal presented the three year Strategic Plan to Members, highlighting the key risks and impacts of the Plan. After the presentation, there was an interactive question and answer session for Members for debate and comment.

**The report was noted.**

6. Minutes of the Previous Meeting held on 5 July 2017  
The Minutes of the previous meeting held on 5 July 2017, having been previously sent to members, were agreed as a true record and signed by the Chair.

**All Members were agreed.**

7. Matters Arising from the Minutes of the Previous Meeting held on 5 July 2017  
It was noted that there were no matters arising.

8. College Headlines  
It was noted that these had already been covered in the presentation from the Group Principal earlier in the agenda.

9. Strategic Plan

a. Strategic Plan 2017-2020

This item was presented by the Group Principal. Members were asked to scrutinise the draft Strategic Plan 2017-2020 and the Annual Strategic Plan 2017/18. Members were asked to approve the Strategic Plan.

**All Members were agreed.**

Members were asked to approve the College Mission, Values and Vision.

**All Members were agreed.**

b. Risk Management Action Plan 2017/18 Update

This item was presented by the Deputy CEO. Members were advised on the key risks that were monitored by the individual Committees of the Board and were asked to discuss these in particular, the high risks summarised in the report. The Deputy CEO reminded members that the annual updated Risk Register of all key risks was considered by the Audit Committee at every meeting. In relation to the high risks, he said the College's key strategic priorities remained improving quality of provision, maintaining strong financial health & viability and ensuring the continued success of the College following merger.

**Members agreed the Risk Register.**

c. Enrolment, Funding and Growth 2017/18

This item was presented by the Group Principal. Members were updated on the latest enrolment figures against all income streams. The Group Principal advised Members that there would be withdrawals and extra students yet to be logged and so the overall view at this time regarding the target, was that it would be a challenge. The Group Principal said the 16-18 headcount numbers at The Windsor Forest Colleges Group was 3,117, currently below the target of 3,255, by 138. She said Apprenticeship enrolments were at 362 and currently anticipated to be on target. With regard to Adult enrolments these were currently at 2,525 and early indications were that the number of students accessing Advanced Learner Loans may be down on last year and that in order to achieve budget target on adult funding, more in-year course starts were to be planned. On Higher Education the Group Principal said that the headcount numbers were at 147 and anticipated to be on target.

**Members noted the report.**

d. Partnership Update & Achievement Report

This item was presented by the Group Principal. Members were updated on the latest progress of the College's ESF Project and asked to note the details of the ESF Partnership Contract with the College.

**The report was agreed and noted.**

**MINUTE****NO.****ACTION**

10. Reports from Audit Committee
- a. Draft Minutes of the Extraordinary Audit Committee Meeting of 7 September 2017 and Oral Report from the Chair
- i. To note the Minutes  
Members had received the minutes of the meeting of 7 September 2017.  
**These were noted.**
- ii. To Approve/Consider Recommendations Referred to the Board  
Members noted that the recommendations from the Committee to the Board as:
- To agree the Risk Register.  
**Members agreed this at item 9b.**
  - To agree the Strode's College External Audit Findings Report and Financial Statements to 9 May 2017.  
**This was to be considered at item 10b.**
- b. Strode's College External Audit Management Report and Financial Statements to 9 May 2017  
This item was presented by the Deputy CEO. Members were advised that this was recommended to them by both the Audit Committee and the Resources Committee.  
**Members considered the accounts and unanimously agreed them.**
11. Reports from the Governance, Search & Strategy Committee (GS&S)
- a. Draft Minutes of the Governance, Search & Strategy Committee Meeting of 13 September 2017 and Oral Report from the Chair
- i. To note the Minutes  
The minutes of the meeting on 13 September 2017 **were noted.**
- ii. To Approve/Consider Recommendations Referred to the Board  
Recommendations for the Committee to the Board were:
- Members were asked to agree the minor changes to the Standing Orders.  
**All Members were agreed.**
  - Members were advised that a potential new Governor, recommended by the Committee was not able to join the Board, for a technical reason.  
  
*Darren Bryant was asked to leave the meeting.*
  - Members were asked to consider the recommendation of the GS&S Committee that Darren Bryant be given a four year term of office, taking into account the current 1 year term, his term would therefore end in May 2021.  
**All Members were agreed.**  
  
*Darren Bryant returned to the meeting.*
  - Members were asked to agree the revised Committee Terms of Reference for the Committee in relation to item 3.1.  
**All Members were agreed.**
- b. Vacancies on the Corporation & Committees  
Members considered their current determined number of 23 and agreed to re-determine to 22 Members as part of their programme to have no vacancies and a potentially smaller Board.  
**All Members were agreed.**
- c. 2016/17 Year End Summary Evaluation Report  
**Members noted the report.**
- d. 2016/17 Year End Attendance Report  
**Members noted the report.**

e. Governor Engagement & Learning Scheme

Members considered the proposed plans regarding the Governor Engagement and Learning Scheme and felt these were very useful.

**Members unanimously agreed the Scheme.**

12. Reports from the Quality & Curriculum Committee

a. Draft Minutes of the Extraordinary Quality & Curriculum Committee Meeting of 25 September 2017 and Oral Report from the Chair

i. To note the Minutes

The minutes of the meeting on 25 September 2017 **were noted.**

ii. To Approve/Consider Recommendations Referred to the Board

The Principal outlined the recommendations, which were separate agenda items at the meeting.

b. Student Achievement Report

The Principal went through the Student Achievement Report, updating Members on student achievement across the College group. This report had been rigorously reviewed at the Quality & Curriculum Committee meeting. Members were reminded that when Ofsted came to East Berkshire College in November 2016 it was graded as 3, requires improvement for learner outcomes, based on the 2015/16 results. Ofsted noted that in order to improve, East Berkshire College needed to:

- *Ensure that achievement rates continue to rise in all vocational and academic areas to a point significantly above national rates*
- *Ensure that learners' progress from their starting points improves from the current low levels for all vocational and academic level 3 programmes*
- *Develop a clear and carefully monitored English and mathematics strategy that will improve opportunities for all learners who do not have a grade C or above in GCSE English and/or maths to achieve these qualifications.*
- *Ensure that attendance continues to rise to good levels*

The Principal said that, in December 2016, Strode's College Ofsted graded was 2, 'good', for learner outcomes. Ofsted had noted the area of quality of teaching & learning in a minority of subjects where students had insufficient rapid progress was an area needed to move the Ofsted grade to 'Outstanding'. The Principal said that following the inspections the two Colleges established new targets, linked to the Post Inspection Action Plan (PIAP) and Quality Improvement Plans (QIP) at campus level. She said the new QIPs of the new merged College and she went through the report, setting out the early indications of how the College had performed in 2016/17. Governors were reminded that a small number of qualification outcomes were still to be collected and recorded and that the results would be finalised by mid-October 2017.

In November 2016, East Berkshire College was graded as 3 Requires Improvement for Learner Outcomes based on 2015/16 results. In December 2016, Strode's College was graded as 2 Good for Learner Outcomes. In particular (related to outcomes), Ofsted noted the following areas of further improvement needed to move Strode's College to outstanding.

- *The quality of teaching and learning in the minority of subjects where students made insufficiently rapid progress*

Following the inspections, the two Colleges established new targets, linked to the Post Inspection Action Plan and Quality Improvement Plans at campus level. These became the new quality improvement plans of the new merged College. This report set out the early indications of how the College has performed in 2016/17. Governors were reminded that a number of qualification outcomes are still to be collected and recorded. This is normal for a large FE College, and the results will be finalised by mid October 2017. All curriculum teams are currently analysing results as part of the self-assessment process. As there are many new or inexperienced managers, the College has brought in external support and coaching to help managers with this process. It was noted that the next Q&C Committee will

**MINUTE**  
**NO.**

**ACTION**

review a more detailed report. However, this report highlighted a number of priority areas to improve, as well as the areas that have made progress. As a priority area to improve the English and maths team will be presenting their strategy and emerging results for 2017/18 at the next Q&C Committee in November. All managers and teachers are reviewing results and individual targets will be set through appraisals by end September. The draft progress report against performance targets was noted. This will be finalised over coming weeks and new targets will be brought to the Q&C Committee along with the draft self-assessment report. All data was noted as being interim as at 22<sup>nd</sup> September 2017 and subject to changes as more results are received and subject to accuracy checking.

The report highlighted a number of priority areas requiring improvement, as well as the areas that had made progress. A priority area to improve was noted as the English & Maths team and Members were advised that they would be presenting their strategy and emerging results for 2017/18 at the next Quality & curriculum Committee meeting in November. The Principal said all managers and teachers were reviewing results and individual targets would be set through appraisals by the end of September. The Principal went through her report in more detail but said that a fuller report would be available at the next meeting.

**The report was discussed in detail.**

*Martin Pritchett left the meeting at 7pm.*

c. Safeguarding & Child Protection Policy & Procedures

This item was presented by the Group Principal. Members were asked to agree the Safeguarding & Child Protection Policy 2017/18 and Safeguarding Procedures 2017/18. Members were advised that these had been recommended to the by the Quality & Curriculum Committee.

**Members approved the Safeguarding & Child Protection Policy 2017/18 and Safeguarding Procedures 2017/18.**

13. Reports from Resources Committee

a. Draft Minutes of the Extraordinary Resources Committee Meeting of 4 October 2017 and oral Report form the Chair

i. To note the Minutes

It was noted the minutes would be available at the next meeting as the Resources Committee meeting had only taken place prior to this Board meeting.

ii. To Approve / Consider Recommendation to the Board

The recommendations referred to the Board were the Strode's College Financial Statements to 9 may 2017, which had already been agreed in this agenda.

14. Governance

a) Corporation Business

Members noted the report.

b) Approval of Application of Seal

The Clerk advised Members that there were no further request for the use of the seal since the last Board meeting.

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

Members were pleased to contribute to an evaluation of the meeting, expressing where they felt they added value and made appropriate challenge.

**Clerk**

**MINUTE**  
**NO.**

**ACTION**

17. Dates and Times of Future Meetings and Events  
**The dates and times of future meetings were noted.**

Scheduled for 6.00 pm on: Wednesday, 6 December 2017 at Langley College  
Wednesday, 14 March 2018 at Strode's College  
Wednesday, 16 May 2018 at Langley College  
Wednesday, 4 July 2018 at Strode's College

Governance Development Days

Scheduled for 9.30am-1.30pm at Langley College on: Friday, 17 November 2017  
Friday, 19 January 2018  
Friday, 11 May 2018

18. Any Urgent Business

The Chair of the Board asked Members to consider, as a group, whether they wanted to continue to receive hard copy papers for the Board meetings. He reminded members of the high cost of producing the papers, and more importantly, the very high cost of postage. Overall Governors felt that hard copy papers, received by post and email, were still the most beneficial to them for Board meetings.

It was therefore agreed that:

1. Board papers would be posted and emailed to all Governors, unless Governors opted out of the posting and advised the Executive Assistant to the Group Principal.
2. Committee papers would be emailed out with hard copies available at the meeting.

The meeting ended at 7.10pm

**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 .....