



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, 15 MAY 2019

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(4 out of 4)
	Kate Webb (Group Principal & Chief Executive)	(4 out of 4)
	Angela Wellings	(2 out of 4)
	David Knowles-Leak	(4 out of 4)
	Stuart Taylor	(4 out of 4)
	Martin Pritchett	(4 out of 4)
	Peter Tyndale (by phone)	(4 out of 4)
	Rob Lewis	(4 out of 4)
	Arden Bhattacharya	(4 out of 4)
	Tina Coates	(3 out of 4)
	Anthony Haines	(3 out of 4)
	Daljit Bains	(4 out of 4)
	Natalie Viola	(1 out of 1)
Luke Withers	(3 out of 3)	
IN ATTENDANCE:	Graham Try (Deputy CEO)	
CLERK:	Lynn Payne	(4 out of 4)

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 6pm.	
	The Chair of the Board welcomed everyone to the meeting.	
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, Jo Classick, Ken Lamb, Amber Ollington & Joseph Critcher. The Principal, Rowan Cookson, had also apologised for her absence.	
3.	<u>Declarations of Interest</u> There were no declarations of interest.	
4.	<u>Minutes of the Previous Meeting held on 13 March 2019</u> The Minutes of the previous meeting held on 13 March 2019, having been previously sent 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 13 March 2019</u> It was noted that all matters arising had been actioned.	

MINUTE

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6.

College Headlines

This item was presented by the Group Principal. Members were advised of College performance against high level targets. The Group Principal went through the current outcomes for students and student recruitment. Members noted the areas where student recruitment was down and these were discussed. The Group Principal said this would need close monitoring in the year and the Board was closely monitoring more detailed information on teaching & learning and student recruitment for 2019. The Group Principal said in summary, there was reasonable progress on teaching, learning and assessment across the College Group. She confirmed the marketing and student recruitment matrices showed an improved picture from the March 2019 figures, but that 16-18 application numbers at Langley remained lower than last year and she confirmed significant management action was in place to address this.

Members noted the report.

7.

Strategic Plan

a. 2018/19 Annual Strategic Plan Update

The Group Principal updated Governors on the College's 2018/19 annual Strategic Plan, inviting comment, challenge and scrutiny. She referred to the staff survey that had taken place in February and that the results of that and an action plan would come to the Resources committee in June, and then to the Board meeting in July. In relation to some of the responses in the staff survey, the Group Principal said she had fed back to all staff on the issues and an action plan would be published.

The Group Principal went through the action plan update and the report was noted.

b. Risk Management Action Plan 2018/19 Update

This item was presented by the Deputy CEO, who informed Members that the risks on the Risk Management Action Plan had been through the various Committees that monitor them.

He confirmed that the risk of failure to improve the College's Ofsted rating to "Good" at the next inspection, was being addressed by way of a comprehensive action plan, being monitored by the Quality & Curriculum Committee and an additional Working Group. He said it was likely the College would be inspected in 2019/20.

It was noted a Safeguarding Action Plan and Prevent Action Plan was in place and an internal audit review, carried out in January 2019, had provided "full assurance" with no recommendations.

The Deputy CEO referred to the risk of overspending in the 2018/19 budget and the related risk of breaching bank loan covenants. He referred to the current covenant risk, which had reduced slightly to a medium risk, with £451,000 headroom, against the highest risk EBITDA to debt service covenant. The new Insolvency Regime in place for the sector since January 2019 was noted together with the College Oversight Support and Intervention effective from April 2019.

The Group Principal detailed the risk of meeting learner number targets. Currently 16-18 learner numbers, were forecast to be 230 lower than in the previous academic year, which it was estimated would reduce funding by £1.25million in 2019/20, compared to the financial forecast. The Deputy CEO referred to the external funding risks, including Brexit and pensions increases. A summary of all of the high risks was presented and discussed.

The report was noted.

c. Enrolment, Funding and Growth 2018/19

This item was presented by the Group Principal. Members were asked to note the analysis of enrolment figures to date for 2018/19 against all income streams.

The report was noted.

d. Partnership Update

The Group Principal updated members on the latest progress of the College's European Social Fund Project and the Apprenticeship sub-contracting arrangements.

The report was noted.

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

8.

Reports from the Quality & Curriculum Committee**a. Draft Minutes of the Quality & Curriculum Committee Meeting of 3 April 2019 and Oral Report from the Chair****i. To note the Minutes**

Members noted the draft minutes of the meeting of 3 April 2019.

The Chair of the Committee, Angela Wellings, went through the key points.

ii. To Approve/Consider Recommendations referred to the Board

There were no recommendations referred to the Board from the Committee.

b. Student Achievement Report

This item was presented by the Group Principal. Members were informed of the latest indications of student performance and the areas of student performance that might be at risk of performing below expectations at this time.

The Group Principal said that at College Management Team meetings at all of the three Colleges, the lead Assistant Principal had been focusing on curriculum planning meetings and the impact of planned actions from monitoring meetings. She said there were regular meetings between the Directors and Heads of Department to discuss progress in curriculum areas and predicted achievements for summer 2019.

The Group Principal referred to student attendance and in particular Langley College where this was below target

Student retention was considered in detail. Governors challenged areas of underperformance and were pleased to note that the Chair of the Committee and the Group Principal had convened a Working Group to further scrutinise in detail potential areas of underperformance, including Construction, Engineering and Apprenticeships.

The report was noted.

c. Quality Improvement Plan Update

This item was presented by the Group Principal who summarised the key areas and actions for improvement. It was noted that safeguarding was a highly resources area.

The report was noted.

9.

Reports from the Resources Committee**a. Draft Minutes of the Resources Committee Meeting of 1 May 2019 and Oral Report from the Chair****i. To note the Minutes**

Members noted the draft minutes of the meeting of 1 May 2019.

The Chair of the Committee, Tony Dixon, reported on the key aspects of the meeting.

ii. To Approve/Consider Recommendations Referred to the Board

There were no recommendations to refer to the Board.

b. Period 8 Management Accounts 2018/19

This item was presented by the Deputy CEO. He confirmed the College's forecast year-end income and expenditure position was for a deficit of £987,000, which was £13,000 lower than the £1 million approved deficit budget for the year. He advised members that the forecast deficit was also £16,000 higher than the Period 9 forecast position.

The sale of the Windsor Alma Road car park in August 2018 had achieved a net sale receipt of £424,000, reducing the current forecast deficit to £563,000. The Deputy CEO advised that the most significant risk to the current and future year's budgets, was considered to be learner recruitment, and its impact on funding body grant income and tuition fees. There was forecast to be a significant shortfall of around 230 learners (16-18) in the current year,

MINUTE
NO.

ACTION

and that was forecast to reduce the College's grant funding by an estimated £1.25 million in the next academic year. The report was discussed.

Members noted the report.

c. Health & Safety Summer Term Report 2018/19

The Deputy CEO advised Members on health and safety performance at the College this term.

The report was noted.

d. GDPR Annual Report

The Deputy CEO confirmed that the College Group was fully compliant with the current General Data Protection legislation and updated members on matters dealt with during the year.

The report was noted.

10. Governance

a. Corporation Business

The Clerk went through her report, which was noted.

b. Approval of Application of Seal

There were no matters to report.

11. 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.

12. Evaluation of Meeting

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

13. Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted.

Scheduled for 4.30 pm on: Wednesday, 3 July 2019 at Langley College

Scheduled for 6.00 pm on: Wednesday, 2 October 2019 at Langley College

Wednesday, 11 December 2019 at Langley College

Governance Development Day: 9.30am-12.30pm on: Friday, 15 November 2019 at Langley College

14. Any Urgent Business

No urgent business was raised.

The meeting ended at 6.55pm

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