



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, 14 MARCH 2018

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(3 out of 3)
	Kate Webb (Group Principal & Chief Executive)	(3 out of 3)
	David Knowles-Leak	(3 out of 3)
	Stuart Taylor	(3 out of 3)
	Gurpreet Nizzar	(3 out of 3)
	Martin Pritchett	(3 out of 3)
	Kiran Virdee	(3 out of 3)
	Ken Lamb	(3 out of 3)
	Anthony Haines	(2 out of 3)
	Rob Lewis	(2 out of 3)
	Peter Tyndale	(3 out of 3)
	Angela Wellings	(3 out of 3)
	Gill Briggs	(3 out of 3)
	Arden Bhattacharya	(1 out of 3)
	Tina Coates	(2 out of 3)
	Jo Classick	(2 out of 3)
	Shaleena Mahmood	(3 out of 3)
	Abby Pullen	(2 out of 3)
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Rowan Cookson (Principal)	
	Amanda Down (Item 2 only) (Assistant Principal Sixth Form)	
CLERK:	Lynn Payne	(3 out of 3)

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>Presentation on 6th Form Area Key Aspects of Work</u> This presentation was made by the Assistant Principal Sixth Form. Members received a good presentation from the Assistant Principal Sixth Form on the Sixth Form provision and the session was interactive with questions from Governors.	
3.	<u>Apologies for Absence</u> Apologies were received from Daljit Bains and Student Governor, Viktoria Munn.	
4.	<u>Declarations of Interest</u> There were no declarations of interest.	

MINUTE
NO.

ACTION

5. Minutes of the Previous Meeting held on 13 December 2017
The Minutes of the previous meeting held on 13 December 2017, having been previously sent to members, were agreed as a true record and signed by the Chair.
All Members were agreed.
6. Matters Arising from the Minutes of the Previous Meeting held on 13 December 2017
It was noted that matters arising had either been actioned or would be included within the agenda.
7. College Headlines
This item was presented by the Group Principal. Members had received a comprehensive report of performance against high-level targets, together with the latest update. The Group Principal said attendance was flagged as amber, despite significant improvement in vocational areas and good attendance for English & maths at Strode's & Windsor Colleges. Attendance at Langley College on English and maths remained too low. She said recruitment for 16-18 year olds would not meet target and was flagged red, and the projected budget was currently overspent and also flagged as red. She said more details would be given in the Management Accounts and Enrolment Reports later in the agenda.
The report was noted.
8. Strategic Plan
- a. Annual Strategic Plan Update
This item was presented by the Group Principal. She informed Governors of the College's progression against the annual Strategic Plan and asked for comments and any challenge to the information to provide real scrutiny. Members had received the annual and three-year targets. Again, the Group Principal said the enrolment targets for 16-18 year olds and adults were highlighted in red and amber as The Windsor Forest Colleges Group (TWFCG) would not meet its targets this year. She said the three-year targets may be amended accordingly at the revised Financial Forecast in the summer. Members noted the annual plan, updated with the latest progress and noted the areas that were considered to be progressing well. The Group Principal said that although the strategic actions regarding enrolment and admissions were primarily focused on preparing for 2018/19, she said these were flagged amber due to the downturn in enrolment this year, as was the area regarding finance. Members discussed the Strategic Plan. The Principal went through the new system for recording Tutorials and explained how it would deliver statutory information, for example on how students can keep themselves safe.
Members noted the report.
- b. Risk Management Action Plan 2017/18 Update
This item was presented by the Group Principal. Members were advised on the key risks in the Risk Management Action Plan. The Group Principal said an extra risk regarding reputation had now been included. Kiran Virdee suggested a risk be included to include concern over covenants not being achieved and may be explicit in the financial risk.
The report was noted.
- c. Enrolment, Funding and Growth 2017/18
The Group Principal updated Members on the latest enrolment figures against all income streams. She summarised by saying the 16-18 year-old headcount numbers at TWFCG were about 3,006, currently below the target of 3,308. Apprenticeship enrolments were around 489 and were currently anticipated to be on target. Adult enrolments were about 2,692 and it was assumed that there would be a shortfall against budget in this area. The Group Principal said Higher Education headcount numbers were around 221 and anticipated to be below target.
Members discussed the report and it was noted.
- d. Partnership Update
This item was presented by the Group Principal. She updated Members on the latest progress of the College's ESF project.
The report was noted.

**Deputy
CEO**

MINUTE
NO.

ACTION

9. Reports from Quality & Curriculum Committee
- a. Draft Minutes of the Quality & Curriculum Committee Meeting of 9 February 2018 and Oral Report from the Chair
- i. To note the Minutes
Members noted the draft minutes of the meeting of 9 February 2018. The acting Chair for the meeting, Tina Coates, gave Members a summary of the work covered at the Committee.
These were noted.
- ii. To Approve/Consider Recommendations Referred to the Board
There were no recommendations to the Board for approval.
- b. Student Achievement Report
This item was presented by the Principal. Members were informed of the latest indications of student performance against target retention and attendance and Members were informed of student performance that might be at risk of performing below expectation for discussion. Members felt the comprehensive report was very useful.
The report was noted.
10. Reports from the Governance, Search & Strategy Committee
- a. Draft Minutes of the Governance, Search & Strategy Committee Meeting of 31 January 2018 and Oral Report from the Chair
- i. To note the Minutes
Members noted the draft minutes of the meeting of 31 January 2018. The Chair of the Committee gave a brief report of the work covered at the Committee.
These were noted.
- ii. To Approve/Consider Recommendations Referred to the Board
Members were asked to agree that the recommendation from the Governance, Search & Strategy Committee to re-determine the Board Membership from 22 to 20 be approved.
All members were agreed.
- b. Mid-Year Summary Evaluations
Members had received the report of the mid-year summary evaluations and these were noted.
- c. Mid-Year Attendance Report
Members were please to note that the mid-year attendance showed them above target.
The report was noted.
11. Reports from the Audit Committee
- a. Draft Minutes of the Audit Committee Meeting of 31 January 2018 and Oral Report from the Chair
- i. To note the Minutes
The draft minutes of the meeting on 31 January 2018 were noted. The Chair of the Committee, Stuart Taylor, went through some of the key points arising at the meeting.
- ii. To Approve/Consider Recommendations Referred to the Board
There were no recommendations to the Board.

MINUTE
NO.

ACTION

12. Reports from the Resources Committee
- a. Draft Minutes of the Resources Committee Meeting of 8 March 2018 and Oral Report from the Chair
- i. To note the Minutes
Members noted the draft minutes of the meetings from 8 March 2018.
- ii. To Approve/Consider Recommendations Referred to the Board
It was noted that recommendation would be covered in a separate agenda item.
- b. Period 6 Management Accounts 2017/18
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 £968,000, which was £218,000 higher than the £750,000 approved deficit budget for the year. This was noted as a decrease of £9,000 in the forecast deficit compared to the Period 5 Management accounts. The Deputy CEO went through the key aspects of the Management Accounts and **these were noted.**
- c. Fees Policy 2017/18
The Deputy CEO went through the College's proposed fee policy and levels for 2018/19. **Members unanimously agreed the Fees Policy.**
- d. Health & Safety Spring Term Report 2018
Members were advised on the health & safety performance this term. It was noted that several policies had been introduced or updated. Risk Assessments had been reviewed and updated in the area of teaching Public Services. Safety Committees were meeting regularly and attended by representatives from different areas of the College. In terms of accidents and incidents since the start of the academic year, there had been 22 reported accidents or near misses at Strode's, Langley and Windsor. It was noted this followed a similar pattern to the previous year's data.
The report was noted.
13. Governance
- a) Corporation Business
Members noted the Clerk's report on Corporation Business and dates of meetings to December 2019.
- 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.
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.
15. Evaluation of Meeting
Members were pleased to complete an evaluation of the meeting, highlighting where they felt they added value and made appropriate challenge.
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, 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, 11 May 2018
17. Any Urgent Business
There were no items of urgent business.

MINUTE
NO.

ACTION

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.