



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, 13 MARCH 2019

		<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)
	Ken Lamb	(3 out of 3)
	Martin Pritchett	(3 out of 3)
	Peter Tyndale	(3 out of 3)
	Rob Lewis	(3 out of 3)
	Arden Bhattacharya	(3 out of 3)
	Tina Coates	(2 out of 3)
	Daljit Bains	(3 out of 3)
Joseph Critcher	(2 out of 2)	
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Rowan Cookson (Principal)	
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 Teaching & Learning Priorities</u> The Principal gave a comprehensive presentation on teaching & learning priorities. This was an interactive session with Governors. The Group Principal advised the College had had a visit from Stewart Jackson, HMI and he had confirmed the College would be inspected in 2019/20 before May 2020, and potentially in the Autumn term 2019.	
3.	<u>Apologies for Absence</u> Apologies had been received from Kiran Virdee, Jo Classick, Angela Wellings, Anthony Haines, Amber Ollington & Luke Withers	
4.	<u>Declarations of Interest</u> There were no declarations of interest.	

MINUTE
NO.

ACTION

5. Ratification of Academic Staff Governor
The Chair of the interview panel (the Chair of the Governance, Search & Strategy Committee) reported on the interviews. He confirmed the panel's unanimous decision was that Natalie Viola be recommended as the Academic Staff Governor.
All Members were agreed.

6. Minutes of the Previous Meeting held on 12 December 2018
The Minutes of the previous meeting held on 12 December 2018, 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 12 December 2018
It was noted that there were no matters arising.

8. College Headlines
This item was presented by the Principal. Members had received a report informing them of performance against high-level targets with current updates. Staff Governor (DB), spoke of the many events he had been attending promoting the options available for students at the College.
Members considered and noted the report.

9. Strategic Plan
 - a. 2018/19 Annual Strategic Plan Update
Members had received the annual Strategic Action Plan update informing them of the current position in relation to the actions. The Group Principal said there was still good student involvement at all campuses, which was a very positive feature. She also referred to the support now in place as part of the new teaching terms and conditions to support teachers to gain their full teaching status and new level 5 teaching qualification.

The Group Principal said the College had recently put in a bid to help teacher training, in particular in the Construction area. In relation to the management restructure that took place last summer at Langley, the Group Principal said that progress in some areas was slow and therefore strong interim support had been put in place.
The report was noted.

 - b. Employer Engagement Strategy
Members had received a report detailing the College's engagement with local employers and the main interests and activities. The Group Principal reminded Members they had asked for this information at a recent Governor development session.
The report was considered and noted.

 - c. Risk Management Action Plan 2018/19 Update
This item was presented by the Deputy CEO who outlined the high risks summarised in the report. Members were reminded that the annual updated Risk Register of all risks had been considered by the Board at its meeting on 3 October 2018 and the changed status of the risks was reflected in the report.

The Deputy CEO highlighted the risk of inaccuracy of learner funding claims to the funding bodies, leading to a claw back of funding. He said there was now an increased risk relating to the ESFA funding receivable for Apprentices under the new methodology that was introduced in May 2017. This was because of a concern that had recently come to light regarding insufficient evidence for the 20% "of the job" requirement for these learners. The Risk Management Action Plan was discussed.
The report was noted.

 - d. Enrolment, Funding and Growth 2018/19
This item was presented by the Group principal. Members had received the latest enrolment figures against all income streams.
The report was considered and noted.

**MINUTE
NO.**

ACTION

e. Partnership Update

The Group Principal updated the Board on the latest progress of the College's ESF Project and approval was sought for a sub-contracting opportunity. Members were asked to approve the ESF sub contracting opportunity and note the details of the apprenticeship sub-contracting contract.

All Members were agreed.

10. Reports from the Governance, Search & Strategy Committee

a. Draft Minutes of the Governance, Search & Strategy Committee Meeting of 14 February 2019 and Oral Report from the Chair

i. To note the Minutes

Members noted the draft minutes of the meeting of 14 February 2019.

The Chair of the Committee, updated Members on the work of the Committee.

ii. To Approve/Consider Recommendations referred to the Board

Members were asked to agree that the Governance, Search & Strategy Committee now have a Membership of 6 and a quorum of 3 and that the Terms of Reference be changed accordingly.

All Members were agreed.

b. Mid-Year Summary Evaluations

Members noted the report.

c. Mid-Year Attendance Report

Members were delighted to note their attendance at meetings to mid-year well exceeded the target.

There would be another report on the overall annual attendance, in the Autumn term.

d. Governance SAR 2017/18 & QIP 2018/19

Members had received a progress report on the Governance SAR and QIP, which was noted. The Group Principal said two working groups would now be formed to give additional support to the Resources Committee and the Quality & Curriculum Committee. The Working Groups would meet regularly and monitor key headline risks, demonstrating good oversight and Governance. The views of the Working Groups would be received by the Committees direct and recommendations from the main Committees would come to the Board.

Members unanimously agreed the setting up of the two Working Groups to support the Resources Committee and the Quality & Curriculum Committee.

11. Reports from the Audit Committee

a. Draft Minutes of the Audit Committee Meeting of 14 February 2019 and Oral Report from the Chair

i. To note the Minutes

Members noted the draft minutes of the meeting of 14 February 2019. The Chair of the Committee updated Members on the work of the Committee.

ii. To Approve/Consider Recommendations Referred to the Board

At the meeting, the Chair of the Audit Committee asked for the Membership of the Committee to be increased to 5 to better ensure the quorum could be met.

All Members were agreed.

The terms of Reference would be changed to show a Membership of 5.

There were no recommendations from the Audit Committee meeting to the Board.

Clerk

Clerk

MINUTE
NO.

ACTION

12. Reports from the Resources Committee
- a. Draft Minutes of the Resources Committee Meeting of 27 February 2019 and Oral Report from the Chair
- i. To note the Minutes
Members noted the draft minutes of the meeting of 27 February 2019. The Chair of the Committee, updated Members on the work of the Committee.
- ii. To Approve/Consider Recommendations Referred to the Board
The recommendations from the Committee would be considered as separate agenda items later in the meeting.
- b. Period 6 Management Accounts 2018/19
This item was presented by the Deputy CEO. Members were advised that the College's forecast year-end income and expenditure position was for a deficit of £975,000, which was noted as £25,000 lower than the approved deficit budget of £1m for the year. The Deputy CEO said the forecast deficit was also £15,000 lower than the Period 5 forecast position. The sale of the Windsor Alma Road car park in August 2018 had achieved a net sale receipt (after costs of sale) of £424,000, thereby reducing the current forecast deficit to £551,000 after this sale receipt.

This was an interactive discussion item with Governors asking questions on the Management Accounts.
The report was noted.
- c. Fees Policy 2018/19
Members were asked to consider the College's Fees Policy and levels proposed for 2019/20. These would then be advertised to prospective learners and recruitment could take place.
The Fees Policy was considered in detail. Members unanimously approved the Policy.
- d. Health & Safety Spring Term Report 2018/19
Members noted the report.
13. Governance
- a. Corporation Business
The Clerk highlighted the key aspects of her report, including induction training and Development Day dates.
The report was noted.

Approval of Application of Seal
There were no matters to report.
- b. Insolvency Regime
The Clerk presented her report on the Insolvency Regime, including information from the DfE and AoC.
The report was noted.
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 had added value and made appropriate challenge.

MINUTE
NO.

ACTION

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, 15 May 2019 at Langley College
Wednesday, 3 July 2019 at Langley College
- Governance Development Day: 9.30am-12.30pm on: Friday, 10 May 2019
17. Any Urgent Business
No urgent business was raised.
- The meeting ended at 7.05pm

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.