



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, 16 MAY 2018

		<u>Meetings Attendance</u>
PRESENT:	Tony Dixon (Chair)	(4 out of 4)
	Kate Webb (Group Principal & Chief Executive)	(4 out of 4)
	David Knowles-Leak	(4 out of 4)
	Stuart Taylor	(4 out of 4)
	Martin Pritchett	(4 out of 4)
	Ken Lamb	(4 out of 4)
	Anthony Haines	(3 out of 4)
	Peter Tyndale	(4 out of 4)
	Angela Wellings	(4 out of 4)
	Arden Bhattacharya	(2 out of 4)
	Tina Coates	(3 out of 4)
	Jo Classick	(3 out of 4)
	Gurpreet Nizzar	(3 out of 4)
	Daljit Bains	(4 out of 4)
	Shaleena Mahmood	(4 out of 4)
	Abby Pullen	(3 out of 4)
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Rowan Cookson (Principal)	
	Richard Kirkham (Item 2 only) (Assistant Principal Further Education)	
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>Presentation on Further Education Area Key Aspects of Work</u> Members received a presentation from the Assistant Principal Further Education. The presentation was interactive and very informative. This was a 25 minute presentation.	
3.	<u>Apologies for Absence</u> Apologies were received from Rob Lewis, Gill Briggs and Kiran Virdee. The Student Governor, Viktoria Munn, was not present.	
4.	<u>Declarations of Interest</u> There were no declarations of interest.	

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5. Minutes of the Previous Meeting held on 14 March 2018
The Minutes of the previous meeting held on 14 March 2018, 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 14 March 2018
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, because despite significant improvement in vocational areas and good attendance for English & maths at Strode's and Windsor Colleges, attendance at Langley College on English & maths remained too low. She said that due to this level of attendance, the target achievement for maths and English was also flagged as amber. The Group Principal said recruitment for 16-18 year-olds and adults would not meet target and was therefore flagged as red. She said other income streams were flagged as amber and more detail was included in the Management and Enrolment reports later in the agenda. The Group Principal said that as the projected budget was currently overspent it was also flagged as red. Members discussed the key points.
The report was noted.

The Group Principal recommended to Governors that they engage with the "learning walks" at the College. She confirmed the dates for the learning walks would be circulated shortly.

8. Strategic Plan
a. Annual Strategic Plan Update
This item was presented by the Group Principal. Members were advised of the College's progression against the Strategic Plan and asked to comment and challenge as appropriate. The Group Principal said the annual and three-year targets showed enrolment for 16-18 year olds and adults in red, and amber, as those targets were unlikely to be met this year. She said the three-year targets might yet be amended in the revised Financial Forecast in the summer. It was noted the annual plan was updated with the latest progress. The Group Principal said all areas were considered to be progressing well. She said that although the Strategic Actions regarding enrolment and admissions were primarily focused on preparing for 2018/19 these were flagged as amber due to the downturn in enrolments this year. As in the area regarding Financial Health, the recent Management Accounts forecasted an overspend.
Members noted the report.

b. Risk Management Action Plan 2017/18 Update
This item was presented by the Deputy CEO. Members were advised on the key risks in the Risk Management Action Plan. The Deputy CEO went through the summary of high risks in the report, reflecting the College's key strategic priorities, including improving the quality of provision, maintaining strong financial health and ensuring the continued strength and success of the College following merger. He said that the risks post-merger had been considered by the Integration & Transition Committee and there would be further reference to risks and the work of that Committee in the Pt II agenda.
The report was noted.

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. Members were asked to note the analysis of enrolment figures to date for 2017/18. The Group Principal said that 16-18 year old headcount numbers at TWFCG were 3,009, which was noted as currently below the target of 3,308. The total represented 1,004 at Strode's College and 2,005 across Langley and Windsor. It was noted Apprenticeship enrolments were at 547 and currently anticipated to be on target. Adult enrolments were at 3,358. The Group Principal said the number of students accessing Advanced Learner Loans was down on last year and it was assumed at this stage that there would be a shortfall against budget on this and the Adult Education

Budget, which was reported in the Management Accounts. Higher Education headcount numbers were at 211 and anticipated to be below target. The Group Principal went through the report in detail.

Members discussed the report and it was noted.

d. Partnership Update

This item was presented by the Group Principal. She advised Members on the latest progress of the College's ESF Project (European Social Fund). Members were asked to note the details of the ESF partnership. Members were also asked to approve the appointment of Construction Skills People; they joined the ESF Project on 2018.

Members agreed the proposal and the report was noted.

9. Reports from Quality & Curriculum Committee

a. Draft Minutes of the Quality & Curriculum Committee Meeting of 27 April 2018 and Oral Report from the Chair

i. To note the Minutes

Members noted the draft minutes of the meeting of 27 April 2018 and the Chair of the Committee (Angles Wellings) highlighted the key event considered at the Committee meeting.

These were noted.

ii. To Approve/Consider Recommendations Referred to the Board

It was noted that recommendations from the Committee were separate items later on the agenda.

b. Student Achievement Report

This item was presented by the Principal. Members were informed of the latest indications of student performance and those areas of student performance that might be at risk of performing below expectation in order for Governors to challenge and consider mitigation and interventions that could be put in place.

The report was noted.

c. Quality Improvement Plan Update

This item was presented by the Principal. Members were updated on the Quality Improvement Plans for 2017/18.

The report was discussed and noted.

d. Student Union Constitution

This item was presented by the Group Principal. Members had received the new Student Union Constitution for the newly set up Student Union at TWFCG. The Group Principal said this was part of an update on the Learner Voice work. Members were asked to review and approve TWFCG Student Union Constitution.

Members unanimously agreed the Student Union Constitution.

e. English & Maths Strategy Update on Progress

This item was presented by the Principal. Members were updated on the progress being made against the English & maths Strategy. The Principal said the summary provided progress against the key action areas identified in the English & maths Strategy. She said the detailed action plan had been reviewed by the relevant Director and Assistant Principal to address all areas. The results for all courses would be finalised in the summer term.

The Principal said attendance remained a concern in English and maths at Windsor and Langley in both GCSE and Functional Skills groups, although she said there were curriculum areas that had shown good improvement this term.

Members noted the report.

f. Work Placement Strategy

The Group Principal updated Members on the progress being made with the Work Placement Strategy. She reminded Members that last year the College Group had invested in a new in-house WEX unit and staff to drive forward the good quality WEX. She said it

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was now planned to deliver WEX to all eligible students and to prepare for the new T-Level requirement of delivering 340 hours of work placement for eligible students. The Principal said as part of this, the team had led a successful bid to the capacity fund for WEX and had won £233k for the next academic year.

The report was noted.

10. Reports from the Resources Committee

a. Draft Minutes of the Resources Committee Meeting of 2 May 2018 and Oral Report from the Chair

i. To note the Minutes

Members noted the draft minutes of the meeting of 2 May 2018. The Chair of the Committee, Tony Dixon, highlighted the key points from the meeting.

These were noted.

ii. To Approve/Consider Recommendations Referred to the Board

It was noted that recommendations would all follow as agenda items.

b. Period 8 Management Accounts 2017/18

This item was presented by the Deputy CEO. Members were advised of the College's latest financial position in the Period 8 Management Accounts. The Deputy CEO said the College's forecast year-end income and expenditure position was for a deficit of £991k, which he said was £241k higher than the approved £750k deficit budget for the year. He also commented that this was an increase of £8k on the forecast deficit compared to the Period 7 management Accounts. The Deputy CEO detailed the reasons for the year-end variations against budgets in the income and expenditure account, together with cash, capital spend and balance sheet positions.

Members noted the report.

c. Health & Safety Summer Term Report

This item was presented by the Deputy CEO.

Members noted the report.

d. GDPR Policy

Members were reminded that the College would need to comply with the new GDPR regulation from 25 May 2018. The Deputy CEO said the Board was required to adopt a new GDPR Policy to replace the current Data Protection Policy, to take account of the new changes. He said it had been proposed to adopt the AoC model GDPR Policy when it was released in early May. The Deputy CEO said that the AoC Policy had only been available from today. He said it was comprehensive with many procedures. He asked for delegation from the Board, to two Governors to agree the Policy next week. The Governors to be the Vice Chair, Angela Wellings, and the lead Governor for GDPR, Peter Tyndale.

Members unanimously agreed the delegation as requested.

The Deputy CEO said the Policy would be issued in the next two or three days and all staff would be made aware of it.

11. Governance

a. Corporation Business

This item was presented by the Clerk. The Clerk reminded Members that the appraisal of the Chair would take place shortly and she would be contacting all members to participate. In addition, nominations for the offices of Chair and Vice Chair of the Board for next year would be sent out by early June. Members discussed the need to remove staff Governors from the membership of the Audit Committee, based on the new updated ACoP that said staff Governors *should* not be Members of the Audit Committee. Members discussed how useful they had felt Staff Governors had been on the Audit Committee.

The report was noted.

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b. Approval of Application of Seal

The Clerk advised Members that there had been no further requests for the use of the seal since the last Board meeting.

c. Terms of Reference

Members had received the committee Terms of Reference as recommended by the various Committees, for approval.

The Terms of Reference were agreed.

12. 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.

13. Evaluation of Meeting

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

14. Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted.

Scheduled for 6.00 pm on: Wednesday, 4 July 2018 at Strode's College

Governance Development Days

Scheduled for 9.30am-1.30pm at Langley College on: Friday, 16 November 2018

15. Any Urgent Business

There were no items of urgent business.

The meeting ended at 6.50pm.

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.