

**WESTON COLLEGE CORPORATION  
MEETING OF THE CORPORATION**

**THURSDAY 7<sup>th</sup> JULY 2022  
AT 5PM in the  
CONFERENCE CENTRE, KNIGHTSTONE CAMPUS**

**Present:** Andrew Leighton-Price (Chair of Corporation); Sir Paul Phillips (Principal & CEO); Fiona Waters; Maxine Park; George Reah; Ann Driver; Ian Porter; Paul Ashbee; Jo Midgley; Gemma Day; John Turner

**In attendance:** Jill Clarkson (Clerk); Vicki Richardson (Deputy Clerk)

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| 1. | <p><b>Apologies for absence</b></p> <p>áJacqui Mills, Grahame Paine, Mark Canniford, Elisha Ward, Ryan Butcher</p> <p>At this point Governors noted the excellent input from the Student Governors during the year and were sorry that neither were present at the final Corporation of the year to hear this but it was recognised this was an examination period.</p>                    |
| 2. | <p><b>Declarations of interest</b></p> <p><b>Ian Porter</b> - regarding Forward Futures</p> <p><b>Paul Phillips</b> - regarding Forward Futures, IEI, WE IoT, Offender Learning Services and Somax</p> <p><b>Andrew Leighton Price</b> - regarding Forward Futures, IEI, WE IoT, Offender Learning Services and Somax</p> <p><b>George Reah</b> - regarding Offender Learning Services</p> |
| 3. | <p><b>Draft minutes of the meeting held on Thursday 6<sup>th</sup> May 2021</b></p> <p>The minutes of the meeting held on the 6<sup>th</sup> May were scrutinised before been agreed as a true and accurate record of the meeting.</p>   |
| 4. | <p><b>Matters arising</b></p> <p>There were no matters arising all items were on the agenda.</p>   |
| 5. | <p><b>Principal's report and strategic update</b></p> <p>The Principal and Chief Executive gave a comprehensive presentation to governors outlining the current key points and those from during the academic year which were:</p> <ul style="list-style-type: none"><li>• Performance to Date</li><li>• Change Processes</li><li>• National Picture</li><li>• Year end Picture</li></ul>  |

The Principal continued by highlighting that the year had been a year of both challenge and opportunity.

He went on to confirm that the SEND Centre of Excellence had been agreed again and that the Maths Centre of Excellence was showing improvements.

[REDACTED]

The Principal highlighted:

- Apprenticeship numbers are not capped, there is no clawback, and payment is made on delivery.
- HE numbers are on target, although it was noted that HE apprenticeships are the main area of growth.
- PEF - the issues were not being addressed by the management team and the Principal was having to get involved to resolve.
- Adult Learning showed a drop in additional qualifications, but the outturn, breadth and diversity were noted as good and in place.
- 16 -19 was noted as in a very good position.
- IOT developing very well, was noted as one of the most successful of its kind in the country and had a good year end position.

Governors noted a good response and position from the College but highlighted the issues with PEF. Governors went on to comment further on PEF stating it seemed to be input and not output, [REDACTED]

[REDACTED]. He went on to say that there may be national changes (ESFA) that would improve the contract and that then would be the time to make any decisions.

The Principal presented the allocation v actuals and percentage achieved data for all areas as below:

The Principal pointed out that new funding would commence in October 2022 for Prison Education, this would be called PES and would run to 2024/5. Governors noted this would be the third different funding change since contract was signed.

Governors noted that the G4s Prison contracts were different and worked, they suggested that the College remained with these contracts. Funding streams were discussed [REDACTED]

[REDACTED]. The bureaucracy faced by providers was discussed along with the quality and relevance of provision. Governors went on to discuss the intention of the current Government to move Prison Education to the Colleges local to each prison by 2025. The outcome of the discussion was that governors felt this was unlikely to happen due to the TUPE costs.

The Principal confirmed that a new group had been set up to ensure the reporting and quality within Prison Education is unified. The new group would operate the same as agility and membership would include staff from quality and adult education.

16-19 - Actual numbers were above allocation so [REDACTED]

16-19 £ - Actual above allocation so a [REDACTED]

ESFA AEB - Actual above allocation so a [REDACTED]

WECCA AEB - Actual above allocation so a [REDACTED]  
Apprenticeship - noted first time over £6.5m achieved [REDACTED]  
HE - almost on target at [REDACTED]

It was reported that the Agility Group continued to work well and have the flexibility for rapid responses.

The budget for the academic year 2022/23 was reported as almost complete and early indications showed a £70m plus turnover.

The Principal continued his update by giving a detailed overview of the national financial position within the FE sector and the funding issues experienced. This included the possibilities of FE sector being re categorised and the issues this would create for colleges with reserves.  
[REDACTED]

The Principal concluded his update with the following points:

- International will require investment
- Succession planning will give opportunity for new structures
- Achieving of funding targets had given a successful year
- Realignment on course
- Capital works under way
- Massive growth in apprenticeships.
- IOT highly successful
- Construction Faculty has had a good year under new management.

**5a. Update on China**


The Director of Curriculum and Innovation Andy Davidson was welcomed to the meeting and gave an overview of the China project so far.

The background key points of the presentation included

- GKN approached Weston College in January 2019
- Aim to support development of training for GKN/COMAC/AVIC Joint venture in China.
- Jingjiang specialist Secondary School was appointed as partners school in November 2019.
- Joint venture partnership contracts were signed GKN/COMAC/AVIC in December 2020.
- Joint venture agree to Weston College supporting jingjiang Specialist Secondary School in January 2021.
- Start of contractual agreement in February 2021.
- Signing of the contract took place in February 2022.

Governors heard how strands one and two of the four strands had been agreed and signed up to. Work preparing programmes are currently underway, but all noted the delays in processes due to covid, especially in China.

Weston College have created the training programmes in collaboration with GKN. It was highlighted that the College owned the programmes and therefore they could be delivered elsewhere. In China the delivery of technical training programmes would be carried out by Weston College and the academic studies would be delivered in China.

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|           | <p>The training will be supported by live videos, therefore this resource will be available to Weston College students in England.</p> <p>Strand one should be complete by the end of July.</p> <p>The training Jingjang facility will open in September 2022. The issues with covid still being present was noted and the collaborative online work to support the workshops processes was agreed as currently the only way forward. It is hoped to encourage the training of staff from China to join to train the trainer in Weston College.</p> <p>Governors acknowledged the standard and size of the facility in China and the amount of work by staff to get to this point especially with the constraints of Covid.</p> <p>Governors asked if the trainer (from China) was to come to England what would their understanding of the English language be. Governors were informed that the standard of English understanding and speech would be good but that a translator would be present to ensure clarity.</p> <p>Governors thanked Andy Davidson for his presentation.</p>   |
| <p>6.</p> | <p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>• Finance Committee Report and Key Updates</li> <li>• Financial forecast 31<sup>st</sup> July 2021</li> <li>• CPWG - Report and Key Updates</li> </ul> <p>The Chair Andrew Leighton-Price presented the Finance Committee reports from the meetings held in May and July. He highlighted that all the reports presented to Committee from the Finance Team were clear and comprehensive which gave governors confidence in the data. He highlighted to members that the College had funds held and that these funds were being held for a clearly identified projects. A discussion took place between members which asked about the cash held position, Governors noted that all funds held including cash were identified for specific projects and confirmed that they were all in agreement with this. The discussion continued further, and governors confirmed that as a Governing Body they were looking for the finance team to deliver a breakeven or better year end position before pensions.</p> <p>The Chair pointed out that the financial forecast paper clearly identified that all areas were on target.</p> <p>CPWG - Report was reviewed </p> |
| <p>7.</p> | <p><b>Audit Committee</b></p> <ul style="list-style-type: none"> <li>• Audit Committee Report and key updates</li> </ul> <p>In the absence of the Committee Chair Mark Canniford, Gemma Day presented the Report. She stated that in the last audit meeting the new auditors had attended for the first time, they had been challenging and rigorous but the committee agreed the meeting had been positive.</p>  |

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|            | <p>[REDACTED]</p>  |
| <p>8.</p>  | <p><b>Curriculum and Quality Committee</b></p> <ul style="list-style-type: none"> <li>• Curriculum and Quality Report and key updates</li> </ul> <p>The Committee Chair Jo Midgley presented the report and included an overview of the Committees focus during the academic year. The Chair stated that the Committee had had an Inspiring presentation on World Skills which demonstrated the cascading of challenge and drive to raise standards to areas across College. Members noted that this academic year the Committee had as one of its focus areas maths and English the Chair confirmed that further reports would be asked for at future meetings to ensure standards and quality continue to improve.</p> <p>The two faculties where there had been concern had been monitored during the year with the Deans presenting at meetings during the year. [REDACTED]</p> <p>A discussion took place around how the 6<sup>th</sup> form and A' levels are viewed with the move to t-levels. Management confirmed that there was still an appetite for A' levels but that the College were noticing an increasing interest in t-levels. Members noted that the level 3 BTEC courses were beneficial to some learners and if removed some learners could be a disadvantaged. Members noted that the work placements were the difference between BTEC and t-levels but that learners on placements were being offered permanent jobs which was having an impact on the course.</p> <p>Paul Ashbee stated that employers have written to Pearson requested the retention of level three BTEC courses. Paul went on to outline the disadvantages for businesses if the BTEC courses were removed.</p> |
| <p>9.</p>  | <p><b>Remuneration Committee</b></p> <ul style="list-style-type: none"> <li>• Remuneration Committee Report and key updates</li> <li>• Update on Governor 1-1's</li> <li>• Board Effectiveness Survey</li> </ul> <p>Taken in confidential</p>  |
| <p>10.</p> | <p><b>Search Committee</b></p> <ol style="list-style-type: none"> <li>a. Search Committee Reports</li> <li>b. Search Committee Terms of Reference</li> <li>c. Board Effectiveness Survey - verbal</li> <li>d. Committee Membership</li> </ol> <p>The Chair of Search Committee Fiona Waters presented the report highlighting the key points</p> <ul style="list-style-type: none"> <li>• Annual review and contribution of each member was undertaken and anyone needing to be reviewed had been agreed.</li> </ul>   |

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|     | <ul style="list-style-type: none"> <li>• The Committee Chairs were reviewed and agreed.</li> <li>• Committee make up had been reviewed and the need to strengthen the Corporation with members of accountancy, legal and charitable work were noted.</li> </ul> <p>10.b. <b>Search Terms of Reference</b> - no changes were noted, and all were in agreement.</p> <p>10.c. <b>Board Effectiveness</b> - the Clerk highlighted the key points picked out from the survey.</p> <ul style="list-style-type: none"> <li>• All but one Governor completed the survey</li> <li>• 26 different actions were tested during the process and in 21 governors indicated that they either strongly agreed or agreed with their roles and responsibilities.</li> <li>• 1 response indicated a better understanding was required between the difference between management and Governance and the role of the Clerk.</li> </ul> <p>Members noted that the survey had been very positive.</p> |
| 11. | <p><b>Subs Board</b></p> <ul style="list-style-type: none"> <li>• Subs Board Report and key updates</li> </ul> <p>The Chair took members through the Board reports individually, members noted a very positive picture across all Boards.</p> <p>The following key points were raised and discussed</p> <ul style="list-style-type: none"> <li>• Forward Futures - recovering with new structure in place following covid.</li> <li>• IEI - valuation of the Lauriston Hotel had taken place [REDACTED]</li> <li>• Prison Education - management confirmed that previous issues around the funding position and clawback were changing, and the further information had been received.</li> </ul>  |
| 12. | <p><b>Contracts and Commercial</b></p> <ul style="list-style-type: none"> <li>• Contracts and Commercial Report and key updates</li> </ul> <p>The Chair presented the Contracts and Commercial report, Governors expressed their thanks to staff for all their hard work especially round the work that had gone in to reducing the number of learners brought into this academic year from last.</p>  |
| 13. | <p><b>PEF Committee</b></p> <ul style="list-style-type: none"> <li>• PEF Report and key updates</li> </ul> <p>The Chair Andrew Leighton-Price presented that report.</p> <p>A governor raised that funding issues and management of the Contract that had been an ongoing issue for the past 2 years stating that Governors were now looking for a resolution at the management level.</p> <p>The Principal confirmed that the same issues within Prison Education had been brought up by Governors at Finance Committee and that they had also requested to be kept up to date on the PEF Management Structure.</p>   |

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|            | <p>Governors challenged Management on the practicalities of extending the Prison Education contract stating that with the current funding and management issues would it be beneficial to give notice at this point. The Principal confirmed that the notice period would be 15 months and that MOJ had indicated a proposed new funding framework [REDACTED]</p> <p>Governors did note that the College were still waiting for year 2 financial reconciliation.</p> <p>After discussion both Governors and Management agreed that the College had created an excellent reputation in prison education especially within the G4s contract. It was agreed to continue with the contract [REDACTED]</p>  |
| <b>14.</b> | <b>Schedule of meetings for 2021-2022</b> <p>The Clerk presented the draft schedule of meetings for the next academic year which were agreed.</p> <p>The clash of meetings on the 9<sup>th</sup> February was noted and would be amended.</p> <p><b>Action:</b> Clerk to amend the dates to avoid a clash of meetings on the 9<sup>th</sup> February.</p>  |
| <b>15.</b> | <b>Safeguarding and PREVENT</b> <p>The report provided an overview of the Safeguarding activity during the 2021 academic year.</p> <p>Governors were reminded that from the start of the 2021 academic year recording of safeguarding and PREVENT referral had moved from the secure Safeguarding site to Confidential Conversations on pro-monitor.</p> <p>Governors noted the new and improved reporting mechanisms in place for the 2021 academic year allowing the recording of safeguarding disclosures to be recorded against pre-determined categories without being able to be traced back to any particular learner.</p> <p>[REDACTED]</p> <p>Two new videos explaining the safeguarding and PREVENT referral process had been completed for the 2022 academic year to support student safeguarding training.</p> <p>Governors noted the difficult situations some of our students face and the levels of support needed in order for them to succeed. The College has invested massively in support processes and staff mental health training in order that no student is left unsupported.</p> <p>Governors asked if the HE statistics were available. Management confirmed the safeguarding was delivered by a joined up team, HE have their own staff but work together with FE.</p> |
| <b>16.</b> | <b>SU Report</b> <p>Governors noted from the SU Report an excellent fund-raising total of £6k and agreed it was a shame that the Student Governors were not present to hear their positive feedback. Governors agreed to write to the Student Governors to thank them for their contribution and attendance and meetings, Development Days and events.</p>   |





