

WESTON COLLEGE CORPORATION

MEETING OF THE CORPORATION HELD ON
THURSDAY 10TH FEBRUARY 2022

IN ROOM 1 CONFERENCE CENTRE
COMMENCING 17:00

Present: Dr Paul Phillips, Ian Porter, Andrew Leighton-Price, Graham Paine, Fiona Waters, Ann Driver, George Reah, Mark Canniford, Gemma Day, John Turner, Maxine Park

In Attendance: Jill Clarkson (Clerk)

1.	Apologies for absence Eilisha Ward, Jo Midgley, Ryan Butcher, Alex Nestor, Jacqui Mills and Paul Ashbee
2.	Declarations of interest Ian Porter - regarding Forward Futures Paul Phillips - regarding Forward Futures, IEI, WE IoT, Offender Learning Services and Somax Andrew Leighton Price - regarding Forward Futures, IEI, WE IoT, Offender Learning Services and Somax George Reah - regarding Offender Learning Services
5	The Agenda was taken out of order item 5 was taken first a. Presentation Health and Sport Faculty It was reported that Joel Powis was out of College with COVID and therefore he would present at a future meeting. b. Presentation WorldSkills Centre of Excellence Jenna Ratcliffe and Libby Tavener were welcomed to the meeting and gave an in-depth presentation highlighting how the WorldSkills Centre of Excellence works at the College, how it was set up, the impact it is having and the CPD programme surrounding it. It was noted that the processes are being cascaded into the prisons with Down View piloting initially, it was also reported that HE could become involved. The presentation went on further to update on the staff inset programme being developed for April. The inset programme would include motivational speakers and the sharing of best practice. Governors questioned Libby and Jenna around the work completed so far, the WorldSkills team and the plan to sustain and continue the development.

	<p>The Principal and Chief Executive questioned Libby and Jenna as to the understanding of WorldSkills in staff across the College if they were questioned on it by Ofsted. They responded that there are still areas that are not exposed to WorldSkills yet and that it is still at a development stage.</p> <p>The College approach and consistency was discussed and the translation into ambition in the classroom.</p> <p>Governors asked if this could include student behaviour, staff confirmed this could be written into the framework.</p> <p>Governors were keen to follow the development in College, the Prison and HE uptake and asked that WorldSkills development be added onto the agenda for the June Curriculum Committee.</p> <p>Action: WorldSkills to be added to the Curriculum June agenda.</p> <p>Jenna and Libby were thanked for their enthusiasm and presentation, they left the meeting at this point.</p> <p>After the staff had left the meeting Governors noted that Teaching and Learning involved would expand cross College. They then pressed the Principal on Senior Leadership buy in to the scheme and how they are planning and applying daily.</p>
3.	<p>Draft minutes of the meeting 15th December 2022</p> <p>The draft minutes of the meeting held on 15th December 2022 were agreed as a true and accurate record of the meeting.</p>
4.	<p>Matters Arising</p> <p>Governors questioned from the minutes of the 15th December, Search update had both James Short and John Turner been communicated the outcomes of the meeting, the Clerk confirmed that this had happened. John Turner had agreed to join the Governing body but had been unavailable for this meeting and James Short is working with Dave Crew and Ian porter and the Business Growth Team on key initiatives and would continue to do this.</p>
6.	<p>Principal's Report and Strategic update</p> <p>The Principal and Chief Executive gave a comprehensive update to Corporation members which detailed the financial position for the College which included the following details</p> <ul style="list-style-type: none"> • 16-19 core funding above target for both funding and numbers, funding at 105%. • ESFA 16-19 appeal the clauses had been met and the £1m had been refunded. • ESFA AEB was at 64% • WECA AEB 61% • Apprenticeships and HE are at target • Bursaries are where expected. <p>Both Management and Governors agreed that the College was is in a very strong financial position.</p>

The Principal went on to update that the College had been successful in winning the Logistics bootcamp bid for the South West with only a minor change to the testing area required.

Logistics Centre - new management was now in place and Governors noted the high demand for the training being delivered there. Governors were pleased that a two-year site extension had been agreed by North Somerset Council for the Logistics Centre. Governor Mark Canniford asked if there was a 1 year rolling agreement after the two years. The Principal confirmed he would check on this and thanked Mark Canniford for his support with this item.

Action: Principal to liaise with North Somerset Council regarding option for a rolling year agreement on the land after the two years. Chairman to meet with Mark Canniford.

Future bid work - Corporation member were updated by management around future bids being released from WECA.

Issues with Licensing had been an issue for the College. The Principal had met with the minister and pointed out the challenges faced by providers and following the conversation the issues were addressed by Government.

The Principal reported that Bootcamp methodology would be the future with the need to train rapidly for jobs.

Governors noted that the College would receive a visit from the FE Commissioner office team during the first week in March. The Principal took Governors through what would be expected in the meeting and addressed the Colleges response.

Governors questioned the Principal around the likelihood of the College receiving an imminent Ofsted inspection. [REDACTED]

CPWG - had met earlier in the day to review a number of projects, the information shared included the dates, costs and the College financial contribution to each of the projects. Governors questioned the expansion of the health facility with it being so new, the Principal stated that due to the increase in apprenticeships within that area this would be required. It was confirmed that the building would be a preformed building for speed.

Governance review - The Principal confirmed that in the Annual statement of Governance from September 2021 must include an assessment of its own effectiveness. The process would involve an external review of governance every three years as well as internal reviews [REDACTED]

Governors requested that the College Mission/objectives were reviewed during the year as good practice rather than at the end of the year when reviewing if the objectives/mission were achieved.

FE Commissioners Annual report was presented by the Principal which highlighted 5 key themes which were:

- Dame Mary Nevy Report
- Diagnostic Assessments
- Structure/Prospects Reports
- Financial

- ETF

Each of the sections were discussed fully. Governors requested that the Dame Mary Nevy report was shared.

Action: Clerk to share the Dame Mary Nevy report.

The Principal concluded his comprehensive update with the following key pointers:

- Ofsted being ready for the visit
- Acknowledging that the College is in a very good picture but not allowing anyone to become complacent.
- Keeping the finances good

Governors raised a number of questions around the Governance review which were noted and discussed

- filling of vacant governor spaces
- Do the governors request the review?
- What is the notice that would be given before the governance review would take place
- Development day to cover the governance review

The Principal and Chair confirmed that Governance Review would be a key section in the Development Day in March.

Governors requested if the current Student governors would still be with the College in the next year Fiona Waters confirmed Ryan would not. The timing of student union voting and appointments were discussed. Governors suggested that they would be prepared to meet with Students to ensure they were informed of the benefits of becoming a student governor. Also looking at where past student governors had moved on to. Fiona Waters suggested this could be reviewed as part of Search Committee.

Action: Clerk to add Student Governor recruitment to a future search Agenda.

7. **Finance Committee report and key updates**
a. Report

The Chair of Finance Committee Grahame Paine presented the Finance Committee report to the Corporation reporting a very positive financial position for the College in all areas. It was reported that core funding remained in line with the budgets set. Corporation members noted that although the HE budget had fallen below set targets the shortfall was due only to the delay in student loans. An exceptionally strong cash position was noted with a financial health 'good' confirmed.

The change of banking arrangements was reported and then discussed in detail with governors questioning around financial penalties to this, the advantages and disadvantages and the consequences of a reduced cash position. After a lengthy discussion all were in agreement of the change.

Proposed by: Grahame Paine

Seconded by: Andrew Leighton-Price

	<p>b. Remuneration Committee update</p> <p>This item was taken in the confidential section at the end of the meeting.</p>
8.	<p>PEF Committee report and key updates</p> <p>a. Report</p> <p>The Chair presented the report which demonstrated as the prisons began to reopen and a return to face to face teaching recommenced the new COVID variant Omnicom hit which caused major shutdowns again.</p> <p>It was noted that the Finances were still a cause of concern and to the date of the meeting no conclusion had been achieved from MOJ. The Principal confirmed that he had a further meeting with senior financial staff at MOJ who had requested proof that equipment had been delivered to the site. Governors questioned management around assets tagging of equipment but did acknowledge that the equipment had been so poor on commencement of the contract that the supply of IT equipment was essential.</p>
9.	<p>Agility - Focus on current approaches</p> <p>The Principal gave an updated on the Agility group stating that it continued to meet weekly for 45 minutes which ensured the updates remained focused. He gave the current key focus topics which were covid, Ofsted and strategies for the future.</p> <p>The Principal informed members that DFE had sent a team of 5 into the College to review the adult curriculum, stating that the main areas under review were</p> <ul style="list-style-type: none"> • bootcamps with a view to national rollout. • SEND led by Nicola Lace which showed target achieved one month early. <p>Governors requested sight of any written report received by the College.</p> <p>Action: Clerk to circulate report once received.</p> <p>The Principal confirmed that new Covid regulations were due to be released from the government and that once the College had a clear picture details would communicate to students and staff.</p>
10.	<p>SU Termly Report</p> <div style="background-color: black; width: 100%; height: 50px; margin-bottom: 10px;"></div> <p>Governors did note the positive plans for moving forward and acknowledged the SU moving to another member of staff. It was agreed that the new member of staff would be enthusiastic and work with the students in a positive way demonstrating a wider exposure.</p>

11.	<p>Logistic Contract Issues</p> <p>The Principal reported that the contract issues were all resolved.</p>
12.	<p>Safeguarding and PREVENT report</p> <p>The safeguarding lead Governor Grahame Paine presented the ProMonitor report to members. Governors noted that the disclosure categories allow the team to undertake more sophisticated analysis and identify quickly emerging themes.</p> <p>[REDACTED]</p> <p>Staff training continued with weekly 'Teams' sessions in January.</p> <p>The lead Governor highlighted that the KPMG audit around safeguarding had taken place in January and confirmed that the draft report was not yet available.</p> <p>Governor Ann Driver questioned management around the KPMG audit testing on the policies and procedures. Management confirmed that the College had policies which cover the requirements of the single register and did not envisage any actions being identified.</p> <p>George Reah asked for rewording to give clarity on what the audit tested against not of potential risks.</p> <p>Governors noted a less rigorous approach than expected to the audit from KPMG and asked that on receipt of the report it is presented to Corporation and Audit Committee.</p> <p>Action: Clerk to add to the agenda of Corporation and Audit Committee KPMG findings report</p>
13.	<p>Policies</p> <p>a. Modern Slavery Statement and Policy</p> <p>The Clerk presented the policy which was recommended for Leadership Board. She highlighted that the changes were minimal, with the addition of theme 4 'Equal Opportunity' in social value section.</p> <p>Proposed by: Ian Porter Seconded by: Fiona Waters</p> <p>All were in favour.</p> <p>b. Treasury Management Policy</p> <p>The Clerk presented the policy recommended for approval by Leadership Board, highlighting the only amendments were job titles.</p> <p>Proposed by: Grahame Paine Seconded by: Ian Porter</p> <p>All were in favour</p>

14.	<p>AoB</p> <p>Governor Ann Driver raised the Southwest Governance Conference had taken place on the 9th February. She stated that the workshops had been very well presented and were topical. Ann went on to confirm that the training had been beneficial to attend and thanked the Chair for delivering his session. She felt that the training validated what governors do and what they are required to do. Governors noted the focus on sustainability and the Chair confirmed from his work with ETF he was aware that they were adding sustainability modules to the training suites.</p> <p>There were no further items of business and the meeting closed at 6.45pm.</p>