

# WESTON COLLEGE CORPORATION

MEETING OF THE CORPORATION HELD ON  
THURSDAY 31<sup>ST</sup> MARCH 2022

CLEVEDON HALL, CLEVEDON  
COMMENCING 4:30PM

**Present:** Andrew Leighton-Price (Chair), Dr Paul Phillips (Principal and Chief Executive), John Tuner, Eilisha Ward, Ryan Butcher, Fiona Waters, Ann Driver, Ian Porter, Alex Nestor, Jacqui Mills, Gemma Day, Jo Midgley, George Reah

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

1.	<b>Apologies for absence</b>  Mark Canniford, Grahame Paine, Maxine Park
2.	<b>Declarations of interest</b>  Standard declarations were taken.
3.	<b>Draft minutes of the meeting 10<sup>th</sup> February 2022</b>  The draft minutes of the meeting held on the 10 <sup>th</sup> February 2022 were scrutinised before being agreed as a true and accurate record of the meeting.
4.	<b>Matters Arising</b>  The presentation from Joel Powis on health and sport delayed from the February meeting due to illness was agreed to be included in the Agenda for the May meeting.  The Principal and Chief Executive reported that a settlement figure of circa £1m had been repaid to the College from MOJ. Governors noted the amount of work that this had involved from staff and wished to thank all staff involved for this work.
5.	<b>Finance Committee report and key updates</b>  a. Report  Governors noted from the report that the College was in its strongest financial position at this point in the academic year.  It was reported that Adult would be at 80% by Easter and that Apprenticeships were already over target.  Governors congratulated staff on this significant achievement.

	<p>The Loans transfer was raised, and Governors scrutinised the detail noting that loans had reduced dramatically.</p> <p>Governors agreed with the Principals financial plan noting that if it was decided by the College to reduce the total revenue there would now be less of a risk than there would have been previously.</p> <p>Current and future risks of losing teaching staff due to salaries were discussed and noted and it was agreed that this would continue as a risk moving forward. This risk would be monitored at the Audit Committee. The Principal explained how the College are working to mitigate the risk with the creation of the graduate intern positions.</p> <p>George Reah questioned the Principal on the poaching of staff by other organisations. The Principal clarified the financial incentives that the College could not match.</p>
6.	<p><b>Audit Committee report and key updates</b></p> <p><b>a. Report</b></p> <p>In the absence of the Audit Committee Chair, Governor Gemma Day presented the report taking members through the key points.</p> <p>The Principal updated Governors on the visit of the FE Commissioner's office that has recently taken place. [REDACTED]</p> <p>It was confirmed that the College had gone out to tender for auditors as the three-year contract with RSM had expired. [REDACTED]</p>
7.	<p><b>Curriculum Committee report and key updates</b></p> <p><b>a. Report</b></p> <p><b>b. Carbon Reduction Plan</b></p> <p>Committee Chair Jo Midgely presented the report highlighting those conversations around student attendance had been taking place by management. She confirmed that from the College there was a real push on attendance and noted the impact of covid is having on attendance. With blended delivery students are choosing to attend online rather than in person, this was confirmed and the pattern at HE level was discussed. Management confirmed that although at HE attendance statistics are not impacted by online attendance the data was being monitored. Governors noted that work to increase in person attendance was taking place. It was noted that this would be included on the agenda of futures meetings for monitoring.</p> <p><b>Action:</b> Clerk to add attendance monitoring to a future Curriculum Committee agenda</p>

	<p><b>Apprenticeships</b> - Governors noted the positive position which included the considerable amount of work that had taken place by staff to complete the large number of students brought into year.</p> <p>Governors congratulated staff on being awarded ‘National Apprenticeship Leader for Engineering and Manufacturing’ this agreed as a considerable achievement especially noting that the College did not deliver engineering 5 years ago and the issues in retaining engineering staff that had been experienced.</p> <p><b>B - Carbon Reduction Plan</b></p> <p>This was noted as work in progress, it was agreed that clear targets were required but overall, it was recognised that the College were working towards carbon neutral position. Governors agreed that funding would be required to achieve this. Governors agreed that carbon reduction requires financial input initially before rewards are reaped. John Turner questioned the input from College and Students. A discussion took place covering social mobility, sustainability, costs of transport and hybrid working.</p> <p>George Reah requested an update on T levels at Corporation to allow all members to be aware where they fit in to the overall jigsaw of curriculum and their future, the future of BTEC’s, the necessary work placements noting that they are not always easy to find for students and parents perception.</p> <p><b>Action:</b> Clerk to add update on T-Levels to the next Corporation agenda.</p> <p>George Reah recorded his and all Governors congratulations to staff on the reduction on the Apprentice overstay situation. The Principal noted the impact this is having on the current year for staff.</p> <p><b>Bootcamp in logistics</b> - Governors were informed that the site is operational 7 days a week to meet demand for the courses. The Principal confirmed that since his conversation with the Minister where he had highlighted the issues being experienced with the testing a resolution had been achieved within a week.</p> <p>The Principal informed Governors that the Parliamentary Under-Secretary of State for Apprenticeships and Skills Minister Burghart had requested a visit the College in June 2022 with his team.</p> <p>The Committee Chair confirmed the amount of work that had taken place cross College on deep dives with staff in preparation an Ofsted visit. Governors noted the positive responses from staff after the deep dives had taken place and how they felt more confident after the process.</p> <p>The Principal informed the Governors that Assistant Principal Ed Brown had been recognised at the Celebration of Success when he had been awarded the Tony Suner award for lifetime achievement.</p> <div data-bbox="284 1675 1507 1780" style="background-color: black; height: 50px; width: 100%;"></div>
8.	<p><b>Contracts and Commercial report and key updates</b></p> <p>a. Report</p>

	<p>The Chair Andrew Leighton-Price highlighted the key points from the report noting that the apprenticeship position was strong and acknowledge the amount of work that has taken place to achieve this.</p> <p><b>Bids</b> - Governors noted the outturn on the MOD bids with the College achieving 3 out of the 4 bid for.</p>
<p>9.</p>	<p><b>PEF committee report and key updates</b></p> <p><b>a. Report</b></p> <p>The Chair Andrew Leighton-Price highlighted the key points from the report.</p> <p>Governors noted the clawback had been reduced and agreed the contract was still difficult. The Management of the contract was discussed, and agreed that this should be reviewed.</p> <p>Governors raised with the Principal the likelihood of the Prison Contracts returning to ESFA.</p> <p>[REDACTED]</p> <p>[REDACTED] The Principal had recommended to the OLS Subsidiary Board that they needed to rule on contribution of at least the South East contract.</p> <p>Governor Ann Driver asked if the amounts returned for years 2 and 3 would be the same as year 1. The Principal confirmed that this was likely as a precedent had been set but raised that it was not satisfactory and as the contract was entering year 3 and they had only just agreed year 1 accounts.</p> <p>Governor George Reah shared his concerns around the amount of resource being put in to try and agree the finances, all agreed that this was not accepted. The Principal confirmed that there was a need to review the Leadership of the contract. Governors questioned the Principal on this as this had been a concern for some time. The Principal confirmed that the current leadership of the contract lacked financial astuteness and that a updated curriculum and digital needed to be considered with a National Lead. He confirmed that this would be a governance decision in the future emanating from the Chair of the OLS Board.</p>
<p>10.</p>	<p><b>Subs Board Report and key updates</b></p> <p><b>a. Report</b></p> <p>The reports were reviewed.</p> <p>Governor George Reah questioned around IEI bookings.</p>
<p>11.</p>	<p><b>Agility - Current approaches</b></p> <p>The Principal gave a comprehensive update regarding the current approaches from Agility highlighting the work that had taken place to recover the issues brought about by covid these included:</p> <ul style="list-style-type: none"> <li>• Employer plans for all apprentices</li> <li>• Completion of apprentices brought into year</li> </ul>

	<ul style="list-style-type: none"> <li>• Bootcamps</li> <li>• Significant bids</li> <li>• Attendance</li> </ul> <p>Governors discussed with the Principal the attendance and agreed it seems to be a national issue in both FE and HE. [REDACTED]</p> <p>Governor John Turner questioned the marking system if students are receiving lessons on hybrid basis and questioned next years approach. Management noted the points and stated a considerable amount of work was taking place on the approaches for the next academic year.</p>
12.	<p><b>Safeguarding and PREVENT</b></p> <p>Safeguarding Lead for the College Fiona Waters updated the Committee on the highlights in the report.</p> <p>Governors noted the difficulties of not receiving files on vulnerable learners until mid-way through the academic year. Governor Ann Driver questioned on the issues and went on further to ask if this was just one school or more on this occasion, management confirmed that this was just one school.</p> <p>Governors were updated on the safeguarding training for staff, they noted that 3 new staff training sessions had taken place since the last Corporation meeting with 43 establishment and Forward Futures staff attending. Fiona Waters highlighted that from April 2022 new safeguarding training would be incorporated into the weeklong induction programme.</p> <p>The draft report from the KPMG audit has been received and the management response had been fed back through the Vice Principal Curriculum Audit Development and Compliance.</p> <p>The bespoke tutorials that have taken place have resulted in no further disclosures which was noted as reassuring.</p> <p>No concerns were raised on PREVENT referrals. Governors requested an update on the allegation against a staff member, Fiona Waters gave an update confirming that the threshold had not been reached but did state that the matter had been dealt with robustly internally.</p> <p>The Lead for Safeguarding pointed out to Governors that although the numbers disclosures was not increasing the severity of what young people are declaring was.</p>
13.	<p><b>AoB</b></p> <p>Students governors were thanked for their attendance at the Development day.</p> <p>There were no further items of business and meeting closed at 4.25pm</p>

