

WESTON COLLEGE CORPORATION

MINUTES OF THE CORPORATION ON THE THURSDAY 10TH NOVEMBER 2022

AT 17:00 IN THE CONFERENCE CENTRE

Present: Andrew Leighton Price (Chair), Sir Paul Phillips (Principal & Chief Executive), Mark Canniford, Jo Midgley, Ann Driver, Maxine Park, Fiona Waters, George Reah, Ian Porter, Jacqui Mills, Alex Nestor, Lewis Westcott, Gemma Day, Grahame Paine

In Attendance: Joe Phillips for item 6, Jill Clarkson Clerk, Vicki Richardson Deputy Clerk

1.	Apologies for absence Sophie Solomon, 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
3.	Minutes of last meeting 29th September 2022 The minutes from the meeting held on the 29 th September 2022 were scrutinised before being agreed as a true and accurate record of the meeting.
4.	Matters Arising There were no matters arising
5.	Principal's update The Principal had given a comprehensive update earlier at the Development Day but expanded further on the funding picture for the College. Governors noted that Adult overall was 42% significantly above the position last year. 16-19 were on target and apprenticeships over allocation. High Needs Funding cuts were a concern to both management and Governors, all noted that the Local Authority would be making cuts to the funding in the Spring and that the impact would be some courses/services for learners would have to be removed. Management had requested that the High Needs funding would come directly from the ESFA rather than via the Local Authority. Governors questioned the Principal and Chief Executive regarding the amount of funding that would be lost, the Principal confirmed it could run into millions of pounds. The Principal confirmed that he had met with Ofsted earlier in the week and that the meeting had gone well, Governors noted that EHCP's were likely to be tested in an inspection and Bootcamps would fall into future inspection scope. Governors

	<p>questioned on the EHCP's asking if everything would be in place. Management confirmed this and noted that the EHCP's come with the learners and delivery of learning is in accordance with the plan.</p> <p>The Principal and Chief Executive highlighted that Bootcamps on their own were not lucrative but having worked through the first phase staff now knew the pitfalls and that the wrap around packages would make the difference in the future design and delivery.</p> <p>A Governor raised the Degree Apprenticeships and what is portrayed from HE Team and suggested a re-examination of HE from the top to the bottom.</p>
6.	<p>Financial Update i.e. 16-19 v Target</p> <p>Deputy Principal Joe Phillips presented the funding picture which looked at the funding methodology at return 3. He stated that the 16-19 starting position was higher due to the allocation been skewed by the appeal last year. The Deputy Principal expressed concerns regarding the RO3 figures falling short, all noted that the student numbers could increase but acknowledged it is where the learners currently sit in the funding bands. Calculation for hand back of funds with the current calculations showed a figure of £2.5m. A band maximisation review process which could recover some of funds was being explored but all noted this would take time. The Deputy Principal stated he was working to reduce the figure to below £2m, any additional modules would need to be in place before the RO4 on the 1st December, a figure of £1m return would be ideal</p> <p>Governors questioned the Deputy Principal if the £2m had to be returned did the College have this amount available. The Deputy Principal stated the some of the funds had been used to cover the pension costs but there are still some funds available, but savings would need to be made.</p> <p>Deputy Principal went on to raise the work carried out by MIS staff to reduce non starts and drop offs. Governors noted that to date the number was at 72 that could not be saved. Governors noted that 30 would fall within the 32 day rule and therefore not cause a financial impact. Governors noted that if learners are under the age of 18 the College would be required to refer the learners to the local authority as, they need to be in fulltime education or training.</p>
7.	<p>End of Year Accounts - In preparation for Sign off</p> <p>The Deputy Principal Finance Joe Phillips joined the meeting at this point to present the year end accounts 2021-2022.</p> <p>Governors noted that an exceptional meeting had been arranged for the 30th November for the accounts to be signed and therefore there should be no further movement.</p> <p>Deputy Principal Joe Phillips highlighted the final position give a small surplus of after pensions.</p> <p>The Financial Heath grade for the College was confirmed as outstanding with 290 points out of a possible 300.</p> <p>The key points to note were:-</p>

	<ul style="list-style-type: none"> • Fixed asset increased • Cash equivalent reduction - core reason pay off half loans. • Reserves position and positive moves to actuarial variation for the LGPS Scheme. • A Decrease in cash movements this year which corresponds is to decreased borrowing. • IEI - new partnership - now on profit share contract and not loss share • Hotel - breaks even and look moving forward look to work with RoyBiz to operate lease or purchase in the future. • IOT - not able to gift aid upto the parent but can offset losses within other sub companies. • Financial Health category 'Outstanding' with surplus before and after pensions <p>Governors noted the excellent financial position and the highlighted clear format the accounts were presented in.</p> <p>The Chair requested delegated authority from Corporation members for the Principal and Chief Executive and the Chair to sign the accounts on the basis that they remained as seen today. All were in agreement.</p> <p>Delegated authority was also requested for Finance Committee to agree the commentary on the accounts. All were in agreement.</p> <p>Action: Final accounts to be circulated to members once signed.</p>
8.	<p>IEI Update Position</p> <p>The Principal and Chief Executive confirmed that the process including the TUPE of staff had gone smoothly. The feedback from staff was that they were very happy with the new company.</p> <p>Governors noted that a number of high-profile events had taken place and that the Company had dealt well with them. All noted that the signing of the contract was imminent and until the contract was signed there would be no talks regarding sale or lease of the Lauriston hotel.</p> <p>For security, members noted that the Finance Committee had been involved in reviewing the lease agreement and process.</p>
9.	<p>PEF Report</p> <p>Governors noted the report and the difficult decisions being addressed.</p>
10.	<p>Audit Report</p> <p>Governors noted the report and agreed the items had been covered in the previous agenda items.</p>
11.	<p>CQC Report</p> <p>The Chair of Curriculum Committee Jo Midgley took members through the report.</p>

	<p>An in depth discussion took place regarding the readiness for OFSTED and staff savings to be made.</p> <p>The Principal confirmed that he had written to the Secretary of State to highlight the lack of investment in the FE Sector.</p> <p>The Process re 16-19 clawback was identified as a priority for the next Curriculum Committee meeting.</p>
12.	<p>Subs Board Report</p> <p>Governors noted that the accounts had been discussed and that an update on IEI had taken place.</p> <p>The Chair raised the risk in Somax but highlighted that a restructure would be taking place.</p>
13.	<p>Remuneration Committee Report and Update including Succession Planning</p> <p>The Chair confirmed that no Remuneration Committees meetings had taken place since the last Corporation meeting.</p> <p>He went on to give an update on succession planning, confirming that that advert for the Principal Operations had been placed with a closing date of the 11th November.</p> <p>The Principal and Chief Executive confirmed that he had had conversations with candidates that had requested time with him. From the conversations the following topics were raised</p> <ul style="list-style-type: none"> • the job was too large (3 Principals) • Interested but the salary would need to be increased • 2 possible candidates confirmed they would follow up with an application <p>The Principal confirmed at this point that after difficult negotiations with the unions an agreement had been reached which equated to 3% or £1200 which ever was the greatest which would be back dated to September and payable in the November salary.</p> <p>Small lump sum was still to be agreed and would not exceed £250 and if agreed would be paid in December.</p> <p>The Principal confirmed that was working with Hollie Gardiner to finalise the details for the for the PRP payments to eligible staff.</p> <p>On the evening of the 30th November there would be a special celebration event which would include the launch of the annual report and awards.</p> <p>The Principal reminded all Governors that the Christmas dinner would be held on the 15th December after the Corporation meeting.</p> <p>Gemma Day left the meeting at this point.</p>
14.	<p>PEF Update Position</p>

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15.	<p>Contracts and Commercial Report</p> <p>Governors noted the report.</p>
16.	<p>Finance Report</p> <p>Governors noted the report and appreciated the financial update earlier in the meeting.</p>
17.	<p>ESFA Financial Analysis</p> <p>The Principal and Chief Executive presented the letter received from the ESFA which showed the financial health for the College during the academic year 2021 - 2022 year as 'outstanding'.</p>
18.	<p>Policies</p> <p>17 - Reviewed since the September meeting</p>

	<p>a) Safeguarding</p> <p>All members noted and agreed the changes.</p> <p>b) UCW Tuition fees</p> <p>One Governor raised why the College are not charging the £9,250 - pointing out that the fees have been the same since 2012.</p> <p>The HE student governor was asked his opinion how he felt students would feel. The Students Governor felt the difference was negligible and that students may never pay their student loan off dependant on earnings.</p> <p>After a discussion all members were in support of the increasing the fees to £9,520 at a suitable point in the future the Internal fees would be £12,500 or increase in relation to others.</p> <p>All in favour</p> <p>c) Subcontracting Fees and Charges Policy</p> <p>All were in agreement.</p>
19.	<p>AoB</p> <p>The Principal raised that there was a break clause in the Maintenance Contract and the services had been retendered. Governors stated that with the impact of inflation and other costs this should not take place until the end of the contract when costs may be more stable.</p> <p>Proposed: Mark Canniford Seconded: Ian Porter</p> <p>All were in agreement.</p> <p>The Principal concluded with the following points</p> <ul style="list-style-type: none"> • DFE visit went well. • OFSTED Presentation went well. <p>Finally, the Principal thanked all Governors for their input in the Development Day which had taken place immediately to the Corporation meeting.</p> <p>There were no further items of business and the meeting closed 18.16.</p>

For Noting

Governance SAR - noted