

WESTON COLLEGE CORPORATION MEETING OF THE CORPORATION

HELD ON THURSDAY 29TH SEPTEMBER 2022
AT 5PM in the KNIGHTSTONE CONFERENCE CENTRE

Present: Andrew Leighton-Price (Chair), Sir Paul Phillips (Principal and Chief Executive), Mark Canniford, Ann Driver, Gemma Day, Sophie Solomon, Jacqui Mills, Maxine Park, Paul Ashbee, Fiona Waters, Alex Nestor, George Reah, Ian Porter

In Attendance: Jill Clarkson (Clerk), Vicki Richardson (Deputy Clerk)

1.	Apologies for absence Jo Midgley; Grahame Paine
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.	Draft minutes of the meeting held on Thursday 7th July 2022 The minutes of the meeting held on the 7th July 2022 were scrutinised before being agreed as a true and accurate record of the meeting.
4.	Matters arising Item 8 - Key points Curriculum and Quality - the Principal and Chief Executive updated the Corporation around the 2 faculties where concerns had been noted during the last academic year. He confirmed that one faculty had been merged with another faculty and leadership of the second faculty was being dealt with and would conclude in next few days.
5.	Principal's report and strategic update including Finance/Capital) The Principal and Chief Executive gave a comprehensive update to the Governing Body. This included the year end position for 2022 at 31 st August. <ul style="list-style-type: none">• 16-19 (before appeal) at 107.66%• 16-19 (after appeal) at 99.51%• ESFA Adult - 102.64%• WECA Adult - 96.83%• Apprenticeships - 106.79%• HE - 99.07% Governors noted that there would be no clawback as all areas had achieved the required levels. Examination results were reported as <ul style="list-style-type: none">• A Levels - 97%• T Levels - 100%

- Degree - 32% first class honours and 81% combination of first class and 2:1.

Governors were aware of the disappointing Health T- Level results. Management confirmed that this was a national results position and Governors were reassured knowing that AoC and NCFE the awarding body were involved but commented on the long-term damage to the reputation of T-Levels.

College Profile -the College had tendering for a contract to review the SEND education in the Falkland Islands the Principal updated that the contract had been signed and staff would visit in February.

He went on to highlight a number of other high-profile awards and activities involving the College and these included the college been awarded Carnegie award for mental health gold status, the work carried out on the sustainability agenda with 'big green week', the Green Canopy in conjunction with the Queens Platinum Jubilee and the Colleges own Graduation ceremonies.

Capital Projects - Governors were updated on summer works which covered the extensive refurbishment of the Bistro at Loxton Campus, the remodelling of the 4/5th floor and Bristol Training it was noted that all works had completed on time and that students were now using the areas.

The Principal revisited the key themes of the Academic Conference attended by staff and governors which included:

- Inclusivity
- Don't limit me
- We are Giants

He continued by reviewing the Colleges inclusive approach, the first impression made and reminding that the student is at the heart of everything. An example of a Learner journey from application to examination was given pointing out how many departments and staff the learner would touch on their journey and therefore it is a college wide experience not just the academic lecturer learners are in contact with. Governors pressed the Principal around conversion rates from course enquiry to application, these were confirmed at approximately 70% it was also noted that students often apply for more than one course.

Governors that attended the academic conference highlighted the powerful 'Don't Limit me' film that had been shown. A discussion took place regarding inclusivity and how inclusive the College are as an organisation.

The Principal continued his presentation focusing on 'inspiration'. The points covered in this section were

- Where does inspiration come from
- What are inspiration killers
- What are inspiration catalysts

A reporting check list for Governors was included in the presentation which broke down all areas of the College into 5 areas, Curriculum, Profile and Impact, Experience, Financial and Support. This demonstrated the breadth of each area and feed in areas.

The Principal concluded the presentation confirming that the College had had an exceptional year end with a surplus being delivered before pensions. He stated that the College had achieved a financial health grade of 'outstanding' which met the target set by Governors of 'good or above'. It was noted that Quality remained high on the agenda and that further opportunities to excel were available and needed to be tackled.

The Governors used this opportunity to extend their understanding by questioning the Principal further around several topics the first being an Ofsted visit and the process. The Principal confirmed that under the new legislation and a College the size of Weston College would be a two week process.

The second was the pending move of Colleges from the Private to Public Sector at the end of October 2022. The Principal gave the detail that was known so far which included the changes to how accounts would be presented, the different SORP and the possible opportunity to reclaim VAT but with the new government it was not clear what would happen.

Governors were informed that World Skills has been extended to SEND learners - the student governor asked how this would be disseminated to students, the Principal explained that there are representatives in faculty each area to work with staff and learners to raise the target and then achievement.



The Principal confirmed that the College had been awarded stage 2 funding for the Bootcamps and highlighted that although targets hadn't been achieved in round 1 this that been a learning process. The College management now had understanding as to what would be achievable and had created a new strategy and recruitment process to reflect this. Work with the CEO of North Somerset Council was under way to attempt deliver bus training from WECA funding subject to buying given the bus companies.

Governors noted a good start to the Academic year and commented on the excellent turnout at the Careers fair which had taken place the evening before had seen 82 businesses in attendance supporting students.

6. Pay Award Negotiations

The Principal provided an update relating to the pay ward negotiations and raised the following key points:



The Principal confirmed that he had met with other Principals and AoC on Wednesday 21st September to discuss strike action where information had been shared by other colleges on settlement figures. The Principal and Chief Executive confirmed positive negotiations were ongoing and he is hoping to reach an agreement with the unions in the near future.

More information would be available in the following week, governors noted that some local colleges had picket lines and had been impacted by strike action.

The Principal confirmed his understanding of negotiations at a local college was an offer of 7% increase had seen strike action called off. He presented a financial analogy of costs for a college the size of Weston and the impact that would have on the end of year accounts without taking into consideration the increased fuel costs and general increases. If Governors were still requesting management deliver a surplus before pensions a lesser compromise would have to be reached. A staff governor raised would there be enough staff to keep the College operational through a strike.



7. Annual Health & Safety Report

The Vice Principal Darran George (DG) joined the meeting for this item and provided an overview of the Health and Safety Annual Report. He highlighted the benefit of having a direct link to the Governing Body via the Health and Safety link Governor. Governors noted that the report had already been presented at Audit Committee and the College Health and Safety Committee.

DG confirmed that a new H & S manager was in place and along with the H & S link Governor an action plan had been created and compliance monitoring was in place which showed significant progress. With the new system, management were confident of the data presented and with a full audit cycle in place to support this would give reassurance to management and Governors.

The SWOT analysis presented was discussed in detail which looked at Health and Safety from all angles.

Governors questioned the progress of ISO 22301 DG confirmed the amount of work completed and that for major incidents actions were very clear, but that work was still taking place at department and faculty level to complete this.

Internal audit outcome from KPMG was discussed and for size of the college Governors noted there are very few incidents.

The student governor raised ways in which health and Safety points could be communicated to students and the need for returning students to have refresher information, she suggested a format of online modules.

A Governor raised the whistle wave training, asking if the College were planning to carry out simulation training again as it had been discussed at Health and Safety Committee. Management confirmed that although whistle wave process had been created in partnership with the Police it had caused a lot of anxiety to some learners so alternatives communication methods were being considered.

Governors thanked DG for his work and for the plans moving forward. DG left the meeting at this point.

<p>8.</p>	<p>Falkland Islands update</p> <p>Sam Mayhew (SM) Director of Inclusive Practice joined the meeting for this item. She gave an overview of the project stating that approximately 6 months previously the Principal had been approached by the Director of Education in the Falkland Islands with a regard to the College tendering to provide a quality review for the current provision of SEND training for education staff on the island.</p> <p>SM updated Governors on the process and the current position of works. Confirming how changes can be made improving the outcome for learners with SEND and how staff have already made contact with the SENCO on the Island. Governors noted the numbers of learners along with the scope from Primary to a small FE College. SM confirmed the plan was that a very small number staff from Weston would be travelling to the Falkland Islands in February for the review. With Falkland staff visiting Weston on the 2nd November. The selection of staff to travel to the Falklands was open to staff across the College with SEND background. Noting the age range it would be crucial to include staff that had had experience in the school's sector as well as FE. The challenge of implementing and imbedding change was not to be underestimated as staff on the Islands are generally only in post for 2 - 4 years.</p> <p>Governors hoped this would be the start of successful relationship benefiting both parties.</p> <p>A Governors asked around the delivery models drawing attention to the fact in winter period access to school for learners may be impossible and therefore could some learning take place remotely? Management confirmed all methods would be considered.</p> <p>Governors approved the project and requested an update after the visit.</p> <p>Action: Clerk to add as an agenda item to the March meeting.</p> <p>The Principal confirmed that as a result of the partnership the College had taken its first apprentice application from a learner in the Falkland Islands. Governors noted the contract spin of possibilities.</p> <p>SM left the meeting at this point.</p>
<p>9.</p>	<p>Changes re IEI (Initial approaches)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>A Governor fed back that initial conversations with staff that had TUPED across are very positive on how they felt and were being treated.</p>
<p>10.</p>	<p>Year End update (Curriculum Targets)</p> <p>The Principal and Chief Executive provided a comprehensive update on the year-end curriculum targets as of the 31st August:</p> <ul style="list-style-type: none"> • 16-19 allocation - 108 % target. An appeal was submitted and was subsequently achieved. • Adults - over target 102.64% • WECA - 96.86% of target

- AEB - 101%. A further 2.64% would come back from the ESFA however this has not yet been confirmed.
- Apprenticeships - 107%
- Advanced learner loans - 75.4% but no concern
- HE - 99%. This is a good picture considering people are moving away from HE courses in favour of other opportunities.

IOT Update

- Starts in year - 148%
- Starts in total - 131%
- Level 4 women - 500%
- Level 4 mature - 167%
- Level 4/5 Technical - 103%
- 70% of the work completed within the IOT comprises of the apprenticeship model.

The Principal and Chief Executive acknowledged the increase in apprenticeships. He further expressed that more students were progressing from the traineeships model which had been refined and adapted providing the grounding for apprenticeships.

11. Safeguarding Report and Update

Fiona Waters presented the Annual Safeguarding Report for 2021-2022 which detailed the safeguarding response structure, disclosure rates and severity, legislation updates in the Keeping Children safe in Education September 2022, Ofsted’s review of sexual abuse in schools and colleges and the training taken place with staff and Governors. The report concluded looking forward at the coming year with the recruitment of new First Response Officers underway. Fiona Waters detailed the student safeguarding training that is being rewritten in which the content would be revised giving a creative project and quiz-based approach.

Governors questioned the transfer of information on learners from school and its timeliness, this was noted as varies school to school. Governors questioned further if the transfer of information was the same schools not cooperating each year Fiona stated generally yes but not in this academic year.

Governors questioned if training would continue as normal for all staff and governors, management confirmed this would be the case.

Concern raised by the student governor would be picked up by Fiona Waters outside of the meeting for confidentiality.

[REDACTED]

[REDACTED]

12. UWE Partnership Progress

The Principal presented the paper confirming that the College and UWE have had a very successful working partnership over many years and the most recently working to launch delivery of adult curriculum.

Governors agreed the commitment from the leadership of both UWE and the College to deliver this but noted that there had been difficulties in the areas of Health and Engineering from staff at UWC below leadership level.

The Principal confirmed that a meeting had taken place between senior staff of both sides in July and that both he and the Vice Chancellor had agreed to provide and review evidence. Outcomes from the reviews show great partnership work and real commitment to make the collaboration work. Both sides agreed speed and agility was required, strong communication with clear and rapid escalation methodologies. It was agreed that careful consideration by both side would be required before a final decision could be agreed on the ability for Weston to write its own Engineering Degree Apprenticeship.

Governors noted the progress made to this point.

13. Succession Planning

The Chair confirmed that 11 Companies had been contacted with a tender pack and only 3 had responded. Remuneration Committee had discussed the options and decided to manage this in house.

The Governance reviewer stated that best practise would be to include an external member from another College. It was confirmed that there would be an external HR person involved and a member of AoC.

The Chair confirmed this would be brought back to Corporation members as the process progresses.

14. Prison Education

The Principal notified the Governors that MoJ have not yet consolidated Year 2 of the contract when in fact the college is currently in Year 4. During the previous update it was stated from March 2023 a new contract will be in place for 2 years, with the following:

- 10% payment based on the value of the contract
- 5 key targets with a 2% weighting on each individual target make up the 10%

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

	<p>[REDACTED]</p>
<p>15. Adult Audit</p>	<p>The Principal provided Governors with an update relating to the WECA Audit.</p> <ul style="list-style-type: none"> • Mazars had completed the first audit and had identified the college was not delivering 70% over hours assigned to the course. • Student prior attainment was being taken into consideration. • Mazars stated the college had either over claimed or under claimed based on the prior knowledge of achievement. • Some students were able to complete the course within the 70% hours. <p>Based upon the results of the first audit, the college had been asked for a full sample so a second audit could be completed. The sample had been submitted with feedback awaited.</p> <p>The Principal and Chief Executive further advised the college had opened its first premises in Bristol which would allow for more work to take place within the Bristol region.</p> <p>It was noted the West of England LEP would be dissolved and would move into the Combined Authority. At present North Somerset does not form part of the Combined Authority. [REDACTED]</p> <p>[REDACTED]</p> <p>Governors noted the volume of work this had created, and the lateness of the sample request meant staff had worked over the weekend to meet the deadlines. Governors requested that the Clerk write to the staff members involved thanking them for their work.</p> <p>Action: Clerk to write to the staff members involved thanking for their work on behalf of the Governing Body.</p> <p>All noted that dealings with ESFA were very fair but dealing with WECA was not as positive.</p>
<p>16. Audit Committee Update</p>	<ul style="list-style-type: none"> • Audit Committee Report and Key Updates <p>The Chair of Audit updated on the report confirming that the Committee had the option to interrogate items more deeply and therefore reassure the Governing Body of the thoroughness on the updates.</p> <p>The Chair stated that the annual audit is taking place and auditors and College staff are working well together.</p>
<p>17. Remuneration Committee</p>	<ul style="list-style-type: none"> • Key Updates <p>Covered in succession planning</p>
<p>18. Polices</p>	<p>Governors noted the polices which had been reviewed by Leadership Board since the last meeting and were confident seeing the process being followed.</p>
<p>19. Governance SAR 2021-2022 and 2022 - 2023</p>	

	<p>The Clerk presented the Governance SAR for the year 2021-2022 and the target for 2022-2023. She confirmed that all feedback given to her had been incorporated into the document.</p> <p>A Governor made the observations that the numbering didn't match with targets and that there was nothing regarding the Chair's involvement on National Boards. Governors also noted the size and complexity of the business requiring the number of targets it was still felt they could possibly be consolidated. The clerk confirmed she would receive any suggested changes and then take advice to reach a satisfactory outcome.</p> <p>Action: The Clerk to circulate final objectives for all Governors an updated SAR and a suggested format for the future would be available for the November meeting of the Governing Body.</p>
20.	<p>AoB</p> <p>Governor Paul Ashbee raised the funding cuts in apprenticeships and the impact this would have on employers. Governors asked to be updated as things changed recognising that with the current Government issues there was little chance of reconsideration by Central Government.</p> <p>Paul Ashbee was thanked for his input and contribution at two College events in the week the Engineering, Construction and Sustainability breakfast then later in the week the 'What next?' careers showcase.</p> <p>There were no further items of business and the meeting closed 7.16pm</p>

For Noting

- Complaints Register - noted