

WESTON COLLEGE CORPORATION

MEETING OF THE CORPORATION TO BE HELD ON WEDNESDAY
15th DECEMBER 2021

COMMENCING 16:00 - Online

Present: Ian Porter, Jo Midgley, George Reah, Ann Driver, Andrew Leighton-Price (Chair), Dr Paul Phillips (Principal & Chief Executive), Maxine Park, Grahame Paine, Fiona Waters, Mark Canniford; Ryan Butcher, Gemma Day, Alex Nester, Eilisha Ward

In Attendance: Jill Clarkson (Acting Clerk)

1.	Apologies for absence Jacqui Mill 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 Jo Midgley - UWE
3.	Draft minutes of the meeting held on the 11th November 2021 The minutes of the meeting held on the 11 th November were scrutinised and with a clerical correction were agreed as a true and accurate record of the meeting.
4.	Matters arising All items were on the agenda.
5.	Principal's Report and Strategic update

The Principal and Chief Executive gave a comprehensive presentation and highlighted the following key points to Governors.

- Audits - Governors noted the various audits and the complexities involved.
- Ofsted - the variety of work being carried out across College in preparation of any Ofsted inspection.
- Covid testing - Governors noted the stringent precautions and controls that are in place at each campus. Management confirmed that COVID infections were much lower than at the same time last year. A discussion took place around vaccinations and the work of encouraging non vaccinated staff and students to get vaccinated. The HR implications of staffing and the future of payment to staff unable to work because isolation rules were also considered.
- Events - a range of events including the full staff meeting had been cancelled or moved to online to minimise COVID transmission.
- Auditors - Issues with the auditors were reported.
- Year-end position was noted as very positive. With a turnover of £69.37m.
- The current Position -
 - 16-19 is at 105.5% of financial target and 103.8% of number allocation so exceeded target.
 - Adult at 51.5% which is considerably above the same position last year.
 - Apprenticeships at 94.3%
 - HE 103.6% so above target

The Principal stated that the College had never been in such a strong position at this point in the year in the last 21 years. All noted that the targetting efforts were evident.

- Looking forward - with new appointments a structure of how things may look was shown.
- Blue Sky Thinking - Opportunities with the SEND Centre of Excellence and the potential growth were discussed, along with opportunities in the Bristol Centric and North Somerset Centric areas.

One Governor questioned the firewall between related parties in the new structure. The Principal gave an update as to how the recruitment process took place and the fire wall in place between the two members concerned.

The Strat Plan and SAR were noted to be on the agenda but that they reassessed what is taking place and rationalisation for the future.

Governors questioned Remuneration Committee members following the retirement of one member at the beginning of the academic year. The Chair of

	<p>Governors confirmed that a replacement had been identified and was now proposed. Corporation confirmed that the appointment of Gemma Day to Remuneration Committee.</p> <p>The Principal and Chief Executive concluded that the desire to get ahead by Christmas in case the new year brought closure with Covid had been achieved due to the hard work of staff.</p>
6.	CURRICULUM AND QUALITY COMMITTEE
	<p>a. College Self- Assessment Report for Approval</p> <p>The draft College SAR was presented to the meeting and Governors agreed with the design of the documentation but asked that the Principal advised the key staff involved to adapt future iterations so that they included:</p> <ul style="list-style-type: none"> • More appropriate colour coding system be considered as red is usually associated with inadequate performance. • A better description of how the self-assessment process worked. • A more evaluative analysis of data relating to learners requiring additional learning support. • Avoidance or defining of acronyms. • Clarity on data relating to ethnicity or retention i.e.how is 100% retention deemed anything less than outstanding in one example. <p>It was agreed that the Acting Clerk would feed this back to the curriculum leads and that the Principal would also raise the issue with the author of the document.</p> <p>Action: Principal and Acting Clerk to present the information back to curriculum leads and the document author.</p> <p>Governors also noted that Prison Education was not included in the document.</p> <p>The grading of Degree Apprenticeships was discussed and if it should be graded separately. Governors noted that it was new for HE to be included in Ofsted.</p> <p>Governors thanked staff for the amount of hard work and endorsed the process and grades as ‘excellent’ and the process is ‘good’.</p> <p>Any further Governor feedback was asked to be with the Acting Clerk by the end of term.</p> <p>The Principal recorded his thanks to Governors for their input in the SAR process.</p>

	<p>b. College Strategic Plan 2020-2023 - 2021 Update process</p> <p>Governor feedback was recorded, and the suggested word changes would be passed to management. Already approved earlier in the year - minor changes and reflected some of the new priorities of the Government and the Careers Excellent Hubs</p> <p>Ryan Butcher left the meeting at this point.</p>
	<p>c. Curriculum and Quality Governance Committee Report</p> <p>The Committee Chair Jo Midgley updated members on the SAR process and the input Governors had had. She confirmed that the process had been challenging and rigorous for the staff involved and that this should give Governors' confidence of the grading outcomes.</p> <p>The Chair highlight during the Autumn term 'deep dives' had taken place in many curriculum areas. That the process had challenged staff but that staff felt that the process had been supportive and informative for growth and improvement. Staff acknowledged that although there had been challenges they felt more prepared for any inspections after the process.</p> <p>Members noted that a significant amount of work had taken place in maths and English but agreed that it was too early to see any intervention results. The Committee Chair reassured members that Curriculum Committee would keep reviewing the data and it was hoped that improvement would be evidenced later in the academic year.</p> <p>HE Strategy - Governors felt this required change and improvement.</p> <p>Other Members of Curriculum Committee agreed that Governors are providing challenge at Committee meetings and the improvements are being shown especially in maths and English. The Principal agreed that the new lead in Maths and English was working well.</p> <p>The Principal highlighted that staff retention was a national issue from caretaker upwards and was an issue affecting the College. Governors discussed market supplements that could be available to try and retain exceptional staff then went on to discuss the financial effects on the College overall of increasing salaries.</p>
7.	FINANCIAL COMMITTEE
	<ul style="list-style-type: none"> a. Finance Committee Report b. Final reconciliation for 19 to 24 traineeships c. Final reconciliation for Adult Skills d. Final reconciliation for Advanced Learner Loans e. R14 Reconciliation

	<p>The Chair of Finance Committee Graham Paine took members through the report.</p> <p>The following key points were highlighted:</p> <ul style="list-style-type: none"> • The sustainability of IEl long term • Bank Loans • Concerns over Fosters and the income - The Principal added that investigations were taking place. • Financial reconciliation <p>The Principal was thanked for his negation skills.</p>
8.	PEF COMMITTEE
	<p>PEF Committee Report</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
9.	SEARCH COMMITTEE
	<p>Search Committee Report</p> <p>The Chair of Search Committee Fiona Waters stated that Search Committee had met and reviewed the CV's of two potential new governors. The skillset of both had been compared to the skillset vacancies the Governing body were looking to fill. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>All members agreed of the recommendation.</p> <p>Action: Acting Clerk to write to both candidates with the outcome.</p>
10.	<p>Policies and ToR</p> <p>UCW Tuition Fees - was reviewed and all were in agreement.</p>

11.	<p>Student Union Termly Report</p> <p>To be brought to the next meeting.</p>
12.	<p>Safeguarding and PREVENT Report</p> <p>The Lead Governor for Safeguarding Graham Paine thanked Fiona Waters the staff lead for Safeguarding and PREVENT and the members of Safeguarding Committee for all their work looking after some of the more vulnerable learners during such a difficult time.</p> <p>Fiona Waters then took members through the report which provided a comprehensive overview of the Safeguarding Activity during the 2021 academic year.</p> <p>Following a discussion on the report a governor suggested an additional category be added at 3.9 disclosure which would allow the College to create formal support where there is not a requirement to involve external referrals.</p> <p>Members noted that in response to sexual harassment the College are responding to this with curriculum support and that students were responding.</p> <p>A Governor raised the jump in cases of ‘causes for concern’ The staff lead went on to explain the figures and reasons that in the transition from school to College was a big step for students and that it takes time for learners to settle and find their voice and this is especially noticeable with Covid as learners have been out of school for long periods.</p> <p>The Staff lead went on to reassure that the spike before half term and the spike in December were all being dealt with.</p>
13.	<p>Any Other Business</p> <p>The appointment of a new Clerk was discussed - the Acting Clerk left the room while this discussion took place. When the Acting Clerk re-joined the meeting she was congratulated on being appointed as Clerk.</p> <p>There were no other items of business and the meeting closed at 17.20pm</p>