



WMCC Board 15th December 2021 - Minutes

			All via MS Teams	15 Dec 2021
	Appointed Governors			
1	Barbara	Byrne	Vice Chair	Y
2	Susan	Corby		Y
3	Fran	Fahey		Y
4	Neil	Garner		Y
5	June	Jarrett		Apologies
6	Samata	Khatoon		Y
7	Alexi	Marmot		Apologies
8	Guy	Shackle	Chair of Governors	Y
9	Jon	Sibson	Vice Chair	Y
10	Max	Silver		Y
11	Paul	Smith		Y
	Nominated Governors			
	Helen	Hammond	Principal: ex officio	Y
	Staff Governors			
	Amanda	Blinkhorn	Teaching Staff	Apologies
	Monica	Kinasiewicz	Support Staff	Apologies
	Student Governors			
	Khaly	Fall		Apologies
	Vacancy			
	Officers Attending			
	Martin	Jones	Vice Principal	Y
	Maria	Rosenthal	Deputy Principal	Y
	Bill	Barker	Clerk	Y

1	Chair's Welcome and Introduction: GS welcomed all to the online meeting, he apologized that the Board couldn't meet in person this was understandable give the Government directive to 'work from home'	
2	Apologies for Absence: June Jarrett, Alexi Marmot, Khaly Fall, Amanda Blinkhorn, Monika Kinasiewicz	

	Declarations of Interest: There were none.	
3	Minutes of July 2021 Meeting These were agreed as a correct record. Matters Arising not on current agenda - there were none. <u>Chair's Action</u> Guy Shackle (GS, Chair of Governors) advised that he had authorised a c.£40k package of works in the basement flat of no 48 Crowndale Rd. These works would provide effective damp proofing and enable re-decoration so the flat could be let "responsibly" in a good condition at c.£13k per annum. Post Meeting Note: – whilst 'damp-proofing' works had been carried out – the fit out had not yet been instructed as prices were in excess of the above budget	Approval
4	Strategy and Planning	
4.1	Chair's Introductory Comments GS advised governors that uncertainty about Covid-19 (Omicron) now threatened the start of term but recognised that the College was prepared to move learning on-line if necessary. He also acknowledged that the period since early 2020 had been, and continued to be, disruptive and exhausting He drew the attention of governors to the support given to Afghan refugees. GS said he was pleased that the recent meetings of FPDC and the CQSC had been face to face meetings. He hoped that the College would be able to have a Strategy Session in the spring as there was much to consider: <ul style="list-style-type: none"> • Developments in the area / opportunities to work with employers: Euston Over (development of station and surrounding area), Moorfields' Project Oriel (move to St Pancras Hospital site in Camden) • Provision and Skills offer • Skills Bill and impacts on funding • Sustainability • Diversity 	
4.2	Principal's Report: Skills Bill and Funding Update - Helen Hammond (HH, Principal) advised that the College would close at the end of term on Saturday, and that staff would be asked to agree working from home activities or to book annual leave. There are a number of staff either at home with Covid or isolating per regulations. HH advised that the first term of 2021/22 was coming to an end in a good position having re-established the College as a place for on-site learning and support. There were uncertainties about the future in association with both immediate Covid/ Omicron developments and future funding and planning of provision. HH advised of continuing uncertainty funding and planning. The Local Skills Improvement Partnerships (LSIPs) and ERBs (Employer Representative Bodies)	

	<p>would play leading roles, but it remained unclear how the CMAs (GLA) and Colleges would be included.</p> <p>The new Secretary of State seemed more sympathetic to devolution and to the provision of basic/ early “first steps” skills learning, but the detail was not yet available.</p> <p>HH advised the Board of a new duty on colleges: Local Needs Duty.</p> <p>The GLA Skills Roadmap is expected to be published in late January 2022, (WMC learners involved)</p> <p>HH had issued an invitation to Alex Burghart (Skills Minister) to visit WM College.</p>											
4.2A	<p>Learner Data 2021/22</p> <p>Maria Rosenthal (MR, Deputy Principal) introduced this item illustrating the level of learner enrolments, retention, achievement and the extent to which in the year to date the College was performing against funding contract value. In summary on all measures the data showed a more positive position than at the equivalent time in 2020/21 with the exception of the attendance percentages which had fallen below 2021/22 target and 2020/21 levels.</p> <p>The ILR return of the previous week had included information about achievement in the year to date of funding contract value - this showed that the College had achieved 45% of full year contract delivery.</p>											
5	<p>Quality College Self-Assessment Report 2020/21 (SAR)</p> <p>Jon Sibson (JS, Chair of the CQSC) introduced this item advising that the SAR had been the major item presented to the CQSC at its meeting the previous week. The Committee was recommending the SAR and gradings in categories aligned with OFSTED’s Education Inspection Framework for adoption by the Board.</p> <table border="0"> <tr> <td>Overall effectiveness</td> <td>Good</td> </tr> <tr> <td>Quality of education</td> <td>Good</td> </tr> <tr> <td>Behaviour and attitudes</td> <td>Outstanding</td> </tr> <tr> <td>Personal development</td> <td>Outstanding</td> </tr> <tr> <td>Leadership and management</td> <td>Outstanding</td> </tr> </table> <p>Maria Rosenthal (MR, Deputy Principal) identified a couple of points from the discussion:</p> <ul style="list-style-type: none"> • Governors wished to see enrolment levels return to those of 2018/19 (the last full year before the Covid-19 disruptions of 2019/20 and 2020/21). • A focus for the College would be the consolidation of existing and expansion into new areas of Level 3 provision • Achievement in maths functional skills had suffered with the move to on-line learning. 	Overall effectiveness	Good	Quality of education	Good	Behaviour and attitudes	Outstanding	Personal development	Outstanding	Leadership and management	Outstanding	Adoption
Overall effectiveness	Good											
Quality of education	Good											
Behaviour and attitudes	Outstanding											
Personal development	Outstanding											
Leadership and management	Outstanding											

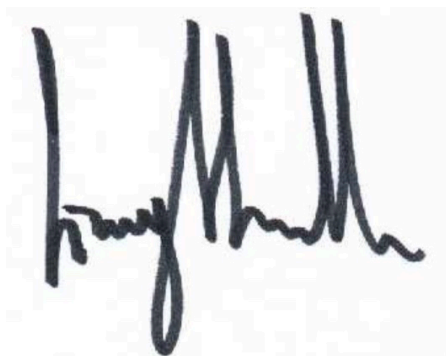
	<p>She advised governors that the College had hosted a session earlier in the current week for the “Euston Over” (HS2 related development of Euston Station and locality) employers. This had attracted about 50 potential learners some new to the College and some attending after their classes.</p> <p>Samata Khatoon (SK) advised that her colleague LB Camden Councillor Paul Tomlinson was involved with the Moorfields working group and Regent High School. Her offer to follow this up was welcomed by the Board.</p> <p>The SAR was adopted with Governors noting that it was primarily the low enrolment numbers that had informed the judgement of “good” rather than “outstanding” for the Quality of Education, and that this in turn informed the Overall Effectiveness grade of Good.</p>	
6	Governance:	
6.1	<p>Update on Board and Committee Membership /Chairs</p> <p>GS introduced this item thanking the Committee Chairs and others for their work during the year. He advised the Board that he was pleased that the College had established a regular monthly monitoring meeting with the Chair and Vice-Chair of Finance. These meetings would be able to identify any emerging issues (enrolment numbers, income /fees, cashflow) and determine at an early stage what action should be taken.</p> <p>There were no changes to Chairs or Vice-Chairs of Committees or to Committee membership since July 2021. The Board noted and endorsed this.</p> <p><u>Governor Recruitment – January 2022</u></p> <p>4 expressions of interest from advertisement via ETF Inspiring Governance. The applicants would visit the College on 12 January and then attend for interview prior to the next cycle of meetings. The Clerk would make a further attempt to recruit a second student governor at the start of the new term in January.</p> <p><u>Schedule of Dates – Spring and Summer Terms:</u> The Clerk had circulated these – GS hoped to be able to schedule a strategy session in the spring.</p>	Information
6.2	<p>Annual Report on Risk Management and Risk Management Policy</p> <p>This was considered and approved.</p>	Approval
6.3	<p>Annual Report and Opinion of Audit Committee.</p> <p>Paul Smith (PS, Chair of Audit Committee) advised that the Committee had concluded that:</p>	Receipt

	<p>The Opinion of the Committee is that there are in place adequate and effective procedures governing the Corporation’s assurance arrangements, framework of governance, risk management and control processes for the effective and efficient use of resources, solvency, and the safeguarding of assets.</p> <p>The Committee had reached this opinion relying on the skills of its members, the advice and opinions of internal and external auditors and the opinion of the GLA’s funding auditors.</p> <p>The Committee had reviewed the Post 16 Audit Code of Practice 2021 at its meeting in the summer of 2021 and in consequence had recommended amendments to the Board so as to remain up to date and compliant. The terms of reference as amended had been agreed by the Board.</p>	
6.4	<p>Board Self-Assessment</p> <p>GS thanked the Clerk for the preparation of this paper thanking governors for their work through the link programme and attendance at the Open Day in July and also at London Open House in September.</p> <p>He encouraged governors to continue to take part in the ETF Governance Development Programme for which the College had a licence until the end of March 2022,</p> <p>GS asked the Board whether they were content to support the Self-Assessment grade as “good” - this was agreed.</p> <p>There were at least two governance matters to be considered in the coming year:</p> <ul style="list-style-type: none"> • How the College should prepare for the adoption of the AoC’s Good Governance Code to be adopted in 2022/23. • The engagement of an external advisor to assist with the Board’s Self-Assessment at least once every three years. 	Approval
7	Financial Performance and Monitoring	
7.1	<p><u>Management Accounts to 31 July 2021</u></p> <p>Martin Jones (MJ, Vice Principal) introduced these items advising that the management accounts for the full year 2020/21 presented the same information as reported in the Financial Statements.</p> <p>They showed that the College had achieved an outturn with a lesser deficit than that set in the budget (£93k vs £188k), and that there had been an in-year investment gain of c£1m effectively recovering the losses of the 2019/20 year.</p>	Information
7.2	<p><u>Management Accounts 31 October 2021</u></p>	Discussion

	<p>These advised the Board of the financial performance in the first 3 months of 2021/22 and presented a preliminary year end outturn. The accounts for the first 3 months showed a performance that fell short of the profiled budget: The YTD budget profile anticipated a surplus of £588k but the actual was £414k (a shortfall of £112k).</p> <p>The year-end forecast brought staff costs and non-staff costs back into line with the budget but kept the effect of the shortfall on adult loan income and the shortfall on funding for provision funded by the National Skills Fund (£43k and £50k respectively) eliminating the surplus of £93k in the budget and resulting in a balanced (break-even) outturn.</p> <p>MJ advised that Covid-19 /Omicron uncertainties about on-site provision and restrictions on learners' ability or willingness to attend for on-site learning might put at risk future levels of fee income - with particular impact on practical classes where there was only very limited scope for a transfer to on-line provision.</p> <p>Governors questioned how the College would see through future turbulence in the event of a lockdown effecting the spring term especially if no furlough support was available. MJ advised that whilst contracts of employment of sessional tutors provided some flexibility there would be costs incurred without balancing income from fees.</p> <p>A further challenge was the affordability of a cost of living pay rise for staff: with inflation rising and NI contributions set to increase for the last 4 months of the year. MJ reminded governors that the College had not made an award for the 2020/21 year (the AoC had recommended a 1% increase). The College budget for the current 2021/22 year made provision for a 0.5% increase though it was expected that the AoC would recommend an increase of 1%.</p> <p>Governors welcomed this presentation and looked forward to future occasions for scrutiny of financial performance.</p>	
8	Financial Outturn 2020/21 - Audit and Financial Statements	
	Barbara Byrne (BB, Chair of the FPDC) introduced this item advising that the FPDC had met recently to consider the accounts in detail. The Committee was recommending these, and associated disclosures, to the Board for approval.	
8.1	<u>Fraud Questionnaire</u> This was authorised for signature and return to the EFSA.	Approval
8.2	<u>Regularity Self-Assessment</u> This was authorised for signature and return to the EFSA.	Approval
8.3	Post Audit Management Letter	Discussion

	<p>This had been prepared by Buzzacott and had been discussed in detail with the Audit Committee. The Board noted that the formulaic assessment of financial health returned a “requires improvement” grade whilst also noting that the investment portfolio (not included as a current asset) was not included in this calculation.</p> <p>The Board noted also that the GLA Funding Audit was now concluded and that a “satisfactory” opinion had been issued.</p> <p>Governors welcomed this information noting that this assurance was required by Buzzacott in advance of the signing of the accounts.</p> <p>Governors expressed particular thanks to the MIS and Learner Services Teams for this achievement.</p>	
8.4	<p><u>Going Concern Judgement</u></p> <p>MJ advised that the College finances supported a conclusion that the Institution continued to be a “going concern”.</p> <p>Cashflow projections indicated that the College had sufficient liquidity and he reminded governors that the College had paid for the Heating and Ventilation upgrades from prior years’ operational surpluses without recourse to reserves.</p> <p>Governors endorsed this assessment of “going concern”.</p>	Decision
8.5	<p><u>Letter of Representations</u></p> <p>This was authorised for signature and return to Buzzacott. (no governor or senior manager expressed any concern)</p>	Approval
8.6	<p><u>Report and Financial Statements 2020/21:</u> <u>Signing of Statements and Disclosures in Report</u></p> <p>The Report and Financial Statements were agreed and authorised for signature and return to the EFSA (via Buzzacott).</p> <p>The Board thanked College managers for their work in 2020/21.</p>	Approval Approval
9	Committee Reports	Information
9.1	<p>Report from Audit Committee</p> <p>September and November</p> <p>PS advised that the Audit Committee had met on 2 occasions in the autumn of 2021. The early meeting in September was to consider the IAS reports that had been delayed in 2020/21, and the November meeting in the normal cycle had considered the Post Audit Report from Buzzacott and the Fraud and Regularity Assessments.</p> <p>The IAS Plan for 2021/22 was in place with assignments scheduled.</p>	

9.2	<p>Report from FPD Committee</p> <p>BB advised that the main business had been a consideration of the Report and Accounts for 2020/21.</p> <p>Other matters considered included Finance Department Staffing (a Director of Finance to start in January), the award of the Cleaning Contract, and a timescale for the development of an Estates Strategy (to be considered in the spring and summer of 2022).</p> <p>The Committee was pleased to hear that work on the opportunities for de restriction of the endowments remained on-going. Buzzacott would recommend an advisor with experience in this area of work.</p>	
9.3	<p>Report from CQS Committee</p> <p>JS advised that whilst the main business was a consideration of the SAR (see above) the Committee had also received the annual safeguarding report and approved an updated Safeguarding Policy and a Learner Conduct Policy.</p> <p>The Safeguarding Policy incorporated arrangements for reporting incidents of sexual harassment and how these would be considered /investigated by the College.</p> <p>Governors welcomed this update noting and making clear their support of the policies: Safeguarding and Learner Conduct.</p>	
10	<p>Future Meetings: Board: 30 March 2022, 20 July 2022</p>	



Signed: _____

Date: 30th March 2022