



## WMCC Board Wednesday 30 March 2022: Crowndale Road.

				March 2022
	<b>Appointed Governors</b>			
1	Barbara	Byrne	Vice Chair	Y
2	Susan	Corby		Y
3	Fran	Fahey		Y
4	Neil	Garner		Y (Teams)
5	June	Jarrett		Y
6	Samata	Khatoon		Y
7	Alexi	Marmot		Apologies
8	Tom	Robins	(from item 3)	
9	Alice	Rubbra	(from item 3)	
10	Guy	Shackle	Chair of Governors	Y
11	Jon	Sibson	Vice Chair	Y
12	Max	Silver		Y
13	Paul	Smith		Y (Teams)
	<b>Nominated Governors</b>			
	Helen	Hammond	Principal: ex officio	Y
	<b>Staff Governors</b>			
	Amanda	Blinkhorn	Teaching Staff	Y
	Monica	Kinaswicz	Support Staff	Y
	<b>Student Governors</b>			
	Khaly	Fall		Apologies
	Vacancy			
	<b>Officers Attending</b>			
	Martin	Jones	Vice Principal	Y
	Maria	Rosenthal	Deputy Principal	Y
	Bill	Barker	Clerk	Y

### Minutes (draft)

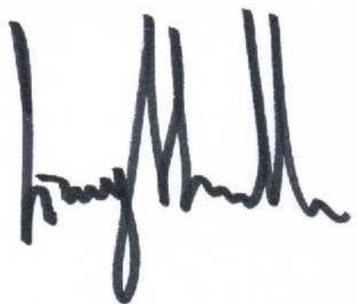
1	<p><b>Welcome</b>            Apologies for absence: Khaly Fall            Attendance via Teams: Alexi Marmot, Neil Garner, Paul Smith.</p> <p>Declarations of Interest:            There were none.</p>	

2	<p><b>Governance:</b></p> <p>Board Membership: New Members: Guy Shackle advised governors that the Search Committee was recommending the appointment of Tom Robins, and Alice Rubbra. These appointments were agreed.</p> <p>3 year renewals /extensions: A second three year term of office was agreed for Fran Fahey and Jon Sibson.</p> <p>Election of Chair (Guy Shackle – proposed Barbara Byrne, seconded Jon Sibson) This was agreed.</p> <p>Election of Vice Chairs (Barbara Byrne, Jon Sibson): Proposed June Jarrett, seconded by Fran Fahey – both agreed,</p>	
3	<p><b>Strategy</b></p> <p>Chair’s Introduction: (Sustainability, Diversity)</p> <p>Guy Shackle (GS, Chair of Governors) introduced this section of the agenda. He advised that the last two years had been difficult for the College to make progress on some strategic priorities, but he was pleased that the opportunity afforded by Covid lockdowns and “work from home” guidance had been used to make progress on the completion of works on level 5 (these maximised the benefit to learners of the investment in the heating and ventilation modernisation). Now was the time to return to the other strategic priorities that had been largely stayed during the pandemic: Diversity, Sustainability and the Estates Strategy.</p> <p>He thanked governors and College staff for their response during the pandemic. This had enabled the College to provide continuing learning and other support for the community.</p> <p>He was pleased to welcome Dr Ope Lori of PILAA to the meeting. Dr Lori would speak about diversity and what it might mean to diversify the Board.</p> <p><u>Dr Ope Lori (PILAA) presentation and proposal – governor discussion</u></p> <p>Dr Ope Lori (DOL) gave a short overview of her career beginning as a teacher of arts at a number of colleges. She spoke of the need to go beyond the use of “diversification” as a PR /marketing device and to generate real social commitment rather than “pressure for change / semi-coercion”.</p> <p>She took governors through her presentation which generated a great deal of questions and comment from all attendees at the meeting. She advised that there was no quick fix if real “transformational” vs “token” change was to be achieved. She also identified a distinction between “action” and “change”.</p> <p>June Jarrett (JJ) commented that it was sad to be hearing again this in 2022 and reflected on what had been lost of the changes achieved in the 1980s and 1990s. Other governors commented on the increased polarisation of the last few years: disparities of wealth, tolerance vs intolerance of difference, attitudes to identity etc).</p>	

	<p>HH advised that the whole College would have a focus during 2022/23 on diversity: she would advise staff of this at the April 01 CPD day, and would re-launch the EDI survey in the new academic year.</p> <p><u>DOL presented an outline programme of work:</u></p> <p>Step 1 –Conducting an EDI Review Reviewing policies, Current Recruitment strategies, 1-1’s with key stakeholders</p> <p>Step 2 –Findings and making recommendations Step 1 &amp; 2 (1 month’s work)</p> <p>Step 3 –Put in a learning and training programme •Around diversifying board and senior leadership teams, across different protected categories including, race, disability, gender, age, class and including training on “What is Lived Experience” and Unconscious Bias/Strategic Avoidance.</p> <p>Step 4 –Put together a guideline document on diversifying the above Step 3 &amp; 4 (programme across a month or spread out)</p> <p>(detail in addendum)</p> <p><u>Principal’s Update: Covid Recovery Learner numbers, funding and fees)</u> HH introduced a paper (dashboard) that brought together information about funding, fee income and learner enrolments. The paper demonstrated the positive /encouraging view of the College’s emergence from the pandemic. She drew the attention of governors to the fee income table which showed that there was a College shortfall of £24k in comparison to 2018/19 (the last normal /pre-pandemic year), but that unlike in 2019 there was a summer school planned which would bring in fee income in the 2021/22 year and also help to attract learners for 2022/23.</p>	
4	<p><b>Minutes of the December 2021 Board Meeting</b> These were agreed as a correct record.</p> <p><b>Matters arising not part of the current agenda:</b></p> <p><b>ESFA – Letter re Financial Health: March 2022</b> Martin Jones (MJ, Vice Principal) advised the Board that the ESFA had very recently written to the College advising that the <u>Financial Health Grade</u> had been re-assessed as “good” rather than “requires improvement”. The change results from a combination of two factors: the first a change in methodology and the second a software error.</p>	
5	<p><b>Financial Monitoring</b> Management Accounts to January 31 2022 (Q2 – 6 months) Financial Risks / Funding / Fees / Enrolments (see Principal’s Report at item 3)</p> <p>MJ introduced this item referring to both the Principal’s Report and to the minutes of the recent FPDC. He commented in particular on the fee income position: This was forecast to under-achieve the £700k (£650k fees and £50k adult loans) set in the budget due to an underachievement of £43k on the adult loans sum (£7k vs £50k).</p>	

	<p>The outturn was now forecast to be £657k - with the under-achievement attributable to a shortfall on adult loans income.</p> <p>The College, like many other colleges, would not be able to utilise the National Skills Funding allocation which was only available to fund learners on a restricted range of courses.</p> <p>The budget had been set to generate a £94k surplus but was now forecast to be a £60k deficit.</p>	
6	<b>Reports from Committees (minutes introduced by Committee Chairs)</b>	
6.1	<p><b>Audit Committee:</b> Max Silver who in Paul Smith's absence had chaired the meeting, advised the Board:</p> <p><u>IAS Assignments:</u> The Anti-Fraud "health check" outcome was a "significant" level of assurance. The Payroll assignment was not yet completed but PG advised that there were no issues arising from the first day's work.</p> <p>The Committee had also reviewed reports from award bodies (AAT and NCFE) both of which had been satisfactory.</p> <p><u>Outstanding Recommendations:</u> The Committee reviewed the progress on outstanding recommendations noting in particular the increase difficulties the College was experiencing in recruiting staff. TR advised that Linked In was a useful platform that could help the College.</p> <p>There was a wide-ranging discussion of how best to secure value for money and time on assurance and advice – specialist advisors or a single (principal) service provider. Recommendations would be proposed at the next meeting.</p> <p><b>Appointment of Buzzacott as Financial Statements Auditors for year ending 31 July 2022</b></p>	
6.1i	<p>The Board agreed the appointment of Buzzacott as Financial Statements and Regularity auditors for the accounts to 31 July 2022. They would also audit the Teachers' Pension returns to March 31 2022.</p>	
6.2	<p><b>CQSC:</b> JS (Jon Sibson, Chair of the CQSC) presented this item: he advised that the Quality Improvement Plan was considered and agreed this have captured the matters for improvement the opportunities for development from the 2020/21 SAR.</p> <p>The Committee had spent some significant time discussing the linked items of employer links and curriculum planning for 2022/23. The discussion highlighted the College's intention to expand provision at Level 3, and how to develop preliminary links with employers that may enhance the learner and employer experience as well as leading over time to more sponsorship of employees on courses at the College.</p>	
6.2i	<p><u>Safeguarding Policy revisions: DBS / ETF safeguarding module.</u> The Clerk advised that the most recently agreed safeguarding policy stated that DBS checks would be conducted for governors. These checks are not necessary. He advised that the clause be removed from the policy. He further advised that governors would be required to undertake the ETF Safeguarding module. JJ the safeguarding governor was in</p>	

	agreement with these changes. The Board noted these changes and agreed that these changes should be implemented.	
6.3	<p><b>FPDC:</b> Barbara Byrne (BB, Chair of the FPDC) introduced the minutes. She advised the Board that the financial outlook was challenging and that there was significant planned work to be undertaken in advance of the presentation of the 2022/23 budget to the Board for approval in July.</p> <p>She advised that a cost of living salary increase of 2% has been implemented from February 2022. This would increase pressure on the 2021/22 budget (½ % for full year in base budget agreed in July 2021) but would bring WM College scales back into alignment with the standard “AoC advised” scales.</p> <p><u>HR Update: Scope of work:</u> Julie Paterson (JP, Head of HR) had presented a report on the work of the HR department: she emphasised the improvements that had been and continue to be introduced through the implementation of the iWork software. She also drew attention to the Committee to the number of sessional tutors employed by the College often for only a few hours a week. There was a high turn-over of these staff, who often moved to more extensive employment at another provider. She also commented on the difficulties the College was experiencing in recruiting staff to “business support” roles and in particular to the finance department.</p> <p>The Fees policy framework 2022/23 (overall a 5% increase) had been agreed with a cessation of “studio courses” and their re-classification as intermediate / advanced courses. Learners with low household income will be entitled to 50% fee support.</p> <p>The Committee had approved a revised Health and Safety Policy – there were no changes to the H&amp;S Policy Statement. <b>This was approved by the Board to be signed by GS and HH and posted to the College’s web-site.</b></p> <p><u>Estates and Infrastructure:</u> BB drew the attention of the Board to the work on improving the IT environment and security arrangements at the College in preparation for “cyber essentials” accreditation.</p> <p>A programme of planned maintenance would be considered at the summer meeting of the Committee. The College was not planning and immediate major capital projects.</p> <p>Basement Flat (48 Crowndale Rd): GS advised that the basement flat in House 48 had come into dis-repair and required refurbishment investment before it could be safely re-let.</p>	
8	Date of next meeting 20 July	

A handwritten signature in black ink, appearing to be 'H. M. M.', written over a light grey rectangular background.

Signed: \_\_\_\_\_ Date: **17<sup>th</sup> August 2022**