



WMCC Board 13th July 2022: Crowndale Rd

Minutes - approved by Chair for publication

	Appointed Governors			
1	Barbara	Byrne		Y
2	Susan	Corby		Y
3	Fran	Fahey		Apologies
4	Neil	Garner		Y
5	June	Jarrett		Apologies
6	Samata	Khatoon		Y
7	Alexi	Marmot		Y
8	Tom	Robins		Y
9	Alice	Rubbra		Y
10	Guy	Shackle		Y
11	Jon	Sibson		Y
12	Max	Silver		Y
13	Paul	Smith		Y
	Nominated Governors			
	Helen	Hammond		Y
	Staff Governors			
	Amanda	Blinkhorn		Y
	Monica	Kinaswicz		Y
	Student Governors			
	Khaly	Fall		Y
	Officers Attending			
	Martin	Jones		Y
	Maria	Rosenthal		Apologies
	Bill	Barker		Y

1	<p>Chair’s Welcome Guy Shackle (GS, Chair of WMCC) welcomed everyone to the meeting, thanking them for travelling in the heat.</p>
1.1	<p>Apologies for Absence Fran Fahey, June Jarrett, Maria Rosenthal</p>
1.2	<p>Declarations of Interest Bill Barker (BB_CI, Clerk) declared an interest on behalf of all College employees re the cost of living pay increase in the budget for 2022/2023. Governors noted this.</p>
2	<p><u>Governance:</u> Context and Update</p> <p>BB_CI introduced this item advising that it dealt with the governance context pertaining in July 2022 and to be developed in 2022/23.</p> <p>He advised that the AoC’s Code of Good Governance (AoC CoGG September 2021) would be considered by the Board for adoption in the autumn of 2022. Governors would need to consider how the College would meet the prescriptions of paragraph 8 (Equality, Diversity and Inclusion) and paragraph 9 Environmental Sustainability.</p> <p>BB_CI drew the attention of Governors to the requirements in paragraph 10 that would follow from adoption of the AoC CoGG especially in relation to Stakeholder Engagement.</p> <p>BB_CI also drew the attention of governors to the recently published ESFA document on the scope of external reviews of the performance of college boards. He further advised that the College had a 2019 and a recent 2022 review from the College’s IAS provider. He advised that the first external review would be in 2023/24.</p> <p>These matters would be considered in more detail at the Sustainability session on 28 September and at the Strategy Session on October 19.</p> <p><u>WM College Governance:</u> Board Membership and Recruitment 2022/23</p> <p>He reminded governors of the presentation at the March meeting of the Board where Dr Ope Lori (PILAA) had introduced the work that PILAA might offer so that the College took advantage of the means available to encourage and welcome people from diverse ethnic communities with an interest in becoming a member of the Board to come forward.</p>

	<p><u>Appointed Governors:</u> BB_CI advised that there were currently 13 (maximum 14) Appointed Governors – two of whom were approaching the end of their third term at which time, and if they wished to continue, the Board would have to agree a waiver of the “9 year rule”.</p> <p><u>Support Staff Governor:</u> The term of office of the current support staff governor would end in the autumn. BB_CI advised that he would organise a recruitment “campaign” in October.</p> <p><u>Student Governors (2):</u> The College had attempted to recruit student governors earlier in the summer, but there were no applicants. The Chair had agreed to extend the term of office of the student governor until the end of the College year 31 July 2022. BB_CI advised that he would make arrangements for a recruitment “campaign” early in the new College year.</p> <p>The Board thanked BB_CI for this overview and endorsed the Chair’s action to extend the term of office of the student governor.</p>	
3	<p>Minutes of Board meeting – March 2022</p> <p><u>These were agreed as a correct record.</u></p> <p>There were no matters arising not included as part of the current agenda.</p>	
4	<p>Strategy</p>	
4.1	<p><u>Chair’s introduction: Strategic Plans (SPs):</u></p> <p>Guy Shackle (GS, Chair of Governors) introduced this item commenting on the achievements of the College in the recent “pandemic” period whilst also noting that some of the ambitions of the 2019-22 SP had suffered in consequence. He commended the College for its rapid move to on-line provision from March 2020 and on the improvements to the estate that had been accelerated during periods of minimal occupancy. He noted that this refurbishment /health and safety work ran alongside the continued advice to learners and staff about safeguarding and well-being.</p> <p><u>SP 2019/22: Covid and Recovery:</u> GS commented on the recovery from Covid in 2021/22 with a return to on-site provision, albeit with some continued on-line delivery. He noted the return towards pre-covid levels of participation, noting in particular the ESOL and safeguarding provision for Afghan and Ukrainian refugees.</p> <p><u>SP 2022/ 2025: context, introduction and development:</u> He commented that the new SP presented an opportunity to regain momentum on the Equality, Diversity and Inclusion and on Environmental Sustainability priorities and to re-set the curriculum and responsiveness agenda in light of ESFA /GLA / DCHLU (levelling-</p>	

	<p>up / Multiply) initiatives. Also to offer courses to Mary Ward learners as their move to Stratford takes place for 2023/24.</p> <p>GS advised that he would discuss with Governors and others how best to make progress to improve the diversity of the Board after the Staff Conference on 09 September. The external contributions and “consultancy packages” (Dr Ope Lori, PILAA, March 2022 and at the staff conference – David Hull-Watters and Derek Hooper) would form part of this discussion.</p>
<p>4.2</p>	<p><u>Principal’s Report</u></p> <p><u>HH introduced her report commenting first on the live issues at the end of 2021/22:</u></p> <p>Overview of the developments during the period of the 2019/22 SP:</p> <p>The devolution of AEB funding to the GLA had proved to be positive for the IALs with improved access and influence given their preponderance in London.</p> <p>There continued to be concern that the needs of adults re-engaging with education were not fully understood or recognised in policy development at the DfE – of particular concern was the “de-listing” /discontinued availability of funding for provision outside of “T Levels” or their Level 2 pre-cursors which were designed for 16-19 yr old full-time learners.</p> <p>The Area Reviews of 2016/2018 and subsequent mergers and collaborations had seen the formation of very large “multi-college” corporations. This development and the Covid lockdowns had obstructed the operation of the informal progression routes that the College had been able to establish with their constituent colleges.</p> <p>The College had developed an increased range of qualification-bearing provision in the Arts and had developed increased Level 3 vocational provision and planned additions to the courses from 2022/23</p> <p>Improvements in the IAG for ESOL learners enabling them to benefit from the direct teaching and from supported / independent study offered by the College.</p> <p>Achievement in 2021/22 of c108% of AEB (skills) contract delivery: the GLA committed to pay to 103%, but this may change. The GLA is expected to make a number of funding announcements on Friday 15 July:</p> <p>(Post meeting note: GLA has announced a funding rate uplift of 3.5% for courses at L2 and below)</p> <p><u>2022/23 and Beyond:</u></p> <p>GLA funding rate to increase with increases to “London Factor”. This means that the College will be paid a higher rate per learner on formula funded provision (this will increase efficiency and “contribution”)</p>

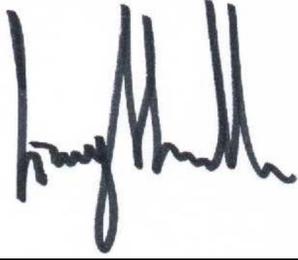
	<p>The New SP would be considered at the Strategy Session on 19 October: Sue Pember (ex of DfE now at HOLEX) would introduce the session. HH advised that the College’s Mission remained relevant – she drew the attention of governors to the clause about the “enjoyability” of learning.</p> <p>The Ofsted Education Inspection Framework (EIF) was not to be altered but the “inspectors’ handbook” would now prescribe an increased emphasis on “skills” provision. Ofsted inspections from Sept 2022 onwards will all be ‘enhanced’ inspections. These will consist of larger inspection teams with a focus on skills and there will be a final sub -judgement statement which will identify how well the college focuses on meeting skills needs. HH commented that there were opportunities to develop relationships with employers associated with HS2 and the development of Euston Station.</p> <p><u>Office of National Statistics (ONS) Review.</u> HH advised that the ONS was reviewing the status of FE College Corporations as “private sector” institutions. Any change of status to “public sector” institutions was likely to lead to restrictions on the entrepreneurial / financial independence of FE Corporations (restrictions on loan facilities), though could with HM Treasury consent lead to VAT reliefs and NI compensations. BB_CL would circulate a briefing from the AoC on this matter.</p> <p>Governors welcomed this update and looked forward to the autumn Strategy events on September 28 and October 19.</p> <p>Governors endorsed HH’s view that the Strategic Plan and the QIP (curriculum and operations) would be best aligned so that milestones and performance can be located and monitored in the over-arching documents - the QIP and the Risk Register</p>
<p>5 5.1</p>	<p>Finance: <u>Management Accounts Q3 2021/22 (April 2022)</u></p> <p>Martin Jones (MJ, Vice Principal) presented the management accounts to April 30 2022 (9 months). The outturn is now anticipated to break even. He commented that this had been a difficult year with uncertainty about the levels of participation post Covid exacerbated by the impact of the Omicron variant in December /January.</p> <p>Provision for Ukrainian refugees had been successful and helped the College to over-achieve the GLA Skills funding contracted value. Fee income had however remained below target (YTD: £578 vs £630) though some partial recovery was anticipated with summer school enrolments (Yr End: £615 vs £650).</p> <p>Governors welcomed this report which had also been presented to the FPDC and interrogated by governors.</p> <p>Barbara Byrne (BB, Chair of the FPDC) commented on how important and useful she had found the regular monthly meetings with MJ to review the then most recent</p>

5.2	<p>management accounts and to consider any emerging risks or opportunities. Fran Fahey (FF, Vice Chair of the FPDC) had endorsed this comment at the FPDC thanking MJ for the work that he presented to explain the assumptions that underlay the figures in cases where these were predicted rather than “actuals”.</p> <p>In response to a question MJ replied that the main source of fee income was from learners enrolled on creative arts courses (art, drawing, ceramics, pottery, printing, etching, sculpture, pottery, jewelry, woodcarving) funded through the Community Learning contract stream.</p> <p><u>College Budget 2022/23.</u></p> <p>MJ introduced this item commenting that the budget had been discussed at the FPDC and that in consequence it now incorporated provision for a 2.5% cost of living increase from February 2023. (this increase would enable the College to offer pay on rates /scales comparable with those of other providers.</p> <p>Since the FPDC the College had taken advice from LASER on the cost of utilities and had increased provision to accommodate an increase.</p> <p>MJ advised that as a result the budget was now set to deliver a v small surplus of c£17k. This was before any gain or loss on the value of the investment portfolio.</p> <p>BB advised that this budget was recommended by the FPDC and was presented for the approval of the Board.</p> <p>Governors commented that the number of streams of funding had increased (Covid Recovery, National Skills Fund, Multiply) + Teachers’ Pension Grant (not NI increase). Whilst these discrete funding streams were welcomed if they were not consolidated /folded into “core” funding increased longer term challenges and risks.</p> <p>GS reminded governors of the necessity to build the unrestricted I&E reserve so that funds were available for the maintenance of, and investment in, the Estate and its IT infrastructure.</p> <p>The Budget for 2022/23 was agreed. The 2023/24 forecast and cashflow were also approved for forwarding to the ESFA</p>
6	Reports and Minutes from Committees
6.1	<p>Audit</p> <p>Paul Smith (PS, Chair of the AC) introduced this item advising that the Committee had considered IA reports from Scrutton Bland and arrangements for “audit” advice and scrutiny from 2022/23 and beyond</p>
6.1a	<u>Assurance and Risk 2022/23</u>

	<p>He advised that the AC had benefitted from the engagement of SB as IAS provider for 3 years during which they had provided a large number of assignment reports. The AC had welcomed their advice and opinions, being an improvement on an earlier provider, but now wanted to re-consider how it could best procure advice from specialist advisors (funding, H&S, IT, IAG, etc) alongside the “core financial” controls. The Committee was proposing that the engagement of SB would not be continued into the 2023 calendar year and that advice would be sourced from specialist suppliers. This would improve the value for money of advice received by the AC but would have the disadvantage that the AC would cease to be able to rely on an “opinion” from a single provider to support its own opinion to the Board on the adequacy of controls in place to protect the assets of the College.</p> <p>The Board accepted this proposal which was detailed in the matrix and plan for 2022/23 included with this agenda item.</p> <p>The Board recognised that the number of audit assignments commissioned by the College in any year might decrease but that the College should benefit from specialist professional expertise.</p>
6.2	<p>CQSC</p> <p>Jon Sibson (JS, Chair of CQSC) introduced this item: he advised that the meeting had considered the 2021/22 year: the College’s “Covid Recovery” progress and the planning that was in place to respond to external /funding and regulatory developments.</p> <p>The Committee had welcomed the initiatives the College was taking to develop links with employers and expand provision at Level 3 whilst recognising that rather than focus exclusively on “skills” the College maintained its commitment to supporting learners on other courses and to promoting their well-being.</p> <p>The Committee had considered an enlargement of the scope of the Safeguarding Policy (Appendix 12) in preparation and response to the increased provision for Ukrainian refugees some of whom were under 19 yr old learners.</p> <p>The amendment was welcomed by the Board and noted for its strengthening of safeguarding arrangements that might be required for specific groups of learners.</p> <p>The Committee had revised its Terms of Reference to reflect an increased emphasis on monitoring of EDI measures (participation and achievement) across provision. The Committee was also proposing an amendment to reflect its safeguarding oversight responsibilities and the cessation of a specific requirement to report on maths and English at each meeting (first introduced six years ago when provision in these areas needed to be improved – more recent and sustained improvements permit the retirement of this clause).</p> <p>The Board welcomed this update and endorsed the revised Terms of Reference.</p>

	<p>JS reminded governors of the value of the “Link Programme” encouraging governors to attend the Performance Review Boards for their area in the autumn.</p>	
6.3	<p>FPDC</p> <p>BB introduced this report advising that in addition to the financial items considered earlier at this meeting the Committee had an informative update on Estates. This included details of work scheduled at Kentish Town and at no 48 Crowndale Rd (residential flats). The staffing of the Facilities Team had been increased with the intention that more routine maintenance and ad hoc repairs could be undertaken without recourse to external contractors.</p> <p>The Committee had also received a preview of the work planned for 2022/23 on EDI, including the details of the Staff Conference on 09 September to which governors were invited.</p> <p>The Committee reviewed its Terms of Reference adding an “environmental sustainability” remit and strengthening its HR remit with the addition of an EDI element.</p> <p>The Board endorsed the changes to the ToR of the FPDC.</p>	
7	Governance	
7.1	<p><u>AoC Code of Good Governance AoC CGG</u></p> <p>BB_Cl commented that the AoC_CGG was revised in September 2021 with the expectation that where Colleges choose to adopt the Code, they should do so in 2022/23. Throughout 2021/22 the Board and its Committees have looked at elements of the Code (EDI and Environmental Sustainability). He advised that the Code at paragraph 10 contained a series of “musts” in relation to governance. In adopting the Code in the autumn of 2022 the Board will need to make arrangements to accommodate these prescriptions.</p>	
7.2	<p><u>Review of Standing Orders;</u></p> <p>BB_CL introduced this annual review of the Board’s Standing Orders commenting that he was not recommending any changes.</p> <p>He advised that adoption of the AoC_CGG represented an opportunity to ensure that the Board did not replay /repeat discussion of matters within the delegated powers of the Committees.</p> <p>This differentiation would enable the Board to prioritise Board business –Strategy monitoring and development whilst retaining the statutory responsibilities to approve:</p> <ul style="list-style-type: none"> • Report and Financial Statements and related supporting elements • SAR, 	

	<ul style="list-style-type: none"> • Budget, • H&S Policy Statement, Remuneration Statement) <p><u>The Board welcomed this briefing.</u></p>	
7.3	<p>Dates of Meetings 2022/23</p> <p><u>EDI Conference - 09 September</u></p> <p><u>College Open Day and Open House London - 10 September</u></p> <p><u>Strategy Events:</u> Strategy: Environmental Sustainability: 28 Sept Strategic Plan 2022/ 2025: 19 October</p> <p><u>Performance Review Boards:</u> Week beginning 03 October (Operations), Weeks beginning 10 and 17 October (Curriculum)</p> <p><u>Autumn dates for committees and Board meetings:</u></p> <p>CQSC: 16 November</p> <p>Audit: 23 November</p> <p>FPDC: 06 December (Tuesday)</p> <p>Board: 14 December</p> <p><u>Income Generation: Full Cost Saturday Courses</u> Special Saturday one day provision - for 2022/23:</p> <ul style="list-style-type: none"> • 24 September • 26 November • 28 January • 25 February • 25 March • 29 April • 27 May 	



Signed: _____ Date: 5th September 2022

Guy Shackle, Chair of Governors