



WMCC Board

Wednesday 29 March 2023, Crowndale Rd

Minutes

	Appointed Governors			
1	Barbara	Byrne		Y
2	Susan	Corby		Y
3	Fran	Fahey		Y
4	Neil	Garner		Y
5	June	Jarrett		Y
6	Samata	Khatoon		Apologies
7	Alexi	Marmot		Y
8	Tom	Robins		Apologies
9	Alice	Rubbra		Y
10	Guy	Shackle	Chair	Y
11	Jon	Sibson		Y
12	Max	Silver		Y
13	Paul	Smith		Apologies
	Nominated Governors			
	Maria	Rosenthal		Y
	Staff Governors			
	Amanda	Blinkhorn		Y
	Monica	Kinaswicz		Y
	Student Governors			
	Beatrice	Aguilar		Apologies
	Hein	Doan Thi		Apologies
	Officers Attending			
	Diana	Teesddale		Y
	Imelda	Galvin		Y
	Bill	Barker		Y
	Others Attending			
	Cameron	Walkinshaw		Y
	Dudley Leigh	Mosaic		Y

1	<p>Welcome</p> <p>Guy Shackle (GS, Chair of Governors) welcomed everyone to the meeting. He introduced Cameron Walkinshaw (interested in becoming a co-opted member of the Audit Committee) and Dudley Leigh, Mosaic Consulting (Board assessment)</p> <p>Apologies for absence Samata Khatoon, Tom Robins, Paul Smith.</p> <p>Declarations of Interest: There were none</p>	
2	<p>Governance:</p> <p>Board Membership: New Members /3 year renewals / 9 year exception Election of Chair and Vice Chairs: June Jarrett (JJ) proposed:</p> <ul style="list-style-type: none"> • Guy Shackle to continue as Chair • Jon Sibson to continue as Vice-Chair • Max Silver to become the second Vice Chair and also Chair of the FPDC. <p>These proposals were seconded by Fran Fahey (FF). There being no other proposals these were agreed.</p> <p>Bill Barker (BB, Clerk) advised that Barbara Byrne would be stepping down at the end of the month (March 2023) after a full nine years of office.</p> <p>BB advised that Alexi Marmot (AM) would make a statement proposing the continuation of her term of office for a further year so as to develop work on the Estates and Sustainability priorities. The Board heard AM’s statement and agreed the extension of her term of office for a year.</p> <p>BB advised that Paul Smith would be stepping down after the July meeting of the Board – his term of office should be extended to cover the period to the end of July. BB proposed that JJ’s membership be extended for a third term of 3 years.</p> <p>All these proposals were agreed by the Board. Members thanked Barbara Byrne for her commitment and contribution to the work of governors.</p> <p>Principal Recruitment BB reminded governors of the arrangements in place Advertisement closes: 11 April. Search Committee: 13 April – to agree “long-list” Search Committee interview panel: JJ, GS, JS, AR</p>	

	<p>Candidates to visit College: April 19: tour and presentation to governors, learners and staff. April 19: SC to determine “shortlist” for next stages</p> <p>April 26: written assessment and “reverse panel” interviews with SLT April 27: SC panel interviews (Frances Bates former Chair of Mary Ward to attend)</p> <p>These arrangements were welcomed by the Board with members noting in particular the involvement of learners and staff.</p> <p>Vice-Principal Recruitment</p> <p>Max Silver (MS) advised that Imelda Galvin (interim Vice-Principal) would be leaving the College shortly for a deputy CEO role in a large College group. He wished to thank IG for her work and to wish her every success in her new employment. MS advised that he was making arrangements for a new interim V-P.</p>	
<p>3</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Strategy Chair’s Introduction: GS welcomed Dudley Leigh (DL) back to the College and thanked him for his work and that of his colleague, Jonathan Davies.</p> <p>DL introduced the report from Mosaic: Main points: A sound good operation, Improvements: A new Strategic Plan (SP) More discussion of strategy = planning by chair and vice chairs Raise profile of governor appraisal and Board self-assessment. Avoid long gap (July Board to November Committee cycle /December Board) Greater involvement of alumni, student governors Explore additional sponsorship for courses from employers, charities Increase diversity of Board membership Resource for Fundraising (long term –3 year- development horizon) Exploit College profile to develop publicity (and consequential marketing) profile</p> <p>Mosaic Board Review – Discussion. The Board recognised the need to develop and consult upon a new SP. Members understood that that this would be a priority for the new incoming Principal. They suggested that a preliminary discussion could form part of the early autumn 2023 Strategy Session.</p> <p>AoC Code of Good Governance – for adoption. BB advised that the AoC’s code should be adopted in advance of the arrangements for approving the Statement of Corporate Governance and Control as required for the</p>	

Financial Statements 2022/23. The new sections were dedicated to Equality Diversity and Inclusion and to Environmental Sustainability. BB advised that these paragraphs had been considered by the FPDC which had altered its terms of reference and cycle of business accordingly.

The Board adopted the AoC Code of Good Governance.

ESFA Guide: Governance Guide – for information. The Board noted this.

3.5 **Principal's Update:**

Maria Rosenthal (MR, Principal) provided the Board with a mid-year update and overview of continuing developments. She advised that a theme of her report was the pace of change (at the College, in London and nationally).

College Improvement Plan and Future Planning:

The College was working with a consultant from the DfE to improve planning for provision and the budget for 2023/24. The process involved consideration of course rationale, cost and income – to estimate the break-even enrolment numbers and thereafter the contribution to College overheads.

Employers:

the rationale for provision included consideration of the courses' arrangements for links with employers: this was an increasing expectation of Ofsted and would be underpinned by the LSIP (Local Skills Improvement Partnership) once this was operational in the London (central /north) area.

Accountability Statement.

MR reminded governors that providers are now required to develop statements of how their provision meets local need, particularly that of employers. Providers in receipt of funding under the "Community Learning" stream are required to demonstrate how their provision leads to employment or is of particular value to learners with learning difficulties. A draft is to be prepared by the end of May and final version by the end of the College year.

Data snap-shot mid-year.

MR advised that retention was at about 95%, but that attendance was "stubbornly" around 85%. The College would exceed its main (GLA /AEB) funding value: there was some opportunity for additional funding in future years but no certainty – the College had submitted a bid under the "Jobs for Skills and Londoners" scheme. MR reminded governors that funding rates were not increased with additional hypothecated funding streams.

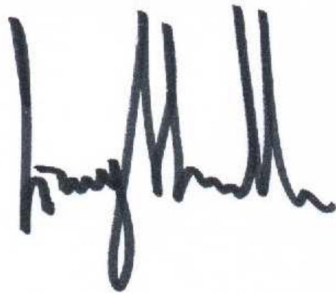
Cyber Security:

the IT team were working with JISC to put in place measures to gain assurance and to plan for "accreditation".

	<p><u>Estates:</u> MR advised of developments at the College, at the flats (48 Crowndale Rd) and at Kentish Town, MR advised that the Library at Crowndale Rd would be refurbished over the summer. Works on the flats at 48 Crowndale and at Kentish Town would require further planning and evaluation.</p> <p><u>Capital Grants:</u> Imelda Galvin (IG, Vice Principal) would summarise the level of grant available, its phasing and the requirements for the college “match”.</p> <p><u>Office of National Statistics (ONS) re-classification of colleges as in the public sector.</u> MR advised that this ruling had been made in late November – a particular requirement was for the College to confirm that it had observed the provisions of the “Managing Public Money” (MPM) limitations and restrictions in the period to March 31 2023.</p> <p>Governors welcomed this detailed update, commenting that this report following from the Strategy Day discussions provided a full and detailed presentation of the issues live in the sector and at the College.</p>	
4	<p>Minutes of the December 2022 Meeting. These were agreed.</p> <p>Matters arising not part of the current agenda There were none.</p>	
5	<p>Financial Monitoring <u>Management Accounts to January 31, 2023 (Q2 – 6 months)</u></p> <p>Year-end deficit forecast to be £23k (budget surplus of £17k).</p> <p><u>Financial Risks: de-restriction of Playing Field reserves</u> IG advised that she was in contact with Stone King as recommended by Buzzacott. The College had provided SK with documentation that SK would reference in their letter to the Charity Commission on this matter.</p> <p>Governors asked about energy costs and procurement: IG advised that the College benefits from the expertise and pooled buying power of a specialist energy procurement provider (LASER) operated through Kent County Council.</p> <p><u>Capital Funding: information received on day of the meeting:</u> IG introduced a paper detailing the capital funding available over the next 2-3 years from the GLA and the DfE:</p>	

	<p>GLA Provision for Skills for London, Capital Funding "Learning Beyond the Classroom": Grant £559k, College match £1,118k. £67k claimed: £134k contribution, £491k remaining - requires College match £982k.</p> <p>DfE Capital grants: Energy efficiency: £72k - received FE re-classification allocation: £181k Capital transformation allocation: £1,360,000</p> <p>The College is required to inform the DfE of how it will use the grants. The first steps are to submit a provisional plan, based on an earlier (c2017 conditions survey), to be followed by more detailed plans as a result of a newly commissioned conditions survey, and the development of an Estates Strategy.</p>	
6	Reports from Committees (minutes introduced by Committee Chairs)	
6.1	<p>Audit Committee:</p> <p>Neil Garner (NG, governor member of the AC) advised the Board that the full minutes formed part of the papers for the meeting. The AC received a report from Scrutton Bland (IAS provider) on outstanding recommendations: this would be updated and re-presented to the meeting of the AC in May 2023.</p> <p>Appointment of Buzzacott as Financial Statements Auditors for year ending 31 July 2023.</p> <p>6.1i NG advised that the Committee recommended the appointment of Buzzacott. This was agreed. The Board noted the intention to re-tender the service during 2023/24.</p>	
6.2	<p>CQSC:</p> <p>6.2i Jon Sibson (JS, Chair of the CQSC) advised the Board that much of the business of the Committee followed directly from matters considered at the Strategy Session.</p> <p>In addition, the Committee received reports on performance to date against funding contracts and a full report on attendance and retention disaggregated by categories of provision and learner characteristics. The Board welcomed that measures were being taken to investigate the disparities in attendance (and retention) noting that these factors were key indicators of later success /achievement. In future the full Board would have sight of the regular "Safeguarding and Prevent" reports that Caroline Poole, Director of Learner Services presented to each meeting of the Committee.</p>	

<p>6.3 6.3i 6.3ii</p>	<p>FPDC:</p> <p>The board heard an update of those matters not already considered above:</p> <p>Financial Health: the College’s point score fell just short of the level required to move from “Requires Improvement” to “Good”. The ESFA had not agreed to a re-evaluation given the level of College reserves. (see above re approach to Charity Commission to de-restrict some funds and in consequence to improve the ESFA’s rating)</p> <p>H&S Report and Policy Statement: the FPDC had received a full report on health and safety and had agreed updates to the H&S policy. The Policy Statement was not changed and the FPDC recommended that this was signed by the Chair and the Principal. This was agreed</p> <p>Estates.</p> <p>44 Crowndale Rd: Immediate work: repair /reconfiguration /redesign of disabled lift at the entrance. conditions survey, and library works (summer 2023). The heating and ventilation configuration required further adjustment.</p> <p>48 Crowndale Rd: options appraisal: (sale, sale after refurbishment, or retain as investment property)</p> <p>Kentish Town: engage Camden Council in discussion about responsibilities for major repairs, H&S works and refurbishment. In consequence consideration of lease and continued occupancy.</p>	
8	Date of next meeting 05 July (changed to 04 July)	



Signed: _____ Date: 04 July 2023