

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 6 February 2018

Members Present:		In attendance:	
Richard Noah	Chair	Sue Ratcliffe	Clerk to the Corporation
Nigel Evans	Principal	Jenny Stiling	Associate Member
Rosie Darkin-Miller	Vice-Chair	Phil Templeton	Vice Principal
Jane Nicklen	Apologies	Julia Rogerson	Vice Principal
Stephen Prewett		Kelly Bush	Vice Principal
Ian Hollows		Liz Hurst	Director of Finance
Steve Webb		Ian Munro	AoC Regional Director
Andy Matthews			
Mike Byatt			
Lyn Bourne			
Rod Davis			
Peter Vowles			
Joanne George			
Oliver Meech			
Garion Campbell- Armstrong			

Apologies for Absence

01/2018 An apology for absence was received and accepted from Jane Nicklen.

Declarations of interest

02/201 Members had nothing to declare.

Notification of Any Other Business

03/2018 One item of other business was notified, Notification of a Diagnostic Visit by the Further Education Commissioner, it was agreed this item to be taken after the Financial Report.

It was also agreed that the Principal's verbal update would be a confidential item, taken after Ian Munro's presentation.

Minutes of the meeting held on 12 December 2017

04/2018 the minutes of the meeting held on 12 December 2018, previously circulated, were confirmed as a correct record and signed by the Chair.

Report from Student Governors

05/2018 the Student Governors reported that there was a student rep meeting held that day with a further meeting planned for this coming Thursday focusing on the environment. There were no significant items to report, but students were keen to repeat the BBQ at the end of term.

One member asked the students if there was any focus today as it was E- Safety Day. The student governors were not aware themselves of any special focus for E Safety Day, but the staff governor explained E-Safety was at the forefront of tutorial and part of an ongoing programme in college.

Welcome to Ian Munro, AoC Regional Director

06/2018 Ian Munro gave a presentation, with a copy of his slides circulated to all Board members. He updated members on current Policy, the role of the AoC and local and regional issues. He

highlighted a complicated sector which had another new person in the government role, and which had to react to so many changes happening so quickly. He suggested that we were missing a long term Skills Strategy. FE works in a turbulent environment, dealing with so many different and new initiatives, such as current changes to Apprenticeships and HE and we are funded to compete, but not on a level playing field. FE is flexible but accepting, maybe we should sometimes say no, and not be taken advantage of.

Ian highlighted the following areas and suggested members should keep them to the fore and keep a watching brief on:

- Industrial Strategy,
- Institutes of Technology,
- The Sainsbury Review,
- T Levels.
- Ofsted – a new framework in 2019.
- Apprenticeships – a big plank of government policy
- Office for Students
- Review of HE tuition fees - planned for 2018
- Working with the ESFA and the FE Commissioner – with a positive and supportive approach.

Members thanked Ian Munro.

Lyn Bourne and Ian Munro left the meeting

Financial Report

07/2018 The Director of Finance presented the P5 Financial Report, previously circulated and she highlighted that the report recognises some income shortfalls, but also highlights how these will be substantially offset by savings in other areas. The current cash position and receipt of income remains a concern and the Board confirmed the College needs to explore rescheduling payments of the loan.

The Director of Finance explained that at the regular review meeting the ESFA had asked her to model some scenarios related to making the loan repayments, which she explained were illustrated in the graphs at the back of the report. Members noted the graphs show different positions, one assuming our outturn is at break even, and assuming we can spread the loan payments out in year. The second assumes the realisation of our anticipated risks of £400k, therefore meaning we cannot pay in full within the financial year. These projections have been shared with the ESFA but no response has yet been received. The Board noted their concerns over the cash position.

The Board were also notified of another concern in that the College had just received an apprenticeship contract update, revising one contract down based on numbers on the system at R03 in October, 2017 when, there were delays in getting all apprentices on the system due to significant changes to finalising contracts with students, and system issues outside of our control. As reported to the Board at the time. Members noted that this seemed to be a national issue which it was hoped would be corrected when the next return is submitted within the next 10 days. However until the issues are resolved it means the College will receive significantly less income for February than budgeted and add to our risk profile. Whilst it is felt this will be ultimately sorted, it is strongly expected that the predicted cash flow dip in March will hit us in February.

Members asked for an update on the position to secure income for High Needs students from Dorset County Council. The Director of Finance identified that in total £100k remained at risk. £184k has been approved and agreed. The College wants to claim £514k, a figure which includes direct payments from the ESFA as well, but we are still in negotiation with the local authority.

The Board asked for clarification on ESIF income, noting that the College is still waiting for £170k in achievement payments and is working with Bsmart Media to maximise that payment. Budget figures show £30k a month income until July. We have also submitted a growth bid and are awaiting feedback.

Diagnostic Visit by the FE Commissioner

08/2018 The Principal outlined the background to the receipt of a letter from the FE Commissioner informing the College that it would be the subject of a Diagnostic Visit on 20/21 February 2018 in preparation of an anticipated application to the Restructuring Fund. A copy of the letter had been circulated to all Board Members. The Principal explained he had brought up on various occasions the issue of how Weymouth College was recovering from its poor financial position, but struggling with regular loan repayments. It is understood that the Government may have the opportunity to redirect some of the funds designed to implement Area Review recommendations to help other Colleges with specific financial or quality issues. It seems that it may be about looking at restructuring the loan and/or doing other things to help, but the detail and options are unknown. With the support of the ESFA the College received a call followed by the letter to say we are on a shortlist for a visit. It was agreed we go into this with an open mind, honesty and manage the short timescale so that it is completed before the new Insolvency Regime is put in place.

Principal's Update

09/2018 Confidential Item

KPI Performance Report

10/2018 The Board received the performance report and were pleased to see a positive 91% learner satisfaction outcome from a high 71% response rate. Adult apprentices now showing £70k off allocation with 16-18 still growing. A new Head of Apprenticeships has been appointed - David Watson has been in post for 3 weeks, he received a recommendation from Rod Davis. Members were pleased to see this appointment in place and an advert out for a 0.5 sales position.

College Self-Assessment Report 2016-17

11/2018 The Chair reported that following approval of the draft SAR at the last meeting, the final draft document had been uploaded by the required deadline. However due to recent pressures and a bout of sickness not all the recommended changes identified by the governor's sub-group, had been implemented. Therefore after discussion the Board agreed the SAR may not be perfect or exactly as all would want it to be, but it would remain as currently uploaded and the College would move forward for next year.

It was proposed:

- Julia Rogerson, Vice Principal performance and delivery, working with the Clerk, would agree a proposed timetable for Board input and validation, for the next meeting. The timetable would also include programme for monitoring the Quality Improvement Plan (QUIP), the Board would review certain aspects at each meeting. Members noted there were currently four areas identified for improvement, some of which had already been completed.

Members noted that some organisations have a rolling QUIP, keeping it live. It was agreed this would be considered as part of the next process and noted this is part of the MTR process.

- The Vice Principal, Performance and Delivery would take over as lead in SAR production in her role as College Nominee and would work with the support of Lyn Bourne on a proposed format to bring to the next meeting in anticipation of an Ofsted Inspection in November 2018.

Proposed by Steve Webb, seconded by Ian Hollows, all in favour.

Any Other Business

12/201 There were no additional items of other business.

Date of Next Meeting

13/2018 The next meeting was confirmed as Tuesday 27 March 2018.

Confidentiality

14/2087 It was Confirmed that The Principal's update is to remain confidential.

Signed _____ Chair

27 March 2018