

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 27 March 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 Apologies
Steve Webb		James Clark	Finance Manager
Andy Matthews		Dave Wade	Estates Manager for Agenda item 2 only
Mike Byatt	Apologies		
Lyn Bourne	Apologies		
Rod Davis	Apologies		
Peter Vowles			
Joanne George			
Oliver Meech			
Garion Campbell- Armstrong			

Apologies for Absence

15/2018 Apologies for absence were received and accepted from Lyn Bourne, Mike Byatt, Jane Nicklen, Rod Davis and Liz Hurst, Director of Finance

Health and Safety Annual Report

16/2018 The Board welcomed Dave Wade, Estates Manager to the meeting to present the Annual Health & Safety Report, which had been previously circulated. Working through the report, the following items were highlighted and discussed:

Members noted:

- Changes to the Health and Safety Department staffing, moving certain functions to the HR Department and details of training undertaken.
- Health and Safety checks for apprenticeships and for Westfield School
- A recent audit undertaken by our insurance provider, and the actions implemented as a result.
- The work of the Health and Safety Committee
- Update on Accidents and insurance claims, noting no RIDDOR claims in the period but there are two ongoing claims and one recently settled.

Members asked if reporting by Department could be considered for future reports.

Dave Wade left the meeting

Declarations of interest

17/2018 Members had nothing to declare.

Notification of Any Other Business

18/2018 No additional items of other business were notified.

Minutes of the meeting held on 6 February 2018

19/2018 the minutes of the meeting held on 6 February 2018, previously circulated, were confirmed as a correct record and signed by the Chair.

Report from Student Governors

20/2018 the Student Governors reported a busy time in Environment month, raising awareness on environmental issues with different events such as a water tasting in the canteen to see if students could tell the difference between bottled and tap water, and a challenge to walk or cycle to college with an incentive of a free meal. Members also noted a successful Volunteer Fair had taken place.

Oliver Meech tendered his resignation and reported this would be his last meeting as he would be leaving college following the completion of his course. Oliver reported how he had enjoyed his time at College and how he felt very well supported and also how he valued the short time he had served on the Board. Oliver also reported that following the election process held recently, Alex Wyatt came third and would therefore take up the vacant position and attend the next meeting as an observer. The Board thanked Oliver and wished him well for the future.

Principal's Report

21/2018 The Principal presented a written report, previously circulated. Members discussed some concerns over what seemed like inappropriate activities of a local company in respect of contracts for Apprenticeships and the commitments made to the College in agreeing delivery, but that the company has not progressed but contacts have been made with another college about delivery of the new engineering standards. Weymouth are not yet able to deliver the new standards and it is not believed other local colleges are either. Further discussion followed on the apprenticeships as a whole and other major providers and the use of the levy. The Board noted a successful Apprenticeship Week event and continued supportive input from Richard Drax MP.

Further discussion followed on progress being made with discussions on the future of leases on certain areas of the College Estate and costs involved either to get out with dilapidation costs incurred or anticipated rent reviews. In addition the Principal reported on various considerations being given to continuing the lease at Poundbury, and looking at possible relocation of provision to Cranford Avenue to enable growth of other provision at Poundbury which will meet curriculum demands, e.g. establishing plumbing Level 3. Members felt this provision should stand or fall on its own merits and finances must stack up.

Members made it clear that it was important the cost of extending leases and dilapidations costs are known before any final decisions are made.

In addition the Board were pleased to note that funding had been secured for the continuation of Careers College.

FE Commissioner Diagnostic Visit Report

22/2018 there was no further news as the report has not yet been received.

Financial Report

23/2018 in the absence of the Director of Finance, the Principal and the Finance Manager presented the report which showed a worsening position. The Principal explained this was a moment in time and did not show projections to the end of the year or anticipated savings from the non-pay budget and there are still enrolments, apprenticeships and other mitigations to include going forward. Worst case scenario was a £500k deficit.

Members felt the position was not very helpful as they needed to see projections and improved forecasting, i.e what is the anticipated figure, we need better income forecasting, to be more realistic and reported sooner, so that members are more confident with the figures. Real time active management of income. ESIF and Apprenticeships have been uncertain the whole year, this is due to the complexity of income. However, we have hit the predictable income lines, the issue is with the unknown areas.

Members emphasised they were not critical of staff, it's a process failure, which we must learn from for the future. Members explained that we should spread the required savings across all budget holders/departments, so they know what savings are expected from them during the year to balance the budget, rather than identify this late on that there was still work on the non-pay budget to identify savings.

Members noted the recently circulated letter confirming the re-profile of our BIS Loan repayments.

Andy Matthews left the meeting.

KPI Performance Report

24/2018 The Board received the performance report and the issue of apprenticeships was once again highlighted. 16-18 enrolment target is 1306 with a Princes Trust group to add.

College Self-Assessment Report Timetable and QDIP Report Monitoring

25/2018 The Board received the Draft Self-Assessment timetable and QDIP Report which was unanimously supported and approved.

Committee Reports

26/2018 The Board received the draft minutes of the Audit Committee and Finance Committee joint meeting held on 6 March 2018. The Chair explained the decision to reduce the number of internal audit days in an effort to reduce expenditure in the current year. A revised programme had been agreed with Auditors for the remainder of the current year, reducing the total days from 25 to 15, making a saving of approximately £4000. The Committee had agreed to review this further in preparation for the Audit Planning meeting in May and to ensure they are able to find the required assurances elsewhere and check with Moore Stephens how much they relied on the Internal Audit work, and to avoid any duplication.

The meeting was held jointly with the Finance Committee with separate agenda items as otherwise both meetings would not be quorate. The Committees would be reporting and recommending to the Board in more detail after their next meeting in June.

Board Membership

26/2018 i) The Clerk reported a request for a second term of office for Jane Nicklen, following electronic discussion and recommendation by Search and Governance Committee Members that the continuity would be useful during the approaching local government changes in Dorset. A second term was proposed by Rosie Darkin-Miller and this was unanimously approved.

Members also noted the imminent changes to Ian Hollows' position, in that he is moving out of the area as soon as his house sale is completed. It was therefore proposed that at the end of his current term in July 2018, he be appointed as a Co-opted/Associate Member, remaining as Chair of the Finance Committee, for a one year term, or until his resignation which will be tendered when he moves from the area. The proposal by the Chair was unanimously approved.

The Clerk reported that Peter Vowles term of office as staff governor was ending and an election had been arranged. There were four candidates nominated for the position. The successful candidate would be known in time to attend the next meeting. Members proposed that changes should be made to the governance policy (GP5) to allow the appointment of two staff governors. This would increase the Board membership to 17. Various options for this appointment were discussed and it was proposed that the two candidates with the highest number of votes should be elected, irrespective of their location, or status as academic or support staff members.

RESOLVED to make changes to GP5 Governance Process Policy to increase membership to a total of 17, providing for two members of staff. Proposed by Steve Webb, all in favour.

The Chair reported that there were two current vacancies with the changes to Ian Hollows' position and expressions of interest had been received. The Board felt representation from local business would be advantageous to the Board.

Any Other Business

27/2018 The Chair reported that he and the Clerk had attended a Governance Summit in London on 14 March 2018 and papers would be circulated to members as they become available.

There were no additional items of other business.

Date of Next Meeting

28/2018 The next meeting was confirmed as Tuesday 22 May 2018.

Confidentiality

29/2018 It was Confirmed there were no items to remain confidential.

Signed _____ Chair

22 May 2018