

**WEYMOUTH COLLEGE CORPORATION**  
**Minutes of the Board Meeting held on 11 December 2018**

| <b>Members Present:</b> |                                    | <b>In attendance:</b> |                                 |
|-------------------------|------------------------------------|-----------------------|---------------------------------|
| Richard Noah            | <b>Chair</b>                       | Sue Ratcliffe         | Clerk to the Corporation        |
| Nigel Evans             | <b>Principal (via Skype)</b>       | Jenny Stiling         | Associate Member                |
| Rosie Darkin-Miller     | <b>Vice-Chair</b>                  | Jacqi Gerrard         | Associate Member                |
| Jane Nicklen            |                                    | Phil Templeton        | Vice Principal <b>Apologies</b> |
| Stephen Prewett         | <b>Apologies</b>                   | Julia Rogerson        | Vice Principal (via Skype)      |
| Steve Webb              | <b>Apologies</b>                   | Kelly Bush            | Vice Principal                  |
| Andy Matthews           |                                    | Liz Hurst             | Director of Finance             |
| Lyn Bourne              | <b>Apologies</b>                   | James Clark           | Finance Manager                 |
| Rod Davis               |                                    | Mark Powell           | Auditor, Moore Stephens         |
| Peter Vowles            |                                    |                       |                                 |
| Megan Barnes            | <b>Apologies (Maternity Leave)</b> |                       |                                 |
| Joanne George           |                                    |                       |                                 |
| Louise Matthews         | <b>Apologies</b>                   |                       |                                 |
| Alex Wyatt              |                                    |                       |                                 |
| Harry Williams          |                                    |                       |                                 |

The Chair welcomed everyone to the meeting and extended a special welcome to Harry Williams, the newly elected student governor.

**Apologies for Absence**

98/2018 Apologies for absence were received and accepted from Stephen Prewett, Steve Webb, Louise Matthews, Megan Barnes, Lyn Bourne and Phil Templeton - Vice Principal.

**Declarations of interest**

99/2018 Members had nothing to declare.

**Annual Report and Financial Statements 2017/2018**

100/2018

i) Annual Report and Financial Statements 2017/2018

The Director of Finance presented the Annual Report and Financial Statements 2017-2018, previously circulated, and confirmed the out turn was as reported at previous meetings. She highlighted notes to the accounts which required different and new disclosures, such as trade union activities. The biggest change is note 19, concerning the LGPS which now reports the group as a whole.

**RESOLVED** to accept the Annual Report and Financial Statements 2017/2018 as presented.

Proposed by Andy Matthews, seconded by Rosie Darkin-Miller, all in favour.

ii) Weyco and Redlands Annual Report and Financial Statements

The Director of Finance presented the Annual Report and Financial Statements 2017-2018 for both Weyco and Redlands and reported these were as presented to the Company Directors and confirmed the out turn was as previously reported.

**RESOLVED** to accept the Annual Report and Financial Statements 2017/2018 for Weyco and Redlands as presented. Proposed by Andy Matthews, seconded by Rosie Darkin-Miller, all in favour.

iii) Letter of Representation and Letters of Support for Weyco and Redlands

The Director of Finance presented the draft Letter of Representation and Letters of Support for the continued support of Weyco and Redlands, for signature. Members noted these were standard letters as provided in previous years.

The Chair reported that the Directors of the two companies were starting to explore the possibilities of joining the two companies.

**RESOLVED** to approve the Letter of Representation and Letters of Support for Weyco and Redlands for signature, as presented. Proposed by Andy Matthews, seconded by Rosie Darkin-Miller, all in favour.

iv) Annual Audit Summary Report from Moore Stephens

Mark Powell, Our Audit Partner from Moore Stephens, presented the Annual Audit Summary Report, previously circulated and thanked colleagues for the work undertaken in supporting the audit work. Members noted there were no material issues or statements to report and no regularity issues. The auditors were preparing to issue a clean audit opinion. He explained that he had spoken with the ESFA concerning significant risks experienced throughout the year with cash flow issues and doubts regarding our going concern statement and our loan repayment commitments, which had been highlighted throughout the year. Following receipt of a helpful email and telephone conversation with ESFA managers, who were able to provide enough reassurance that there would be a successful outcome to the College's application for a payment holiday, he was happy to sign the accounts and provide a clean audit statement. Members were also pleased to note there were no significant control issues and noted the adjustments as listed at appendix 1.

*Members took a break to complete the signing of the accounts and passed signed copies to auditors for submission as required.*

## **Financial Report**

a) P3 Financial Report

101/2018 The Board received the P3 Financial Report, previously circulated and noted P4 would soon be available. There is a typo in the report, which should read 2018-19. The report also includes early changes to additional reporting requirements that will be need to be provided should our application to the TU be successful, a balance sheet has been provided this time.

Members noted that the report highlights our risks in income going forward. SLT went through every income line to ensure the budgets remain realistic and the Director of Finance highlighted NCS tendering remains a risk and the Outdoor School is the second risk area.

Members asked about income accruals related to tuition fees and noted they are accrued when they are due. Apprentices were highlighted in that there were no risks identified against apprentices. The Vice Principal explained the College was already over its planned recruitment for 16-18 apprentices but about 120 off the end of year projection for 19+ apprentices. Further work on projections against plan is being undertaken with re-porting being developed.

The Director of Finance presented a summary of staff costs developed from benchmark data which is published after Colleges submit their finance records and forecasts to the ESFA. Pay costs are always

talked about as a key measure, but this shows how Pay costs are rising, which is influenced by significant pension costs and the National Minimum Wage/National Living Wages responsibilities.

*Jane Nicklen arrived*

*Mark Powell and James Clark left the meeting*

b) Application to the Transaction Unit

102/2018 The Principal Updated members on our application to the Transaction Unit. Members noted that it had successfully passed through two committees and now needed Ministerial sign-off. The Advisory Panel had identified the need for a bit more money, the amount of this is unknown. The TU were putting forward a proposal on our behalf, which we hoped would receive sign off before Christmas. Members highlighted the view that social mobility remained an important issue.

**Notification of Any Other Business**

103/2018 One item of other business notified - attendance at the Business Breakfast Meeting to meet new CEO of the new Dorset Council.

**Minutes of the meeting held on 13 November 2018**

104/2018 the minutes of the meeting held on 13 November 2018 previously circulated, were confirmed as a correct record and signed by the Chair.

**Verbal Feedback from Audit/Finance Committee held on 11 December 2018**

105/2018 Members noted that the meeting was not quorate until the arrival of one member nearing the end of the discussions. No decisions or recommendations could therefore be made. The quorate meeting was then able to approve and sign the Annual Report of the Committee for presentation to the Board. There were no amendments to the draft, previously circulated to the full Board.

Members also noted that applications were being received for the post of Director of Finance and Interviews were scheduled for 11 January 2019. Members of the Board agreed they wanted to be involved in the appointment process.

**Report from Student Governors**

106/2018 The Student Governors reported good attendance (more than 40) at a successful student rep meeting attended by the Principal. This was a very successful opportunity to talk directly to members of SLT and a number of issues raised including IT equipment and connection issues, the Principal was able to explain these issues were connected to the College's ongoing financial pressures. Emily Marshall, has been nominated for the Youth Parliament.

**Equality and Diversity Annual Report**

107/2018 Members received the report and agreed an opportunity for questions and further discussion would be available at the next meeting. The Vice Principal Performance and Delivery responded to a question concerning an action plan by reporting that E & D reporting was being developed, she hoped members would agree the College was moving in the right direction and promised future reports would include an action plan, more apprenticeship and staffing information.

## **Principal's Report**

108/2018 The Principal gave a verbal update and offered congratulations to Peter Voles on receiving a 2018/19 Certificate as an AOC Beacon Commended College in the "Careers and Enterprise Company Careers Education and Guidance Award". Members were also reminded that the College had been successful in its Matrix re-accreditation and members were reminded it was Visioning Day at the end of term, full details on the GVO.

## **KPI Performance Review**

109/2018 Members received the KPI Performance Report and noted the apprenticeship target for 16-18 was being met. Despite successful Open Events, the 16-18 classroom based enrolments was down - 1200 against a Target of 1301. Enrolment was 1250 last year at this time. However due to lag funding, this would not impact until 2020, Princes Trust and Routes Into would help to increase numbers before the census date, and colleagues are putting every effort into getting additional enrolments.

### Targets 18/19

110/2018 Members received and approved the KPI targets for 2018-19.

## **College Self-Assessment Report 2017/2018**

111/2018 The Board received the final SAR, circulated via the GVO and recommended by the Governor Validation Panel. The Chair explained that the Panel had asked for further evidence in two areas before they could confirm all grading assessments. The evidence has been provided and therefore 16 -19 study programmes had moved to Good, and Destinations and work experience Good with outstanding features.

**RESOLVED** to approve and accept the SAR for submission as required, with thanks to the validation Panel and the Vice Principal Performance and Delivery.

Proposed by Rod Davies, seconded by Jo George, all in favour.

## **Any Other Business**

### 112/2018 Business Breakfast Meeting - 12 December 2018

It was agreed the Vice Chair, Rosie Darkin-Miller would attend the Business Breakfast to represent the College. This was an opportunity to meet the CEO of the new Dorset Council, Matt Prosser. Members highlighted the importance of engaging with the new Dorset Council as it Impacts on rural Dorset, our future relationship with council and the LEP. Resources will be split, so there are implications for social care responsibilities, impact for foundation studies and a squeeze on the budget. A Lack of skills mentioned by LEP, what are they doing to emphasize the skills agenda?

## **Date of Next Meeting**

113/2018 The next meeting was confirmed as Tuesday 5 February 2019

## **Confidentiality**

114/2018 there were no items deemed to be confidential.

Signed \_\_\_\_\_ Chair

5 February 2019