

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 21 May 2019

Members Present:		In attendance:	
Richard Noah	Chair	Sue Ratcliffe	Clerk to the Corporation
Nigel Evans	Principal	Jenny Stiling	Associate Member Apologies
Rosie Darkin-Miller	Vice-Chair Apologies	Rob Cole	Director of Finance Apologies
Jane Nicklen		Phil Templeton	Vice Principal
Stephen Prewett		Julia Rogerson	Vice Principal
Steve Webb	Apologies	Kelly Bush	Vice Principal
Andy Matthews		James Clark	Finance Manager
Lyn Bourne	Apologies		
Rod Davis			
Peter Vowles			
Jacqui Gerrard			
Megan Barnes			
Joanne George	Apologies		
Louise Matthews			
Alex Wyatt			
Harry Williams	Apologies		

The Chair welcomed everyone to the meeting.

Apologies for Absence

33/2019 Apologies for absence was received and accepted from Rosie Darkin-Miller, Steve Webb, Harry Williams, Jo George, Lyn Bourne, Jenny Stiling and Rob Cole, Director of Finance.

Declarations of interest

34/2019 Members had nothing to declare.

Notification of Any Other Business

35/2019 an additional item to Agenda item 5 – Bank Signatories was accepted. There was no other business notified.

Minutes of Previous Meetings

36/2019 the minutes of the meeting held on 26 March 2019 previously circulated, were confirmed as a correct record and signed by the Chair after an amendment to minute 27/2019 which should read “a refinancing loan of £2.019 million with an additional £400k drawdown on Friday 29 March 2019.”

- i) Strategic Plan Members asked about progress with updating the Strategic Plan. The Principal explained he had recently met with the new Chief Executive and other senior officers from the new Dorset Council. As it is important for the College to align with the Council’s plan as well as that of the LEP, he was proposing to delay the work to update the strategic plan until the new Council plan was ready in September.

Jane Nicklen shared that there was some new and useful statistical data available for the new council area and agreed to share a presentation and how to access the data.

Members to share any other inputs and available reports. It was agreed the Principal will lead for the College and **arrange a meeting during the coming term of all members who agreed to be part of the working group.**

37/2019 The minutes of a special meeting held between the Chair and the Principal to execute the final TU Documents held on 29 March 2019 and previously circulated, were confirmed as a correct record and signed by the Chair.

Financial Report

38/2019 The Board received the following reports, previously circulated via the GVO.

i) R09 presentation

The Vice Principal Funding and Operations presented the R09 return, a copy of the presentation is on the GVO. He emphasised that the 16 – 18 under recruitment impacted next year, with the lagged funding model. However there has not been much overall change since the last report, and there is one Princes Trust cohort still to start.

Members noted:

- Learning Support projected at £113,850.
- Adult skills remain a concern and it is important to ensure in future we match the delivery plan as well as the budget.
- Apprenticeships are on plan and the Business Development Manager is implementing recruiting strategies.
- Introduction of a new slide to show apprentices monthly starts which will help build trend data.
- Advanced learner loans, another area where plan did not match the budget. With only 60.8% of the facility being used. The impact is cash and it is difficult to encourage adults as they are not funded now but have to take out loans. Members asked about the impact next year's adult education budget. The Allocation is £120k lower, which was as expected.
- Positive increased sign-up for 8 June open day.

ii) P9 Financial Report

Members received the P9 report as presented by the Finance Manager, and noted that the report continued to prepare for the reporting figures required by the TU, including the chart showing the financial KPI's on the front sheet. Members noted and discussed further the following areas:

- £675k projected EBITDAR outturn.
- The £400,000k drawdown funding has been received. Until then cash was incredibly tight, now creditors are being cleared.
- £100k of the money received has been spent on legal and other contract fees and we are expected to retain £300,000 in the bank for 9 of 12 months each year. We are committed to interest charges for the new loan, but we have some breathing space now, although the expected clawbacks happens in December and this affects income in the spring: i.e. February, March and April.
- Staff costs are under control and are closely monitored as the implications of the National Living Wage/National Minimum Wage rises will impact the budget and differentials are eroded. There are still no signs of any increase in funding rates.

- Debtors – the figure is mostly related to trade debtors, with realistically £100k at the 30 days level. One debtor is a £10k legal matter from an overseas company.
- National Citizens Service - new contract now in place and income is being regularly received.

iii) Insurance Renewal

The Board received the updated Insurance renewal report, previously circulated via the GVO and noted that our insurers have now offered a competitive 3 year deal which gives financial savings and input into safety work in the kitchens. Members considered the significant amount of work undertaken on our behalf by insurers to meet the requirements of the TU application; the renewal terms were provided as part of the CPC Insurance Framework agreement and the Board confirmed the decision to move away from the first agreement of a one year extension and accept the terms of a 3 year deal as presented. All in favour, no abstentions.

iv) Receipt of Funds from the Restructuring Unit

Members wished to record that following the presentation of the minutes of a special meeting between the Principal and the Chair on 29 March 2019, the application was now completed and the additional £400k drawdown funding had been received.

v) 2019-2020 Budget Preparation

Members received a report on progress with Budget Preparation for 2019-2020.

Members discussed:

- The previous suggestion that the College should produce an Income generation policy and noted the Principal suggested this would be part of the revised Strategic Plan.
- Inclusion of the plans for the new test centres, a commercial activity. It was confirmed they were included and that an advertisement for the manager role had already been placed.
- Potential pay award. The Board agreed to look closely at the affordability of a pay award when the out turn figure is known and the budget position for 2019-2020 is known.

vi) Bank Mandate – Signatories

The Board reviewed the signatories on the College Bank Accounts including Weyco Services Ltd and Redlands Sports Hub Limited and RESOLVED

- i) The bank mandates at both AIB and HSBC should be updated to show the approved list of signatories as:
 - Nigel Evans, Principal
 - Robert Cole, Director of Finance
 - James Clark, Finance Manager
 - Julia Rogerson, Vice Principal, Performance and Delivery
 - Phil Templeton, Vice Principal, Funding and Operations
 - Kelly Bush, Vice Principal Curriculum
- ii) The banks to be notified that transactions on the college accounts can be authorised by any two from the list of approved signatories.

- iii) All other existing signatories should be removed.

Report from Student Governors

39/2019 The Board received the written report, previously circulated. The Clerk explained she had been working with the student governors and Peter Vowles, Staff Governor to provide what will become an Annual Report of student activities. Members welcomed the report and were pleased to receive the background information.

Health and Safety Annual Report

40/2019 Members received the Annual Report at the last meeting, a copy was uploaded to the GVO. This item was to enable questions from members to the Vice Principal.

Members identified the apprenticeship checks on employers and asked if it a resource or admin issue. Members noted it is a process issue related to after the student starts, the team are working on adapting the process as most apprentices are already employed. The Employer provides their own policies and is responsible, but it is beneficial to have the checks.

Principal's Report

41/2019 The Principal presented a written report available on the GVO. The following items were highlighted and further discussed:

- i) LEP Bid Advanced Motor Vehicle provision. The application was at the final stages and ready to go. Members noted there was a forthcoming meeting to finalise next steps.
- ii) Office for Students (OfS) Members were updated on the considerable efforts put in by college staff to provide additional information requested by the Office for Students following their initial notification that they were intending to decline our registration. There has been limited dialogue with the OfS, they have missed deadlines and broken promises which now compromises our HE provision due to their highlighting errors following a review of our 2012/13 data, when nobody currently here was working on the data and whilst all mitigation has been provided, time is running out for our students to apply for their student loans. The latest response was promised but has not happened, we had data amendments delayed, and despite contacting them, there is no response as yet. The issues were originally raised in November 2018 and despite outperforming all SW Colleges, our students are being disadvantaged. Members felt the way forward was to write to Ministers and make contact through Julien Gravatt at the AoC, drawing out the impacts and implications for students. Deadline for student loans are 31 May 2019.
- iii) Further LEP Opportunities The Principal highlighted further opportunities available to the College through the LEP and reported consideration would be given to including the College in future plans to be discussed at the next Skills Board meeting. Members noted that the Skills Board had been established from the original Education and Skills Board with plans to funnel monies to skills projects in the county, with an emphasis on the West of the county in the next round. Opportunities to be involved in a Careers hub with local schools and a Dorset construction skills capital project, were discussed and considered. More details to be available after the next Skills Board meeting.

Performance Report

42/2019 Members received a sample of how future KPI's required by the TU, may be presented, together with the list of the KPI's that are required. It was agreed to move to the proposed format as presented, but to receive a final position on the current KPI's at the end of the academic year.

Weyco and Redlands Merger

43/2019 Members received the latest reports from solicitors and sample letters to be sent to the affected staff, copies are available on the GVO. The Clerk was asked to ensure that TUPE requirements were met and members agreed to amend the Redlands objects before the merger to ensure ancillary and income generating activities will be able to continue once they are part of WEYCO.

Any Other Business

44/2019 Members congratulated students on the recent "Uncovered" music tour. Members were also provided with a copy of the latest College Events Calendar.

Date of Next Meeting

45/2019

- i) The next meeting was confirmed as Tuesday 9 July 2019
- ii) Dates for 2019-2020 – Proposed meeting dates were circulated. Members were asked to send comments to the Clerk please before final agreement of dates at the next meeting. Members confirmed they would like a Christmas dinner after the December Board meeting.

Confidentiality

46/2019 There were no matters identified as confidential.

Signed _____ Chair

9 July 2019