

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 1 October 2019

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

10 members - meeting is quorate. In the absence of the Chair, the Vice Chair took the Chair for the meeting.

Education Inspection Framework (EIF)

63/2019 i) Presentation on the new Education Inspection Framework by Lyn Bourne. A copy of the slides are on the GVO. Members noted that the new framework is a very different approach:

- Curriculum is at the heart of everything. With a focus on the “three I’s” – Intent Implementation and Impact.
- The report will be shorter, no more than 3 pages.
- Less focus on data, only published data, no in-house data will be used.
- Focus on “What is it like to be a learner at Weymouth College”?
- Introduction of Deep Dives and curriculum sequencing.
- Change of focus for Governors too, again focus on Curriculum – how is it developed what input and impact.

ii) The development of the Curriculum is delegated to the Principal in our Governance model, monitoring by the Board, primarily through the link scheme and monitoring of KPI’s, the SAR and end of year achievements for students.

iii) Members felt that their focus has, rightly so, has been on the College’s financial position but for the future, there should be further focus on the Curriculum.

- It was agreed that **Curriculum** would be a regular item on the Board’s agenda and a folder on Curriculum added to the GVO to enable sharing of curriculum plans and other related information.
- Link Governors to look at sharing the report of their visits with the rest of the Board, via the GVO.

- As previously suggested, Heads of School will be invited to future meetings, starting with Construction at the next meeting. **The purpose being to understand the range of provision and sequencing learning, together with student experience and achievements.**
It was suggested we look at a consistent model for providing the information, but important to ensure it is suitable for the area, not necessarily appropriate to have one size fits all.
- The Principal will present a general response to the items for Governors highlighted on the final slide and introduce how Curriculum Planning is undertaken, at the next meeting.

Apologies for Absence

64/2019 Apologies for absence were received and accepted from Richard Noah, Steve Webb, Louise Matthews, Jo George and Kelly Bush, Vice Principal.

Declarations of interest

65/2019 Members had nothing to declare.

Notification of Any Other Business

66/2019 There were no items of other business.

Minutes of the Meeting held on 9 July 2019

67/2019 the minutes of the meeting held on 9 July 2019, previously circulated, were confirmed as a correct record and signed by the Chair. The following matter arising was raised:

i) Strategic Plan

Members asked for a progress update on the review the Strategic Plan and the agreed meeting with the Governor group. The Principal reported that he had been meeting with representatives from the new Dorset Council and progress was ongoing. Members felt a preparatory meeting would be a helpful starting point. The Clerk to arrange a meeting as soon as possible (*note to minutes – 5th November at 2.00 p.m.*)

Report from Student Governors

68/2019 With the student governor vacancies, no report was available. Members noted that two new student governor appointments, through nominations from the Student Council, would be made by the December meeting.

Principals Report

69/2019 The Principal gave a verbal update and explained that because of his weekly briefings, he was finding it increasingly difficult to prepare written reports. The Board reminded him that written reports were by exception, or for specific/urgent matters, members are pleased to receive his weekly briefings. "Principal's Report" to remain a regular agenda item.

LEP Funding Bids

- i) Motor Vehicle Project The Principal confirmed that the Motor Vehicle Project was progressing well. Details of the schedule for the purchase of vehicles, as published on the GVO, was progressing well. Members were pleased to note progress was on time for a proposed opening in November.

- ii) LEP 2 – Business Case The Principal confirmed that the full business case for capital funding of £610k submitted by the College had been approved by the independent assessor and was now ready to go before the LEP Board for final approval in the next few weeks.

Discussion followed on proposals for allocating this capital funding, if successful:

- Many of the proposals submitted in the TU bid, could now be implemented. Proposals such as IT Infrastructure, Test Centres, replacement Laptops and other equipment.
- It is a morale boost for staff, opportunity for improving facilities and increasing student numbers, after 13 years of no investment and just £100k annual capital budget.
- A rethink on the development of Test Centres will take place when considering competition from a newly established similar facility at Bournemouth and Poole.
- Important to remember we need income generation opportunities to move ourselves forward.

Members asked for a report to the next meeting, with full details and spending proposals, with full rationale:

The Clerk reminded colleagues they must receive a detailed report asking for approval to receive the income, in addition to the support given to make the application. The income is not identified in the approved budget for the current year. In addition, members need an agreed expenditure programme, showing monitoring milestones.

- iii) LEP 3 – Joint bid with Dorset Council for SEND provision
This project working with the Council to stop sending children out of county. The College is working to increase its provision from 90 to 180 students.

The board noted that the LEP might provide further opportunities to bid for funding, to be spent before 2021 in addition to possible new funding rounds after that date. The Board were assured that the College has plans ready for other projects if this opportunity was made available.

Annual Report on Safeguarding and the Prevent Duty

70/2019 Members received an updated report, as uploaded to the GVO. Members noted that the data is still not quite complete due to issues with the reporting function in “My Concern”. Further development on how we report needs to be completed. We need to be clear about what data we want/need and how we get it in a suitable format. Members understood the frustrations, but whilst acknowledging the challenges:

- Felt it crucial to have commentary and comparisons alongside raw data.
- Offered their congratulations on the recent award as reported, and the positive feedback received. However, we must focus on self-assessment, understand why students were lost, as reported in section 7, and be clear what we are doing about it.
- I is helpful to see the narrative and where the spikes are when looking at safeguarding incidents. But it needs commentary - This is a further software issue.

Financial Report

71/2019 The Board received the Financial Report and P12 Report previously circulated via the GVO.

The Director of Finance reported that our Auditors, Moore (change of name from Moore Stephens) had completed their work on the Weyco Accounts and Final Redlands accounts for 2018-19 and were due to start the Group Accounts Audit later in the month. The Board noted that there was the continuing debt forgiveness matter to address in respect of Redlands.

The Earnings before Interest, Depreciation and Amortisation (EBITDA) for 2018/19 is currently £661k. This is £406k adverse to budget due to the College not meeting income targets and overspends in staffing and other operating expenses. The overall loss for the group for 2018/19 is £645k after taking account of interest, depreciation and pension finance costs. The EBITDA outturn of £661k facilitates the College's ability to repay the bank loans (£337k), bank loan interest (£74k net) and Transaction Unit loan interest (£13k) during the 2018/19 financial year. The Transaction Unit (TU) restructuring fund agreement delivered an extra £400k to the College bank account.

Members noted that with income projections it is anticipated a reforecast can be presented in January when the current year enrolment numbers will be confirmed after attrition.

Apprenticeships are showing a positive position and The Director of Finance outlined the work he was overseeing reviewing contacts, vacancy management targets and other expenditure reviews including reviews of trading activities. Members received the report on:

Trading Activity Reviews

As an introduction to the budget monitoring reports, the Senior Leadership Team and Audit & Finance Committee will be receiving updates on a number of College Trading Activity areas. Members noted that whilst most trading areas contribute a return to the College finances, the Senior Leadership Team now wish to benchmark against the Further Education Sector to explore where possible, the maximisation of contribution against benchmarks. The two areas currently under review are Redlands and DCCA / Poundbury, both of which are currently part of long term lease arrangements. In respect of Redlands, meetings with Dorset Council officers are now underway coinciding with a county-wide review of Leisure facilities which includes Redlands. The Senior Leadership Team is also reviewing the various activities and proposed additional business at Poundbury for future commercial viability.

General discussion followed on the report and how helpful it was to members to receive detailed information on trading activities to enable full consideration to be given to these provisions.

Budget and Financial Plan 2019 - 2020

72/2019 Members reconfirmed the final budget submission uploaded to the GVO and endorsed as agreed by the Chair prior to submission to the ESFA in July. The College continues to receive regular monthly meetings and monitoring by the ESFA.

WEYCO

73/2019 The Board received a report from the Clerk to the Corporation following completion of the merger between Weyco Services and Redlands Sports Hub on 31 July 2019 and the closure of the Redlands Company and forthcoming strike off the Companies House register. The Corporation, as the sole member must confirm the establishment of a new Board of Directors.

The Company Articles state there is no maximum number, but the minimum number of Directors is one, to be appointed by the members. Weymouth College as sole member must agree the appointment of the Directors of the Company and determine the number of Directors.

RESOLVED

- The current determination of members will be four.
- The following members be nominated as Directors:
 - Richard Noah
 - Nigel Evans
 - Jenny Stiling
 - Jacqui Gerrard
- Due to their line management responsibilities, there are conflicts of interest for the SLT Lead officers, meaning Phil Templeton will no longer be a Director of Weyco.

Proposed by the Chair , all in favour.

SAR Validation

74/2019 It was agreed the meeting of the Governor Validation Panel will now be held on 3 December 2019.

Governance Items

75/2019 The Board received the final copies of the following Reports, final copies will be uploaded to the GVO:

- 2018-19 Attendance Report Subject to a minor amendment to the attendance report, the Board noted an overall average attendance as follows compared to the Board target of 75%:

All Committees	85%
Board	77%
Board and Committees total	79%
- 2018 /19 Governance Review and action plan. The Board approved the 2018-19 Review of Governance and Action Plan, as recommended and monitored by the Search and Governance Committee.

Any Other Business

76/2019 There were no other items of business.

(Note to the minutes – this meeting received a resignation from Louise Matthews which has subsequently been withdrawn and replaced with a request for a change of status to Associate Member, for health reasons, initially for a 6 month period.)

Date of Next Meeting

77/2019 The next meeting was confirmed as 12 November 2019

Confidentiality

78/2019 There were no matters identified as confidential.

Signed _____ Chair

12 November 2019