

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 10 December 2019

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	Rob Cole	Director of Finance
Jane Nicklen		Phil Templeton	Vice Principal Apologies
Steve Webb		Julia Howe	Vice Principal
Andy Matthews		Kelly Bush	Vice Principal
Lyn Bourne		Louise Matthews	<i>Associate Member</i>
Rod Davis		Joanne George	<i>Audit Finance Committee Member</i> Apologies
Peter Vowles		James Clark	Finance Manager
Jacqui Gerrard		Mark Powell	Moore - Auditors
Megan Barnes			
Lucas McCallum	Student Governor		
Jade House	Student Governor Apologies		

13 members - meeting is quorate.

Apologies for Absence

95/2019 Apologies for absence were received and accepted from Joanne George, Jade House and Phil Templeton, Vice Principal.

Student Governor Appointments

96/2019 The Chair confirmed the appointment of Lucas McCallum and Jade House as student governors, for a 2-year term, following their recent election by the Student Council. The Chair welcomed Lucas to the meeting, unfortunately Jade was unwell today and sent her apologies.

Declarations of interest

97/2019 Members had nothing to declare.

Annual Report and Financial Statements 2018/2019

98/2019 i) Audit Management Letter

Mark Powell from Moore, the College Auditors presented the Audit Management Letter, previously circulated. Members noted a substantial review of this document had been undertaken at the recent meeting of the Audit Finance Committee. The Board noted the work of the auditors was now completed, there were no issues to report in respect of the work on the Regularity Audit, and a clean audit opinion was issued.

Members' attention was drawn to the matter of Inter-company debt showing £310k was owing to the college from Weyco and Redlands. As in previous years, the Board agreed this debt would never be able to be repaid and the debt would be forgiven. The Clerk reminded members that at the last Board meeting in November, the matter of debt forgiveness was considered and it was agreed that

the inter-company debt and the debt to the College would be forgiven and appropriate wording provided to the auditors to enable this adjustment to be made to the final accounts, which had now been done. In addition as in previous years, a letter of support was provided for Weyco.

ii) Annual Report and Financial Statements 2018/2019

The Board received the Annual Report and Financial Statements as recommended by the Audit Finance Committee. The Director of Finance highlighted the financial objectives and headlines on page 16 and the reported financial health grade of “requires improvement”, gradually moving towards “good” in future years. Members agreed with reported staffing levels and the expected outcomes from trading and contract reviews. Total income £12.8m down to £12.5 million due to lag funding this year, with improvement expected with growth predictions for next year and the promised improved outlook for an increase in the national funding rate.

Members noted an improved outlook but cash flow remained tight in March and April. If possible, we will need to apply for any growth funding, which we will do, but the outcome is unknown at present.

Members expressed concern at our capacity to take up opportunities as they become available. Demographic is currently at its lowest point, with a rise in 16-18 numbers for next year, this puts us in a stronger position.

RESOLVED TO RECEIVE AND APPROVE THE ANNUAL REPORT AND FINANCIAL STATEMENTS 2018 – 2019 AS RECOMMENDED BY THE AUDIT FINANCE COMMITTEE

Proposed by Steve Webb seconded by Rosie Darkin Miller. All in Favour.

iii) Letter of Representation and Letter of Support for Weyco.

The Board received and approved the Letter of Representation and a letter of ongoing support for Weyco, these were signed by the Chair on behalf of the Corporation and passed to our Auditor, Moore.

iv) Annual Report and Financial Statements 2018/19 for Redlands and Weyco.

The Board received and approved the Annual Report and Financial statements for Redlands and Weyco as agreed and recommended by the Company Directors.

The meeting was adjourned for 10 minutes to enable the signing of the copies of the Financial Statements, the Letter of Representation and the Letter of Support for Weyco.

Mark Powell left the meeting

Notification of Any Other Business

99/2019 There were four items of other business notified and accepted: Utilities contract renewal, DCCA, Recruitment of New Members and Feedback from the AoC Conference.

Minutes of the Meeting held on 12 November 2019

100/2019 the minutes of the meeting held on 12 November 2019, previously circulated, were confirmed as a correct record and signed by the Chair, with the addition of apologies from Steve Webb.

Megan Barnes joined the meeting.

Audit Finance Committee meeting held on 26 November 2019

101/2019 The Committee Chair presented and the Board received and considered, the draft minutes of the last meeting and the Committee's Annual Report to the Principal and Corporation. There were no questions or comments on these documents.

Risk Register – the Board received the Risk Register showing the top risks to the College. This was presented in a new format developed and prepared by Committee member, Jo George and the Director of Finance. The Risk Policy was being reviewed in line with the revised Risk Register format. The Committee Chair and members liked the new format and had asked key staff to be added, together with a RAG of red, amber and yellow – risks will not be green! The committee commended it to the Board. Members noted and agreed plans sit within SLT and are inter-linked with the financial plan risks. It will be reviewed by the Audit Finance Committee 3 times a year, was a Key document, useful when making choices.

Financial Report

102/2019 Introduction of the Integrated Financial Model for Colleges

The Board received information about the introduction of the Integrated Financial Model for Colleges, the ESFA explains:

- The model aims to bring together the existing financial returns from colleges while providing
- enough financial information to understand the current and forecast financial position of colleges.
- From January 2020, the model replaces four existing templates: the College Financial Plan; the College Financial Record; the Cash flow available for debt servicing (CFADS); and the monthly cash flow template.
- It will also enable the ESFA to speed up the consolidation of data from all colleges, reducing the time taken to produce the college dashboard and benchmarking reports from months to weeks.
- The model also introduces several new features:
 - Monthly financial information allowing colleges to express forecast monthly cash position for at least the next 24 months
 - Semi-automated inputs allowing monthly profiling of income and expenditure to ease completion and improve accuracy
 - A blend of actuals and forecasts so it can be completed consistently at any point in the current year.

The deadline for colleges to submit the IFMC to the ESFA is the 28 February 2020. However, to account for the delay in introducing the new model, the submission deadline will revert to the 31st January on an annual basis. The Agency will also continue to work with colleges and monitor the feedback on the new return dates to ensure it strikes the right balance to ease pressures at the end of the year.

The model will be presented to the Board at the next meeting on 11 February 2020.

Update from Student Governors

103/2019 The Chair welcomed Lucas to the meeting. Lucas spoke about his positive experiences at college and as a student rep. He explained how students were considering how best to market the positives of Weymouth College in schools where there is no option or guidance given to opportunities at the College. Members were pleased to hear that Students aspire to come here now.

Students were asking about vegetarian options in the canteen. The student rep meetings are well attended and a mock election is being held. There are three candidates for the Youth Parliament. It was agreed to upload student rep meeting notes to the GVO for information.

Principal's Report

104/2019 The Principal gave a verbal update on our bids to the LEP:

- LEP 1 motor vehicle – Official opening held on 15 November 2019. A successful event with good support from the Board and a good PR opportunity.
- LEP 2 A successful bid in that we are able to input across the college with a long awaited upgrade to IT Infrastructure, developments in engineering and digital media. This is a very welcome outcome; we cannot under estimate the strain on our estate over recent years.
- Unfortunately, the bid for a SEND Centre was not successful. Members asked if there was any feedback on the application, and noted there was none, but suggested as it was a joint bid with Dorset council, perhaps the committee felt this provision was the responsibility of the Council.
- The final bid for a construction project has successfully gone through the first round of reviews and it is anticipated a decision will be made in January 2020 once the final level of underspend in the LEP is clear. In addition, an opportunity had been made available to the College to supplement this with a bid through the CITB, the outcome for this is expected at the end of December.

The Principal also reported on a successful first meeting of a new Engineering Advisory Group linked to the successful bid. A model of employer engagement we can take across the curriculum. Attended by 16 employers, Rod Davis suggested it was providing a positive example of employer engagement, with T levels on the horizon.

Members asked about responding to the Dorset Council Plan and noted the Principal was finalising the College response to be submitted by **20 December 2019**.

College Self-Assessment Report 2018-2019

105/2019 the Vice Principal reported a positive validation panel, made up of Jane Nicklen, Lyn Bourne and Richard Noah, with input from Stephen Prewett. The Panel recommended the SAR to the Board for approval. The document was circulated via the GVO for all members.

Members noted:

- An Executive Summary will be available.
- The draft goes to Ofsted, it is requested as part of desk-based research. Ofsted will read the report Linked to our expected Ofsted visit in 2020.
- Format reflects the new inspection framework.
- It is for our own use and informs our QUIDIP.
- Overall effectiveness and judgements. Behaviour and attitudes recommended as outstanding -high retention and attendance, punctuality, keeping students on course, its all very positive. All other areas good with exception of Apprenticeships, which requires improvement.
- Curriculum item on all future Board agendas. Agreed input from Dorset Training Academy and perhaps then Apprenticeships and Health and Social Care. Perhaps before the business meeting.
- Impact of Governance - Board members will further develop the questions sheet showing IMPACT on the EIF.

RESOLVED TO RECEIVE AND APPROVE THE SELF ASSESSMENT REPORT AS RECOMMENDED BY THE VALIDATION PANEL. Proposed by Jane Nicklen, seconded by Jacqui Gerrard. All in Favour.

Any Other Business

106/2019 There were four items of other business notified and accepted:

- i) Utilities contract Review – please read and comment on the report uploaded to the GVO.
- ii) DCCA, - Christmas Craft Fayre held recently, extremely successful event.
- iii) Recruitment of New Members – Recruitment currently taking place through the Search Committee using “Inspiring Governance” website. Five potential candidates. Meeting arranged for 21 January 2020.
- iv) Feedback from the AoC Conference. Unfortunately, those who attended were disappointed, a rather stilted event with little to comment on. There was a lack of attendance from MPs or agency representatives due to the election.

Date of Next Meeting

107/2019 The next meeting was confirmed as 11 February 2020

Confidentiality

94/2019 There were no matters identified as confidential.

Signed _____ Chair

11 February 2020