

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 12 October 2021 in Room L104, Weymouth College

Members Present:		In attendance:	
Richard Noah	Chair	Sue Ratcliffe	Clerk to the Corporation
Julia Howe	Principal	Jenny Stiling	Associate Member
Jacqui Gerrard	Vice Chair	Louise Matthews	Associate Member
Andy Matthews	Vice Chair	Rob Cole	Vice Principal
Jane Nicklen		Phil Templeton	Vice Principal
Steve Webb		Kelly Bush	Vice Principal
Ian Bates		Natalie Merry	Assistant Principal
Ian Girling		Karen Sherrell	Admin Officer
Rod Davis		Sue Dafter	Head of Student Services (Safeguarding item only)
Jack Dickson		Jason Vaughan	Apologies
Chris Brook	Resignation		
Angela Neuberger			
Peter Vowles			
Megan Barnes			
Jade House			

The Chair welcomed everyone to the meeting

Apologies for Absence

68/2021 Apologies for absence were received from Chris Brook (resignation) and Jason Vaughan.

Declarations of interest

69/2021 Members had nothing to declare.

Notification of Any Other Business

70/2021. KPI achievements – Members noted 21 October is final data closedown and more info will be available at the next meeting.

Minutes of the Meetings held 13 July, 2021

71/2021 The minutes of the meeting held on 13 July 2021 were previously circulated and confirmed as a correct record and signed by the Chair.

Safeguarding Report

72/2021 Phil Templeton introduced the Item and Members welcomed Sue Dafter to the meeting to present the Annual Safeguarding Report, copies which were previously circulated and available on the GVO. Members noted that Jack Dickson had agreed to undertake the link role.

Sue Dafter explained the College’s involvement in local safeguarding groups and how she chairs the Chesil Alliance, which meets regularly with the locality team. The local involvement is useful and helpful to ensure the College keeps up to date with the local situation as is continued membership of NAMSS (National Association for Managers of Student Services).

Her team in College undertook an increasing workload during the lockdown periods dealing with over 500 cases/incidents last year, which includes adult students. Members noted that the pandemic has

raised different issues and notably now, this includes anxieties around coming back into society after lockdown. Resulting in a total of 208 referrals in the first month this year.

Sue shared national concerns over mental health issues, and the lack of tolerance of others resulting in more poor behaviour.

Further discussion followed on contacts with STARS (Sexual trauma and recovery service), Weymouth, a Dorset counselling charity and their work with rape crisis and sexual harassment and the offer of a staff development opportunity in February as referrals for their counselling service are increasing.

Members were reminded that the updated KCSIE (Keeping Children Safe in Education) published in September is available on the GVO. Training for Board Members was now available via the ETF (Education and Training Foundation), full details have been circulated.

Members thanked Sue Dafter for a detailed and informative report.

Jacqui Gerrard and Jade House joined the meeting remotely.

Principal's Update

73/2021 The Principal presented a written report, previously circulated and available on the GVO. Some items were identified as confidential. The following matters were highlighted:

- a) Confidential minute.
- b) Bid Tracker – this is regularly updated and available on the GVO with full details on progress.
- c) KPI Monitoring - It was noted that the KPI out turn report for the previous year and the Business and Operational Plan would be uploaded to the GVO, together with suggested KPI targets for the current year. This would be available for review by the Board at the next meeting.
- d) Strategic Plan/Business and Operational Plan monitoring - Members discussed how monitoring of both the Strategic and Business and Operational Plans would happen, taking into account the advice of the FE Commissioner, who highlighted the Business and Operational Plan is a working document, linked to the KPI's where appropriate and it is important to be clear of the line between governance and management when reviewing progress with targets, identifying which require reports to the Board and which are operational matters for SLT.

The Board should identify, for example:

- Which KPIs are to be monitored by which Committee, using exception or celebration reporting, with KPI Reporting on each Committee Agenda, Committees will receive relevant monitoring reports.
- Targets reported via an Annual Report to the Board,
- Items which are operational within the Business and Operational Plan which are monitored by SLT and do not regularly come to Board.
- It was suggested the Governor link scheme could incorporate strategic priorities, but this was yet to be discussed or agreed.

FE Commissioner's Follow-up Visit

74/2021 The Clerk reminded members that a summary of the verbal feedback received from the FE Commissioner's team following the visit on 21 September was available on the GVO. The Principal confirmed the Report was expected early in November 2021.

Student Governor Update

75/2021 Peter Vowles reported that Lucas was moving to pastures new, members wished him well and Jade was continuing as a student at the College and would continue for a second year as student governor. Jade reported how students were pleased with the renovation of the toilets which were

now gender neutral. She had also helped with the recent 'amazing' Open Day, attended by over 600 people and enjoyed the Fresher's' Fayre. Both very successful events.

Weyco Services

76/2021 Confidential Minute

Reports from Recent Committee Meetings

77/2021 i) Finance and Resources Committee – 28 September 2021

The Committee Chair reported that the Committee had reviewed the P12 Financial Report, available on the GVO and had noted an improved end of year position. The Committee had discussed the logic in an improving budget whilst the College was closed, how this was the case when we were not doing what we would have, but accepting that learning had been different, using alternative methods and there were savings in not opening buildings and receiving funding through the Job Retention Scheme. In summary it was a remarkable year with improving financial health. We are closer to being "Good" financial health. Many congratulations to all.

ii) Curriculum and Quality Committee -12 October 2021

The Committee Chair reported that the Committee heard recruitment was stable and healthy. HE and International numbers are complete but recruitment continues throughout the year in other areas. The Committee received a presentation from the Vice Principal Curriculum and the Assistant Principal, Apprenticeship, Adults and Employer Services, who explained how areas had be re-organisation and reported the appointment of Martin Oliver as Director of Curriculum. The Committee also received an update on the Dorset Maritime Project, where a consultant had been appointed to undertake some research into current and future needs. Further details on how the College was approaching the introduction of T Levels was received and it was agreed that Board Members should receive a summary guide to T Levels.

Governor Business

78/2021 Membership Matters

- a) Resignation - Members received the resignation of Chris Brooke due to pressure of work. It was noted that the Search Committee would soon meet to discuss current vacancies and review the skills analysis.
- b) Jason Vaughan – Unfortunately Jason's role at work has been expanded which means he is no longer able to provide adequate time to accept full membership of the Board. However, with Board approval, he has agreed to change his membership to an Associate continue as a co-opted member of the Finance and Resources Committee. vote – unanimous
- c) These changes leave two vacancies.
- d) Safeguarding Training - the Clerk reminded members of information recently circulated about new updated modules providing safeguarding training for Governors through the ETF. One for all Governors and one specifically for the Safeguarding Link Governor.
- e) Appointment of Chair and Vice Chair – The Clerk outlined the process to be followed and reminded members that full information will be circulated in the near future.

Any Other Business

79/2021 Schedule of Business

The schedule of regular business would be ready for the next meeting.

Date of Next Meeting

80/2021 The next meeting was confirmed as 9 November. 2021.