

**WEYMOUTH COLLEGE CORPORATION**  
**Minutes of the Board Meeting held on 11 July 2023 in Room L103, Weymouth College and Via MS Teams**

<b>Members Present:</b>		<b>In attendance:</b>	
Steve Webb	<b>Chair - via Teams</b>	Sue Ratcliffe	Clerk to the Corporation
Julia Howe	<b>Principal</b>	Alison Lydon	New Head of Governance
Ian Bates	<b>Vice Chair in the Chair</b>	Rob Cole	Vice Principal Finance and HR
Jacqui Gerrard		Phil Templeton	Vice Principal - <b>Apologies</b>
Jane Nicklen		Kelly Bush	Vice Principal Curriculum and Quality,
Ian Girling	<b>Apologies</b>	Jenny Stiling	Associate Member
Rod Davis			
Angela Neuberger	<b>via Teams</b>	Michael Wood	Director of Business Development, Future Skills and Partnerships
Karen Dyke		Martin Oliver	Director of Curriculum and Skills
Andy Matthews			
Peter Vowles			
Anne Munro	<b>Apologies</b>		
Chris Evans			
Geoff Channon			

**Introduction and Welcome**

40/2023 The Vice-Chair in the Chair, welcomed everyone to the meeting.

**Welcome and Introduction to Michael Wood, Director of Business Development, Future Skills and Partnerships**

41/2023 Members welcomed and were introduced to Michael Wood, Director of Business Development, Future Skills and Partnerships. Michael explained he had been in post for 11 weeks and he gave a short presentation on his team and their work, a copy is available on the GVO. Members also learned about GROFAR, the new CRM (Customer Relationship Management) system, widely used across the sector which has been installed for staff, who are currently receiving training. Thanks were expressed to Michael.

**Weymouth College response to the Skills Agenda**

42/2023 The Board received a presentation from The Vice Principal, Curriculum and Quality and the Director of Curriculum and Skills, a copy is available on the GVO.

As members discussed and considered the contents of the presentation the following items were noted:

- The background to the change of emphasis on skills has grown from a policy change in 2021, the “Skills for Jobs” White Paper brought a new element into curriculum design and skills are now included in our Self-Assessment Report (SAR). From September 2022, Ofsted have an enhanced inspection regime incorporating a skills element into the overall effectiveness grade.
- Skills Judgements are: limited contribution to meeting skills needs; reasonable contribution to meeting skills needs and strong contribution to meeting skills needs. Weymouth is currently self-assessing as “reasonable” and working towards “Strong” assessment, with the involvement of local stakeholders, each area has identified three employers who are involved in the assessment process.

- The Director of Curriculum explained the overview of activity, process and evidence used in determining self-assessment. Each school identified links and used the “Lightcast” labour market tool to consider local demand, and develop a summary statement.
- The overview of initiatives in the Skills journey for 2022-2023 were shared and feedback on two projects: Multiply and Bootcamps, showed these were successful but it was clear the learning around the projects was more beneficial than the programme itself with benefits in equipment and CPD opportunities for staff in addition to the positive outcomes for participants.
- The College has re-focused its emphasis on skills by new titles for curriculum managers as Heads of Curriculum and Skills and the appointment of Michael Wood as Director of Business Development, Future Skills and Partnerships.
- The submission of our college Accountability Statement approved by the Board at the last meeting, includes a focus on skills as it links to the LSIP/LSIF and SDF (strategic development fund).

The Board thanked colleagues for a very comprehensive report and presentation, emphasising the importance of successful employer involvement. Discussion followed on the demand for technical and soft skills and staff understanding of the available labour market intelligence and where it comes from.

Members also asked if there were any gaps and commented that some local intelligence can also be relevant to national companies, not just the local agenda. The Director of Curriculum and Skills reported he was comfortable with the current position, but we could always do more, it is planned to increase future links from 3 to 5 employers in each area.

The Board were reminded that the Curriculum and Quality Committee will be monitoring progress and were approved as the Governor group to meet inspectors viewing skills, at any forthcoming Ofsted inspection.

*Michael Wood and Martin Oliver left the meeting*

#### **Declarations of interest**

43/2023 Members had nothing to declare.

#### **Notification of Any Other Business**

44/2023 No other items of Business were notified.

#### **Minutes of the Meetings held on 23 May 2023**

45/2023 The minutes of the meeting held on 23 May 2023 copies having been previously circulated, were confirmed as a correct record and signed by the Chair.

#### **Principal's Update**

46/2023 The Board received a verbal update in addition to the principal's latest newsletter, available on the GVO. The following items were noted:

- i) PIMS – Post Inspection Monitoring and Support - Members were pleased to note the completion of PIMS - post inspection monitoring and support and the confirmation that the college was no longer deemed as being in intervention. Congratulations were expressed to all on this achievement. Further information is available on the GVO.
- ii) Confidential update on the Post 16 Review.

### **Update from Student Members**

47/2023 There was no student update as both students had now left the College after finishing their qualifications.

### **Committee Reports**

#### 48/2023 i) Finance and Resources Committee held on 28 June 2023

The Committee Chair reported on the meeting held on 28 June 2023, a copy of the minutes is available on the GVO. Members noted:

- The P10 Management accounts confirm an EBITDA of £1,242k (8%), an improvement of £66k from P9 including, T-Level Wave 4 resources of £71k, Income achieved from Multiply project of £45k and Improvement catering income of £20k through the Avenue and WeyCo Kitchen.
- Unfortunately, the college was not successful in its Wave 5 T Level bid.
- Cashflow remains good and in line with projections.
- The College is currently delivering five capital projects – Strategic Development Fund, T-Level, Capital for Sustainability, Estates Condition Capital and DfE Transformational capital.

The Committee reviewed the 2023-2024 Budget proposals and discussed pressures on staff salaries. The following figures reported in the commentary were noted:

- Numbers for next year were 1320
- 81% total income from funding
- 175 EHCP numbers confirmed, but plateaued.
- NCS and Redlands now gone from budget figures.

And after consideration, and acceptance that a final report on a pay award proposal will be prepared following the budget review in the Autumn, **the Committee RESOLVED to recommend the budget proposals to the Board for approval and submission to the ESFA.**

The Committee Chair reported her resignation as Chair and from membership of the Committee, with immediate effect. She confirmed she would continue as a Board Member and continue as Chair of Weyco Services. Members thanked Jacqui Gerrard for her term as Chair of the Finance and Resources Committee.

#### ii) Search and Governance Committee held on 11 July 2023

The Committee Chair gave a verbal report on the meeting held earlier in the day, on 11 July 2023.

- I) Membership** - It was noted that in addition to the resignation reported above, the Board was carrying one vacancy and had also received the resignation from Jason Vaughan (Associate member of the Finance and Resources Committee).
  - It had been agreed not to recommend any immediate recruitment action.
  - The Committee also recommended an additional one-year term for Jenny Stiling, Associate Member until the end of July 2024.
  
- II) External Review of Governance** – the Committee considered three submissions to undertake the External Review of Governance. This is required to be undertaken by July 2024. Following a specification and invitation issued, three responses had been received, from the AoC, Governance for FE and Rockborn, all proposing a cost of between £5000 and £5500. The Committee proposed to use the AoC as its preferred partner, subject to negotiating the services of a suitable person to undertake the review.

**III) Governance – Confidential Minute**

**iv) Committee Membership** – following the resignation of the Chair of the Finance and Resources Committee, the Clerk to the Corporation reported on proposals which had been discussed with individual members and therefore proposed by the Committee to the Board for approval as follows:

- Ian Bates, moves to Chair Finance and Resources Committee.
- Chris Evans moves to Chair Audit Committee.

Membership of Committees, proposed as follows:

- Audit: Chris Evans, Ian Girling, Peter Vowles and Andy Matthews
- Finance and Resources: Ian Bates, Angela Neuberger, Steve Webb and Rod Davis.

**After discussion it was resolved to:**

- Confirm all the appointments to Committees as detailed above.
- Approve one year term of office for Jenny Stiling to end of July 2024.
- Confirm the AoC as preferred partner for the External Review.

Vote unanimous

*Rod Davis left the meeting*

**Budget 2023-2024**

49/2023 Members received the budget proposals as reviewed and recommended to the Board by the Finance and Resources Committee.

It was noted the P11 would be available in the next few days and

- EBITDA was £871k with Good Financial Health at 190 points
- SDF has had a positive effect as has being out of intervention.
- The budget was meeting all the TU KPIs
- Cash was £1m - £1.1m.

Potential risks were reviewed including the future implications of interest charges with rising interest rates. However, we were also in a position to benefit as our debt reduces and cash balances improve. The finance team are looking into investment opportunities. **After discussion it was resolved to approve the budget proposals as presented.** Vote unanimous

**Any Other Business**

50/2023 T Level Planning application. The Principal reported that there was a delay of approximately two weeks until receipt of planning approval for the T Level building. This was due to an issue related to a window overlooking a nearby garden, it is hoped the proposal to install frosted glass will resolve the issue (note to the minutes: *Planning granted – 13 July 2023 – letter available on the GVO*).

**Date of Next Meeting**

51/2023 The Calendar of Meetings for 2023-2024 was confirmed and agreed. The next meeting was confirmed as 7 November 2023. However, members felt that there may need to be a meeting before November. It was agreed, if necessary, to hold a full board meeting on *27 September, 2023*, instead of, or following the scheduled Finance and Resources Committee meeting, as necessary.

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

27 September 2023