

**WEYMOUTH COLLEGE CORPORATION**  
**Minutes of the Board Meeting held on 1 November 2022 in Room L104,**  
**Weymouth College and Via MS Teams**

<b>Members Present:</b>		<b>In attendance:</b>	
Steve Webb	<b>Chair</b>	Sue Ratcliffe	Clerk to the Corporation
Julia Howe	<b>Principal</b>	Jenny Stiling	Associate Member
Ian Bates	<b>Vice Chair</b>	Rob Cole	Vice Principal
Jacqui Gerrard		Phil Templeton	Vice Principal
Jane Nicklen		Jason Vaughan	Associate Member not present
Ian Girling		Kelly Bush	Vice Principal
Rod Davis			
Jack Dickson	<b>Apologies</b>		
Angela Neuberger	<b>Apologies</b>		
Peter Vowles			
Karen Dyke	<b>Via Teams</b>		
Andy Matthews			
Chris Evans			
Teagan Brissette	<i>From 5 p.m.</i>		

It was agreed to move the Student Governor update to later on the agenda.

**Apologies for Absence**

59/2022 Apologies for absence were received from Angela Neuberger and Jack Dickson.

**Declarations of interest**

60/2022 Ian Girling assured the Board that the Dorset Chamber were addressing any potential conflicts of Interest relating to their appointment as the ERB (employer representative body) and development of the local LSIP (Local Skills Improvement Plan). The Clerk advised Mr Girling to update his entry in the College Register of Interests to reflect this change.

**Notification of Any Other Business**

61/2022 Sue Ratcliffe notified one item of other business.

**Minutes of the Meetings held on 4 October 2022**

62/2022 the minutes of the meeting held on 4 October 2022 copies previously circulated, were confirmed as a correct record and signed by the Chair.

**Principal's Update**

63/2022 The Board received a written report previously circulated and available on the GVO. The following items were noted:

- i) Ransomware Attack – as previously reported to members, The College was recently subjected to a Ransomware Attack, the report gave members an initial summary report and it was noted a full report would be provided for the Audit Committee. The Principal offered her thanks to the Vice Principal (Funding, Systems and Operations), the ICS team and to JISC for their support to ensure that students and staff disruption was kept to a minimum. Members endorsed the thanks and were pleased to note that the attackers were unsuccessful at carrying out the attack and were not able to encrypt any college

data. However, the decision to enforce downtime on Monday 3 October was essential to provide the time to carry out immediate checks and mitigate potential risks.

- ii) Blue Sky Day - Friday 2<sup>nd</sup> December 2022 was confirmed as the “Blue Sky Day”, a Strategy Day to be held at the George Albert Hotel from 9 am – 5 p.m. The programme is currently being finalised and further information to follow. It was noted Curriculum leads and the business development team will be joining the Board for the day.
- iii) FEC Roadshow - Members noted that the Principal had attended a virtual Further Education Commissioners roadshow, which included presentations from the DfE and Commissioners team. The DfE discussed developments of the Simplified Funding Reform. The Commissioners team focussed on Active Support to the sector and introduced the Effective Curriculum Planning Tool – a resource for colleges to use to review planning processes. Weymouth College featured in the resource, as one of the six colleges considered to be Best Practice. The Commissioner also referred to the Weymouth College funding and KPI dashboards, also considered to be effective tools which SLT are often demonstrating to colleagues across the sector.

### **Financial Report and Update**

#### 64/2022 i) 2022 -2023 Budget re-forecast Update

The Vice Principal Finance provided a verbal update on progress with the budget re-forecast and members noted the expected EBITDA will be just over £1million with 190 points providing a continued Good Financial Health grade. Uncertainties with utility prices and ongoing Government support were the biggest risks at this stage. It was agreed that the revised forecast would be presented for consideration by the Finance and Resources Committee at their meeting on 23<sup>rd</sup> November for final approval by the Board at the meeting on 13 December 2022.

#### ii) Business Banking arrangements

The Board received a report from the Vice Principal Finance and HR, available on the GVO, following receipt of proposals to move the College’s Business Banking from AIB, its current bankers, who are withdrawing from the UK small and medium sized business sector. This change was initially reported to members in December 2021 (Minute 102/2021) and it was then reported that the loans would be transferred to Allica Bank with the business banking withdrawal at a later date. Members noted £1.33 million in loans were transferred to Allica Bank in July 2022.

in early October 2022 a letter was received from AIB confirming notice to exit banking support for Weymouth College with a requirement for the College to have new banking in place by the 20<sup>th</sup> December 2022. Proposals from Barclays, Natwest, Lloyds, HSBC and Allica Bank were invited to meet with the College finance team to present business banking proposals, full details are provided in the report with a final short list review between Barclays and Natwest Banks.

#### Members noted the proposal from the Finance Team recommending that Weymouth College seek new banking business arrangements with NatWest Bank as follows:

- Barclays and NatWest presented strong banking proposals for Weymouth College with clear opportunities by both banks during year 1 to review College financial operations to reduce banking charges.
- Whilst Barclays have managed the change of banks for other colleges from AIB to a Barclays banking account, Barclays fees are significant higher per BACS transaction. With a number of other business banking fees that cover other expenses (faster payments / CHAPS) as well as income received.

- Modelled costed banking charges for one year with Barclays are estimated at £13k against Natwest £10k. These fees are subject to change in the future as the College will seek to review efficiency processes.
- The NatWest proposal was strong on community links and carbon reduction strategy which aligns to the College's strategy and opportunities for the College to access Natwest business links for student and staff benefits.

References were sought from local colleges using the services of both banks. All Colleges reported excellent support from their respective banking relationship manager and customers services. Both Banks offer investment banking opportunities which will mitigate some of the business banking costs. Weymouth College received £6k interest with AIB in 2021/22 and £3k interest in 2020/21.

**RESOLVED** to approve the proposal to move College business Banking to NatWest Bank in December 2022. Approved signatories as agreed at the last meeting. Vote unanimous.

### **Health and Safety Annual Report**

65/2022 The Board received and considered the Health and Safety Annual Report, previously circulated and available on the GVO. The Vice Principal (Funding, Systems and Operations) outlined a structural change that had taken place with the separation of the Health and Safety and Estates Teams, who are now successfully operating as two separate staff teams.

Members were also informed of a visit to the College by the HSE (Health and Safety Executive) in connection with an incident that took place at the Sailing Academy. The College was not found to be in any fault and members noted the circumstances of the incident where a medical condition was not declared to staff. After discussion members expressed concern that the Board were not being made aware of potential risks in a timely manner. *It was agreed as part of their risk management role, the Audit Committee should be informed of any incidents, insurance claims and other risks as they are reported.*

In response to questioning members were pleased to note that the College had a team of trained mental health first aiders at different levels across the organisation and applications were in hand to obtain funding to secure training for a senior lead following the recent departure of the Assistant Principal who held this role.

### **Curriculum and Quality Monitoring**

66/2022 i) The Board received two reports available on the GVO. The first report providing the final position of the College's Key Performance Indicators 2021-2022 and the narrative for members on any negative variances at the end of year position. And the second showing detailed final positions for all KPI'S and proposed targets for 2022-2023. Discussion followed on the staff turnover figure and what has impacted the outturn figure, including structural reviews, the Redlands position and other vacancies. Discussion followed on new out turn figures relating to carbon emissions which will appear in the Annual Report. Members noted the KPI final positions and commentary including apprenticeships position which showed an age profile differential rather than under-recruitment. The apprenticeship funding target was met.

#### ii) Targets for 2022-2023

Members were reminded that the KPIs are monitored during the academic year through both the Curriculum and Quality and Finance and Resources Committees and after discussion the proposals for 2022-2023 were approved subject to the addition of sustainability and environmental targets to be monitored by the Finance and Resources Committee.

*Teagan Brissette arrived.*

### **Student Outcomes 2021-2022**

67/2022 The Vice Principal Curriculum presented draft student outcomes figures which will be validated at the forthcoming meeting on 1 December 2022 when members will debate the proposal to grade the College as Good or Outstanding achievement. Members noted 2018/19 was used as benchmark due to uncertainty of Covid years. Members noted 88% all student achievement. 89% 16-18 and 85% 19+ and Maths and English at 76% and apprenticeships 63% with 41% timely. Discussion followed on development needs to further improve Maths and English outcomes and noted the key factor is staff retention and pay.

### **Student Governor Update**

68/2022 Following her report at the last meeting, the Board were pleased to receive a list of all the different activities and clubs that were now available to students. The list is available on the GVO.  
*Teagan Brissette left the meeting*

### **Weyco Services – Redlands Update**

69/2022 Confidential Minute

### **Membership Matters**

70/2022 The Clerk reported that at the meeting of the Search and Governance Committee held prior to the Board Meeting, it was agreed we should undertake a further recruitment campaign to fill the second staff board member vacancy. It was also noted that the Committee reviewed the Governance Statement which is part of the Annual Report and Financial Statements 2021-2022.

### **Any Other Business**

71/2022 i) Link Visits Reports - Two Link Visit Reports are available on the GVO. Jane Nicklen reported on her recent link visit with the English and Maths team. The team needed more laptops to meet demand. It was also suggested that the profile of this area should be raised as the percentages of people without these basic life skills and qualifications was huge and the team continue to look at ways of reaching adults needing skills. She explained she had learned the focus on SPAG (spelling, punctuation and grammar) and felt the Board would welcome more information on the improved achievements and support provided in this area.

It was agreed this item should be part of the “Blue-Sky Day” – the difficult job we do once young people reach the age of 16 – when they have been missing the early basic English and Maths education prior to coming to College. The Vice Principal (Funding, Systems and Operations) explained that during the Covid period, the Government provided colleges with a number of laptops some of which were still available and it may be possible to make them available as requested.

### ii) Retirement of the Clerk to the Corporation

The Clerk reported to members that she would be looking to retire from her role early in 2023, after 11 years at the College. Following initial discussions with the Principal and the Chair, it had been agreed to advertise the post in January 2023 to test the market, with a view to providing some hand-over and settling in time with the new post holder. The Chair offered his thanks to the Clerk.

### **Date of Next Meeting**

72/2022 The next meeting was confirmed as 13 December 2022.  
And the Blue Sky Strategy Day 2<sup>nd</sup> December 2022.

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

13 December 2022