

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 10 May 2022 in Room L104, Weymouth College and Via MS Teams

Members Present:		In attendance:	
Steve Webb	Chair	Sue Ratcliffe	Clerk to the Corporation
Julia Howe	Principal	Jenny Stiling	Associate Member
Ian Bates	Vice Chair	Rob Cole	Vice Principal
Jacqui Gerrard		Phil Templeton	Vice Principal
Jane Nicklen		Jason Vaughan	Associate Member
Ian Girling		Kelly Bush	Vice Principal
Rod Davis		Natalie Merry	Assistant Principal
Jack Dickson		Mira Koseva	First item/presentation
Angela Neuberger	Via Teams		
Peter Vowles			
Megan Barnes			
Karen Dyke			
Jade House	Apologies		
Teagan Brissette	Apologies		
Andy Matthews			

The Chair welcomed everyone to the meeting and introduced Mira Koseva, Skills Analyst. Mira's presentation "Dorset Labour Markets and Skills Insights" is available on the GVO.

Mira explained she is working for Dorset LEP and her post was funded by the Department of Education and working with local authorities she is involved in a study with school and college leavers encouraging young people to identify and input into local businesses/business ideas with the aim of counteracting the high level of people aged between 55-65 who may be expected to retire in the next 10 years. Education is seen as a future enabler.

Members noted there is a high level of self-employment and small/medium businesses (SMEs) in Dorset. A trend that continues, and it is important to identify and acknowledge that a large part of the Dorset catchment area is the sea! having implication for travel to work and availability of staff. Thus the current climate sees issues in the supply chain and retention of good staff.

Julia Howe, Kelly Bush and Rob Cole joined the meeting.

Mira Koseva left the meeting

Apologies for Absence

27/2022 Apologies for absence were received from Jade House, Teagan Kennedy Brissette and Megan Barnes and with regret, the Chair reported the resignation of Louise Matthews.

Declarations of interest

28/2022 Members had nothing to declare.

Notification of Any Other Business

29/2022 One item was accepted: LSIP (Local Skills Improvement Plan).

Minutes of the Meetings held on 29 March 2022

30/2022 the minutes of the meeting held on 29 March, 2022 copies previously circulated, were confirmed as a correct record and signed by the Chair.

It was agreed to bring forward the Principal's Report – due to the Principal's involvement in an external meeting.

Principal's Update

31/2022 The Principal presented a written report, in addition to her newsletter, previously circulated and available on the GVO. The following items were highlighted:

- Annual Strategic Conversation – The College participated in the first Strategic Conversation with colleagues from both the ESFA and the Deputy FE Commissioner, together with all members of SLT, the Chair and the Clerk. Recently introduced, this would become an annual event, designed to take a more supportive approach. The Principal confirmed this was the case in that the meeting was introduced and led by the ESFA with the College introducing a position statement by means of a short presentation to facilitate discussion. It was a positive meeting, aided by the understanding of the College that the officers already had. They gave validation to where we are, focusing on the future.
- The Dorset Education Board is being launched this summer by Dorset Council and Weymouth College will be the FE representative on the Board.
- Dorset Ofsted – SEND provision. The College would be participating in the Dorset Ofsted pilot looking at SEND Provision. Positive views were expressed whilst acknowledging that Dorset suffers from some historical legacy issues.
- Confidential Item

Julia Howe left the meeting

College Curriculum Plan

32/2022 The Board received three documents for consideration and review presented by the Vice Principal Curriculum and the Vice Principal Funding. The reports were previously circulated and available on the GVO. The papers consisted of a report on the Curriculum Planning process, the timeline and a report for consideration with recommendations in respect of programmes that return a contribution rate below the agreed 45% and out turns for the previous year.

The extract below from the report shows programmes that return a contribution rate of less than 45%, together with the rationale and recommendations in the report to either retain or remove the relevant programmes.

Course	Total Income	Total Costs	Contribution £	Contribution %	Total learners	Recommendation
L3 Advanced Diploma in Electrical Installation	£33,476	£21,048	£12,428	37%	8	Retain
L3 Advanced Diploma in Electrical Installation – Contribution 37.12% - RETAIN <ul style="list-style-type: none">• This course is included in a combination of courses including level 1 and level 2, with an overall strong contribution rate of 67.66%.• This is a progression route where there is a reasonable expectation from the current intake of students that the College will offer the option to progress to the third and final year. This progression route is additionally impacted by positive transfers of students to Apprenticeships which the College actively promotes.						

- Strong predicted progression/applications for Level 1(19 students) and Level 2 (14 students) provides confidence that this programme will exceed 45% contribution for 2023/24.

HNC Diploma Engineering (2021-2023)	£12,480	£8,979	£3,501	28%	4	Retain
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- HNC Diploma Engineering (2021-2023) - Contribution 28% - RETAIN**
- The Higher Education and Research Act 2017 requires all Higher Education Providers to maintain a Student Protection Plan to protect students’ interests in the case of material change. This course would be covered by our HE compensation & refund policy (if not approved to be retained).
 - Non funded internal member of staff (Instructor in Engineering) not included within income; however, the College would incur costs to support training commitment.
 - Potential for additional recruitment with both apprenticeships and student loan income but not named candidates at this time.

Engineering Apprenticeships	£119,951	£129,023	£-9,072	-7%	35	Retain
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- Engineering Apprenticeships – Contribution – 39% - RETAIN**
- Strong area of the apprenticeship provision with previous high volumes of apprentices and employer engagement and established partnerships
 - Transition from frameworks to standards has required a staggered approach to the introduction of the Level 3 programmes. These are planned for 22/23, but across the academic year due to extended length of apprenticeship standard programmes and the need to delay introduction of the courses to allow for cohort starts to meet timing of progressing students.
 - The Business Development team are currently working with 30-35 vacancies for the level 2 programmes for 22/23 starts - showing a returning interest of employer demand. A more cautious profile has been forecasted to allow for foreseen shortage of candidates.
 - The sector experienced a reduction in engagement during the pandemic period, but engagement shows strong opportunity for recovery.

Hair Apprenticeships	£40,066	£36,461	£3,605	9%	19	Retain
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- Hairdressing Apprenticeships – Contribution 9% - RETAIN**
- Established programme that has been delivered and provided to local employers and apprentices across many years
- Long-standing relationships with local sector organisations
 - Sector hugely impacted by Covid across 2022 and 2021, with this area of the provision working hard across 21/22 to recover and catch up
 - Due to transition from frameworks to standards and a delay in the design of the Level 3 apprenticeship standard, there has been a delay in being able to offer the level 3 progression course. (April 2022)
 - We foresee growth and improved contribution over the next two academic years.
 - Previous apprenticeship starts for this sector support the rationale to continue to deliver and offer Hair Apprenticeships.

<ul style="list-style-type: none"> • Caseload monitoring and management continues to be a routine practice • ATC's responsibilities have been diversified from August 21 – supporting Quality Improvement and Assurance activity and currently supporting a staff shortage in Customer Service for the Summer Term 2022. 						
Hospitality and Catering Apprenticeships	£54,363	£32,375	£21,988	40%	19	Retain
Hospitality and Catering Apprenticeships – Contribution – 40% - RETAIN <ul style="list-style-type: none"> • An 8% contribution increase from previous year (32%) • Covid has negatively impacted the Hospitality and Catering sector across the current and previous two years. • Impact on industry and business has led to the delay in assessment opportunities and access to employment activity. • Provision has worked hard across 21/22 to catch up on sector back log as a result of Covid impact. • Previously popularity of apprentices within Catering and Hospitality, as well as the number of businesses within the local area support the continuation of the courses and expansion of the offer. • Developments and changes in the courses available within this sector has meant 5 courses will be available from 22/23 which supports opportunity for increased engagement. • Our current position for recruitment for next year is positive with vacancies and learner enquires slowly returning, showing appetite and demand for the continuation of this programme with numbers already placed. 						
Electrical Apprenticeships	£186,603	£115,675	£70,927	38%	52	Retain
Electrical Apprenticeships – Contribution 38% - RETAIN <ul style="list-style-type: none"> • History of, and continues to be, the second largest area of the apprenticeship provision with pre-pandemic steady volumes of recruitment. • 20/21 saw a reduction in apprenticeship starts as a result of Covid impact on the Construction industry. • Starts returned to a healthy number for 21/22 and it is considered that this will continue to maintain a strong position 22/23 onwards • Due to a period of reduced learner numbers and the 4-year length of programme, there will be a temporary impact across this year and next as the provision and industry area recovers. 						
HND Creative Media Production (2022-2024)	£11,040	£16,018	-£4,978	-45.09%	2	Remove
HND Creative Media Production (2022-2024 (Year 1)): <ul style="list-style-type: none"> • The College has not planned for a year 1 cohort due to insufficient applications. • The College will be deferring the start date for the next intake to the HND Creative Media until 2023. • The HND Creative Media Production (Year 2) will be running with a contribution rate of 45.31% • The impact of open events has seen a return in interest of level 3 animation provision which is specifically linked to the HND Creative Media Production provision (23 applications for the L3 UAL Diploma in Creative Media Production and Technology (Animation) with a 16% increase in overall applications for the area (SSA 9.3)). 						

FdSc in Sport; Coaching, Health Fitness (2022-2024)	£12,480	£12,159	£321	2.57%	2	Remove
FdSc in Sport; Coaching, Health Fitness (2022-2024 (Year 1)):						
<ul style="list-style-type: none"> The College has not planned for a year 1 cohort due to insufficient applications. The College will be deferring the start date for the next intake to the Foundation Degree in Sport until 2023. The Foundation Degree in Sport (Year 2) will be running with a contribution rate of 58.25% We have a strong cohort of Level 3 year 1 Sport students in 21/22 (32 students) and as such we are set to relaunch year 1 of this programme in September 2023. 						
FdA Art and Design Practice (2022-2024)	£12,768	£13,755	-£987	-7.72%	2	Remove
FdA Art and Design Practice (2022-2024);						
<ul style="list-style-type: none"> The College has not planned for a year 1 cohort due to insufficient applications. The College will be deferring the start date for the next intake to the Foundation Degree in Art and Design until 2023. The Foundation Degree in Art and Design (Year 2) will be running with a contribution rate of 47.27% The impact of open events has seen a return in interest of level 3 Art provision (L3 UAL Diploma in Art and Design, L3 UAL Diploma Art and Design – Photography & L3 UAL Foundation Diploma Art and Design) with a total of 58 applications which are specifically linked to the FdA Art and Design Practice (15.7% increase in overall applications for the area (SSA 9.1)). 						
L3 Motorcycle	n/a	n/a	n/a	n/a	0	Remove
Level 3 Motorcycle course:						
<ul style="list-style-type: none"> Approved teaching out instigated in May 2021. The College recommended removing the Level 2 Motorcycle course where numbers were low and there is scope to offer alternative programmes in Motor Vehicle (Instigating teaching out arrangements for progressing students to Level 3 Motorcycle to finish in 2021/22). 						

After detailed discussion and consideration of the rationale provided, it was RESOLVED to accept all recommendations to retain or remove programmes as detailed above.

ALL in favour. Vote unanimous.

Members discussed a motion highlighted by the Chair of Finance and Resources Committee. She explained, the programmes presented make it clear what is offered, there are reviews of performance and value for money, but members asked how do we know what is missing,; how are new programmes developed and how do we consider local need and demand? The Vice Principal explained current local knowledge including developing Employer Liaison Panels as an example.

It was then made clear that the next item – LSIPS will be one future methodology the College must embrace to consider and review meeting local need as a result of new legislation – the Skills and Post 16 Education Act 2022.

Any Other Business

25/2022 i) LSIP(Local Skills improvement Plan)

Ian Girling introduced this item, explaining that with the Skills Bill receiving Royal Assent and becoming law as the Skills and Post 16 Education Act 2022, Dorset would be looking to prepare its LSIP (**Local Skills improvement Plan**) in accordance with the requirements of the Act. This is a mechanism to look at local need with a responsibility on Governing Bodies to review provision every 3 years.

The Clerk reminded members that she had uploaded to the GVO a copy of Slides recently presented to the Regional meeting of Governance Professionals highlighting the responsibilities of Corporations arising from the Act in respect of a duty to review how well education and training meets local need. It was made very clear how important it was for Colleges to be part of the LSIP development. Members agreed to put this on the agenda for the next meeting and look to obtain a speaker to introduce the topic.

Ian Girling in his role as CEO of Dorset Chamber reported that The Chamber was putting itself forward by way of an Expression of Interest to become the **local ERB (employer Representative Body)** to drive the LSIP development. He explained that this role could not be undertaken by a public body, such as Dorset Council and that it was felt the Chamber adequately fulfilled requirements. He also reported he has contacted the Federation of Small Businesses in a bid to work together, with no response.

Members were reassured that with the College’s good relationship with Dorset Chamber, the Principal had supported The Chamber’s expression of Interest to become the ERB for Dorset. In the light of this, the Board agreed to formally endorse this recommendation and support the Chamber’s submission. **ALL in favour. Vote unanimous.**

II) Visit Feedback/activities

Members gave brief feedback on their recent visits in College.

Date of Next Meeting

32/2022

The next meeting was confirmed as 12 July 2022, to include a pre-meeting session looking at the implications arising from the Skills and Post 16 Education Act 2022.

Signed _____ Chair

12 July 2022