

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 29 March 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	Louise Matthews	Associate Member Resigned
Jacqui Gerrard	Via Teams	Rob Cole	Vice Principal
Jane Nicklen	Via Teams	Phil Templeton	Vice Principal
Ian Girling		Jason Vaughan	Associate Member
Rod Davis		Kelly Bush	Vice Principal
Jack Dickson		Natalie Merry	Assistant Principal
Angela Neuberger	Via Teams		
Peter Vowles			
Megan Barnes	Apologies		
Karen Dyke			
Jade House			
Teagan Brissette	Apologies		
Andy Matthews			

The Chair welcomed everyone to the meeting and apologised that Kirsti Lord was unable to join the meeting. A new date will be arranged as soon as possible.

Measuring Strategy using Critical Success Factors

The Chair gave a presentation, a copy of which is available on the GVO, following a recent introductory session with an external consultant, showing a method using Critical Success Factors to see progress is being made against the business and operational plan. There is work to do, but the Principal hoped it could be operational by September 2022.

It is also hoped that the model can be used as a self-evaluation tool to identify compliance and progress with meeting the FE Code of Governance. The Clerk shared an example so members could see what it would look like, it was a first attempt at making compliance judgements, however it was identified there needs to be agreed criteria to offset a totally subjective scoring methodology.

Apologies for Absence

14/2022 Apologies for absence were received from Teagan Kennedy Brissette and Megan Barnes and with regret, the Chair reported the resignation of Louise Matthews.

Declarations of interest

15/2022 Members had nothing to declare.

Notification of Any Other Business

16/2022 Link Visits will be on each agenda going forward.

Minutes of the Meetings held on 17 February 2022

17/2022 the minutes of the meeting held on 17 February, 2022 copies previously circulated, were confirmed as a correct record and signed by the Chair.

Principal's Update

18/2022 The Principal presented a written report, in addition to her monthly newsletter, previously circulated and available on the GVO. The following items were highlighted:

A second meeting had taken place with the LEP to discuss potential funding opportunities and sustainability accommodation development of the Cranford Avenue site. In addition discussions have also started leading to the idea of developing a **College Strategic Asset Plan**.

FEC Visit – A group of Members had met with the FE Commissioner's team during their recent visit. Following generally positive verbal feedback, the College can expect to receive a formal letter in due course. We can expect this letter to be published and following successful achievement of any conditions contained therein, the College is hopeful we will soon be removed from intervention. There is no further detail at this stage.

Strategic development fund – we will be involved with partners, including Bournemouth and Poole College, following a successful pilot project. It is a collaboration supported by the LEP.

Ian Girling highlighted the soon to be developed Local strategic investment plans (LSIPS) working with the education community. It is expected funding will soon be available, accessible through a bidding process.

Student Governor Update

19/2022 The Student Governor reported on some good ways the College is supporting students to socialise in a caring way. She highlighted the introduction of lunchtime football and a local D and D Group (Dungeons and Dragons), a smaller safer group welcomed by students not wishing to join in the larger local group.

Members were also pleased to hear the positive feedback from students, with better signage in the cafeteria and students were able to enjoy improved breakfast and lunches following an increase in funding made available. This is great support for students who were less well-off.

Peter Vowles and Teagan Brissette both attended a Climate Conference, there was no charge.

Risk Register Update

20/2022 The Board received the updated Risk Register, provided directly to the Board as the last meeting of the Audit Committee was not quorate. There were two files on the GVO, one colour coded showing RAG ratings, and the second document gives control measures. Members noted changes related to managing the pandemic in a different way, risks related to increases in energy costs, pay and general inflation have also increased. Discussion followed on energy costs and the end of the current contract. Members noted we are looking to negotiate with the current supplier to see if we can extend and looking to secure 6 months to 2 years in the short term. Members confirmed the proposal recommended at the Finance and Resources Committee, delegated approval be given to the Chair and Principal to move forward if a quick decision is required to secure a deal.

Members asked if there could be a single page summary, showing headlines and rationale, with detail attached. Members noted this process was reviewed termly via the Audit Committee.

Weyco Service – Redlands

21/2022 Confidential Item.

Weyco Services - Appointment of Director

22/2022 Members approved the appointment of Steve Webb as a Director of Weyco and noted the Directors would be appointing a Chair at each meeting.

Finance and Resources Committee Meeting – 26 January 2022

23/2022 The Minutes of the meeting are available on the GVO together with both the P6 and P7 Accounts.

The Committee Chair highlighted that a review of P7 Management Accounts had taken place. She pointed out an improving EBITDA and highlighted the things from the report that led to that position. She also explained that the Redlands position has moved to an onerous contract, therefore creating a £200k accounting change to reflect this.

Members noted:

- Exceptionally positive cash flow with no month when the College would drop below the required £300k.
- Key risks are the onerous contract, Energy Costs and staffing costs with higher agency spend at present.
- The Committee received a report and information on the Bursary Fund for student support.

Search and Governance Committee Meeting – 1 February 2022

24/2022 The Minutes of the meeting are available on the GVO.

The Chair reported:

- The Committee agreed to elect a Chair at each meeting,
- The Committee proposed a one year extension of office for Jane Nicklen, to provide continuity in her role as Chair of the Remuneration Committee in the first year of a new Principal in post. **RESOLVED this extension be approved. Vote unanimous.**
- An election would take place during the Summer Term for the Staff Governors whose term of Office ends in May.

Any Other Business

25/2022 Visit Feedback/activities

1. Link Scheme - Link Scheme feedback forms are not required.
 - a. We will introduce a quick Annual Survey through the College Quality Team.
 - b. In the Autumn Term, link governors will be introduced to link areas, via a welcome lunch
2. Andy Matthews did engineering deep dive. Make more people aware of the equipment in the department.
3. Karen supported mid-term review for Construction and SEND Foundation studies
4. FEC indicated we don't publicise ourselves enough, maybe promote individual areas.
5. Rod supported mid-term apprenticeships review and was involved in SAR moderation. Maybe RI needs review. Commissioner – Ofsted being too harsh on apprenticeships. Maybe Team assessing too harshly.

6. Jacqui Gerrard visited the School of Academic Studies and looked at destination data with the A Level Team.. Jacqui also reported she had attended the Principal's KIT Visit and was surprised how many were applying to local universities. She was pleased to report there was a healthy number of applications for next year.
7. **Clarify KIT Meetings are for SLT.** Link Governors are invited, if they can attend, but important members see their link areas alone. 3 KIT meetings with review in the middle – please attend that one if you can.
8. Ian Girling attended KIT Meeting - found it useful and interesting.
9. Steve Webb attended Environment day – part of staff development day – excellent audience participation. Great day. Congratulations to Peter. Good environment week as well. Important to share best practice. Curriculum looking at focus on sustainability – induction and other projects in each areas. Curriculum embracing this area.

ii) **Insurance Tender**

Insurance Tender details, evaluation and recommendations will be on the GVO for comment and approval by members.

iii) **Dorset Apprenticeship Awards**

Members noted, there are entries from the College and the Ceremony will be held on 18 May 2022.

Date of Next Meeting

26/2022

- I) The next meeting was confirmed as 10 May 2022. This meeting would include the review of Curriculum contribution factors and proposals for the new academic year and input from Mira Koseva, Skills Analyst from Dorset LEP.
- II) Members approved the calendar of meetings for 2022/2023.

Signed _____ Chair

10 May 2022