

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 21 February 2023 in Room L103,
Weymouth College and Via MS Teams

Members Present:		In attendance:	
Steve Webb	Chair Apologies	Sue Ratcliffe	Clerk to the Corporation
Julia Howe	Principal	Jenny Stiling	Associate Member
Ian Bates	Vice Chair, in the Chair	Rob Cole	Vice Principal
Jacqui Gerrard		Phil Templeton	Vice Principal
Jane Nicklen		Jason Vaughan	Associate Member Apologies
Ian Girling	Apologies	Kelly Bush	Vice Principal
Rod Davis		Alison Wright	Director of HR and OD
Jack Dickson	Resignation		
Angela Neuberger			
Karen Dyke	Via Teams		
Andy Matthews			
Peter Vowles			
Anne Munro			
Chris Evans			
Geoff Channon	Apologies		
Teagan Brissette	<i>For part of the meeting</i>		
Sarah Limm			

Introduction and Welcome

01/2023 The Vice Chair, in the Chair, welcomed everyone to the meeting. He introduced Sarah Limm and reported the election of Anne Munro, the second Staff Board Member.

Apologies for Absence

02/2023 Apologies for absence were received from Steve Webb, Ian Girling, Jason Vaughan and Geoff Channon. Members were disappointed to receive Jack Dickson’s resignation and expressed their sincere thanks to him for his support of the College over the past four years and for his tenure as Chair of the Curriculum and Quality Committee.

Declarations of interest

03/2023 Members had nothing to declare.

Notification of Any Other Business

04/2023 No other items of Business were notified.

Minutes of the Meetings held on 13 December 2022

05/2023 The minutes of the meeting held on 13 December 2022 copies having been previously circulated, were confirmed as a correct record and signed by the Chair after correcting Sarah Limm’s course of study as Beauty Therapy.

Annual HR and OD Report

06/2023 The Principal introduced Alison Wright, Director of HR and OD (Human Resources and Organisational Development) who reported she had been in post for just over one year. Members noted this first report had been developed by the Principal and was originally planned for the Autumn term but delayed so that the HR team could become more established and the data collated. It was

noted the report was intended as a starting point, to be further developed as required, and to provide an opportunity for members to raise questions. Some questions had already been raised on the GVO and members were asked to make any other points through the GVO comments process and after correcting some minor typing errors an appendix to the report would be prepared to address the questions and the points raised.

Initial feedback from Board members was very positive, members were pleased to receive a comprehensive report. The Principal explained that the data collection had been challenging and was simply being reported within the report, but there was no analysis and no CPD data as this is not currently centrally recorded.

Members discussed:

- the use of I-Trend and noted it is mostly used for Payroll and its capabilities are currently being explored and colleagues are learning how to use it as a management tool, but there is significant system development to do.
- Ethnicity recording - it was noted the categories used are set by Government and the data is gained on joining the organisation. It was confirmed the data will be used to inform aspects of the outstanding EDI Report.

Members thanked colleagues for an excellent report and it was confirmed, that as the annual report is developed the data set will be able to provide graphs and trends to help analysis going forward.

Teagan Brissette arrived and Alison Wright left the meeting.

Principal's Update

07/2023 The Board received a verbal report in addition to the termly newsletter available on the GVO. Members praised the regular newsletter and suggested it should be more available externally, it provided excellent publicity and news about the College. The Principal explained, it was shared on the College intranet but felt it was important to ensure the content was aimed at an external audience, which is currently not the case. Discussion followed on the following matters:

- i) Marketing - The Vice Principal (Funding, Systems and Operations) was asked to update members on recent changes to the Marketing Department and it was noted that following the recent departure of the Marketing Manager some changes and new appointments have been made. The Marketing department is now based in a central location with Business Development in the Fleet reception area and within the remit of a newly appointed Director of Business Development, Future Skills and Partnerships, The new Director, starting on 2 May, 2023 will bring together Business Development and Marketing, and this relationship will be key in the College meeting the objectives to support growth of our income, particularly in relation to adult, apprenticeships, and short professional courses. As an interim arrangement, the two Marketing Team members will be reporting directly to the Vice Principal. Their roles will focus on website content and the intranet and the second post on social media postings and content To further support the growth activities, a new CRM system will be implemented and rolled out over the coming month.
Members requested a more structured update after the new team were in place and noted a tender was issued to replace the website.
- ii) FEC Meeting – Confidential minute.

Student Governor Update

08/2023 Teagan shared her concerns over how much the recent tragic deaths of three local young people had affected our college students and how these sad events had led to an increasing demand on the college counselling services and had impacted student mental health. The Principal shared the details of what the college had put in place to provide support for staff and students who had been so deeply affected. The college had been working with our own student support team and the network of staff through the Chesil Partnership, and had engaged a lot of external support. She stated that what help the college can facilitate is being given but she feared it would never be enough.

Teagan Brissette left the meeting

Sarah Limm, a Level; 3 Beauty Therapy Student and Anne Munro, the recently elected second Staff Member were welcomed to their first meeting of the Board and they introduced themselves to members. The Board were told about a new “app” for students which was welcomed but it was suggested it would be helpful if details of what financial help is available for students was included, as well as links to other resources such as childcare options. Members were also told about a new “Quiet Club” starting during the current week, Information will be included in the app with links to help in emergency situations. It feels good to have everything in one place for the ease of student access.

Committee Reports

09/2023 i) Finance and Resources Committee Meeting 25 January 2023

The Committee Chair reported the meeting had reviewed the P5 Finance Report and noted the P6 is now published with little change to P5 in that the EBITDA has increased to £1,010k and financial health is Good (200 points) with a healthy cashflow position. The main risk remains utility costs, but they are currently looking in line with the reforecast figure.

Members noted that the ONS re-classification of colleges was highlighted and capital spending remains on track.

ii) Weyco Services Ltd meeting – 25 January 2023

The Chair of the Directors reported that the Service Managers were able to attend the last meeting giving Directors a better understanding of activity and future possibilities. They will continue to be invited to attend future meetings. Weyco catering continues to forecast a small contribution and whilst difficulties continue with rising prices, it is hoped new school meals contracts will be signed in the near future. Surveys of customers have been undertaken and a lot of work has been put into making known the availability of bursaries.

Directors heard about the huge changes to the sporting provision following the move from Redlands. Activity is busy at peak times and colleagues are looking at how we can grow the offering. Members were interested to learn of opportunities being explored where both areas of the Weyco provision can support each other by dovetailing provision, i.e., catering being available to evening courses running in the sports centre.

Membership Matters

10/2023 i) The Clerk presented a proposal to extend the terms of office of two members of the Board for reasons of continuity.

It was RESOLVED to confirm the extensions to terms of office as follows:

- Jane Nicklen, Chair of Remuneration Committee one year extension to her Term of Office until 24 March 2024.

- Steve Webb, Chair of the Board, additional two years extension to his term of office from 9 July 2023 to 8 July 2025.

- ii) The Clerk explained that the College's Youth Parliament Candidate, Tilley Wood had missed out at the recent Student Member election but had expressed an interest in joining the Board. However, as a student it was not in line with the Instrument and Articles, a student can only be a Board Member in the role of Student Member. Therefore, it had been proposed Tilly join a Committee as an Associate Member and attend meetings in a non-voting capacity. It was RESOLVED to agree the proposal on a trial basis.

Appointment of Head of Governance

11/2023 The Board received a verbal report from the Chair of the Remuneration Committee and noted two candidates were attending a Selection Day on 24 February 2023.

Any Other Business

12/2023 There were no other items of Business.

Date of Next Meeting

13/2023 The next meeting was confirmed as 28 March 2023.

Signed _____ Chair
28 March 2023