

WEYMOUTH COLLEGE CORPORATION
Minutes of the Board Meeting held on 23 May 2023 in Room L103, 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 Finance an HR
Jacqui Gerrard		Phil Templeton	Vice Principal ,
Jane Nicklen		Kelly Bush	Vice Principal Curriculum and Quality,
Ian Girling			
Rod Davis		Jason Vaughan	Associate Member Apologies
Angela Neuberger	Via Teams		
Karen Dyke			
Andy Matthews			
Peter Vowles			
Anne Munro			
Chris Evans			
Geoff Channon			
Teagan Brissette	Apologies		
Sarah Limm			

Introduction and Welcome

27/2023 The Chair welcomed everyone to the meeting, and Geoff Channon to his first in person meeting.

Curriculum Planning

28/2023 The Board received the Curriculum Planning Report presented by the Vice Principal, Curriculum and Quality; a copy of the report is available on the GVO. The report provides an overview of the proposed curriculum plan for the academic year 2023/24 for Corporation approval and consideration of the recommendations for action relating to courses returning a contribution rate of 45% or less.

Members noted and considered the following background/context to the Curriculum Planning process:

- The approved curriculum plan and actions will inform the Curriculum Strategy 2023/24, which will be monitored by the Curriculum & Quality and Finance & Resources Committees to support achievement of Strategic Priorities within the Strategic Plan.
- The 2022/23 student number lagged allocation for 16-19 ESFA funded provision was 1,312, this is based on the student numbers enrolled in the year 2021-2022.
- For the coming year, 2023/24, the allocated number is 1286.
- The College is in the final stages of transition from Apprenticeship Frameworks to Standards with 6.33% remaining from long duration apprenticeships. The College will continue to support the teaching out and completion of apprenticeship framework programmes that started prior to the transition date.
- The 2023/24 Adult Education Budget (AEB) allocation is currently set at £783k, a reduction of £64k against the prior year.
- For 2023/24, the College Advanced Learner Loans facility is £315k. During year 2022/23, the college is using £200k of this facility, however the National Skills Fund L3 offer is expected to reduce the use of the facility, instead switching learners to fully funded L3 courses.

- The College Higher Education offer is strategically planned to maximise internal progression where there are substantial groups at Level 3 students, which has a dual impact of raising internal aspiration and focussing recruitment activity on current students. There are HE programmes responding to employer needs, for example HNC Engineering and HNC Business. The proposed plan projects £577k income generation, returning to similar levels as compared to 2020/21.
- The College has seen a significant increase of EHCP enrolments in recent years, with ESFA commissioned places at 58 in 2018/19, 80 in 2019/20, 100 in 2020/21, 155 in 2021/22, 175 in 2022/23, and confirmed funding allocation for 2023/24 at 175 EHCP learners.
- All full cost provision is costed through the Full Cost Calculator, using a minimum contribution of 50% for onsite delivery and 35% for offsite delivery.
- The College runs a small number of community leisure programmes that are all fully-funded contribution rates are lower than those set for commercial income, purpose of the provision is community engagement and potential progression for adult learners. Current projected contribution sits at £7,000.

Members discussed the rationale contained within the report and considered the recommendations associated with the following programmes that return a contribution rate at 45% or below. It was noted costs include, staff, consumables and exam fees. No allowance for space and no capital cost or depreciation is included. We align with other colleagues and are modelled as good practice in curriculum planning.

Course	Total Income	Total Costs	Cont £	Cont %	Recommendation
Hairdressing Apprenticeships	£46,966	£28,297	£18,669	40.0%	Retain
L3 BTEC National Extended Diploma in Music / Music Production	£35,961	£21,660	£14,301	40.0%	Retain
Hospitality & Catering Apprenticeships	£85,789	£52,173	£33,616	39.0%	Retain
HND Computing (2022 - 2024)	£28,750	£17,642	£11,108	38.63%	Retain
UAL L3 Diploma / Extended Diploma Art and Design (Photography)	£55,154	£35,659	£19,495	35.0%	Retain
HND Business (2022-2024)	£17,250	£11,736	£5,515	31.96%	Retain
CandG L3 VRQ Diploma in Advanced Professional Cookery (Kitchen and Larder)	£27,970	£19,109	£8,861	31.67%	Retain
L3 VTCT NVQ Diploma in Beauty Therapy	£26,534	£18,923	£7,611	28.68%	Retain
L2 Diploma in Plumbing Studies	£23,974	£17,246	£6,728	28.06%	Retain
Diploma in Childcare and Education (Early Years Educator)	N/A	N/A	N/A	N/A	Remove
FdA Art and Design Practice (2022-2024) (Year 2);	N/A	N/A	N/A	N/A	Remove
Access to HE (Science Pathway)	£6,495	£16,840	-£10,345	-159%	Remove

After discussion it was resolved to:

- Confirm all the recommendations contained within the report. Retaining 9 courses as detailed in the table above and confirming the removal of three courses, highlighted above in red.

- Members were reassured that the provision meets the strategic plan and local needs and the next report will review the decisions made today.
- Confirm that this report will be part of the May Board meeting agenda each year and not the subject of a special joint Curriculum and Quality and Finance and Resources Committee meeting.

Vote unanimous

Angela Neuberger joined the meeting via Teams

Apologies for Absence

29/2023 Apologies for absence were received from Teagan Brissette and Jason Vaughan.

Declarations of interest

30/2023 Members had nothing to declare.

Notification of Any Other Business

31/2023 No other items of Business were notified.

Minutes of the Meetings held on 28 March 2023

32/2023 The minutes of the meeting held on 28 March 2023 copies having been previously circulated, were confirmed as a correct record and signed by the Chair. Members noted that as Tilly Wood had taken up an apprenticeship with a local employer, she would not be joining the Curriculum and Quality Committee as a co-opted member.

Principal's Update - CONFIDENTIAL

33/2023 The Board received a verbal update in addition to the principal's latest newsletter, available on the GVO and a confidential update on the Post 16 Review.

Update from Student Members

34/2023 Members received a verbal update from Sarah Limm and offered their thanks and best wishes as this would be her last meeting. Sarah was pleased to have served and she had enjoyed her time and the experience gained as a member of the Board.

Sarah Limm left the meeting

Financial Update

35/2023 Members received the P9 Financial Report, a copy of which is available on the GVO. Members noted that the report will be considered by the Finance and Resources Committee at their meeting on 28 June 2023, together with the 2023/2024 budget proposals. The Vice Principal Finance and HR shared the following highlights from the report:

- The 2022-2023 re-forecast budget confirms an improved EBITDA of £1,010k. (7%) from the original budget. This has improved further at P9 with an EBITDA of £1,176k (8%).
- The P9 report confirms College financial health as **Good (210 points)** with EBITDA at 8% (80 points), Borrowing at 18% (80 points) and Solvency at 0.9 (50 points).
- There is a **net reduction in Income** of £3k since P8 including Adult Education (AE) clawback at £150k (increase in clawback of £30k), and Apprenticeships – out-turn now reporting higher than budget by £25k.
- **Staffing** – net additional costs of £19k since P8.
- **operating costs** – savings of £27k since P8

- Cash flow at 30th April 2023 was £2.5m and is above budget cash flow projections. Month end cash flow projections remain above the TU minimum £300k throughout the financial year.
- Cash flow at 30th April includes ringfenced balances of circa £936k - T-Levels (£70k), SDF capital (£75k), Multiply project (£60k), Capital grants (£431k) and Bursary (£300k).
- The College will repay loans of £572k and interest charges of £105k in 2022/23

In highlighting early draft proposals for the 2023-2024 Budget, members noted £895k EBITDA at 6% for the year showing 180 points, bottom of Good. This has a 2% pay award included. In response to questions, members noted:

- There was no further information on Government proposals for 3-year funding allocations
- Applications are increasing
- The College is ensuring it applies for all relevant funding opportunities.

Committee Reports

36/2023 i) Curriculum and Quality Committee Meeting held on 9 May 2023

Karen Dyke, the newly appointed Chair of the Curriculum and Quality Committee reported on the meeting held on 9 May 2023. It was noted that implementation of T Levels starting in September was progressing and Wave 5 funding has also been applied for. The LSIP priorities are now published on the Chamber website. The minutes of the meeting are available on the GVO. There was considerable discussion on the Skills Agenda and Ofsted expectations. All proposals to meet this agenda will be monitored through the Committee and it is anticipated that the College will be the subject of an Ofsted Inspection under the revised framework in the near future. The Committee proposed that its members form the Skills Group who will meet inspectors. The Board agreed this proposal.

Accountability Agreement

37/2023 Members received the draft accountability Agreement, available on the GVO. It was noted there is further work to do and now the draft LSIP has been received, it can be appropriately referenced in the College's Accountability Agreement. Members noted the monitoring of the Agreement action plan will be monitored through the Curriculum and Quality Committee and the Committee Chair has had input into the development of the Accountability Agreement. The final version of the Agreement, with Board approval must be submitted by 31 May 2023. The LSIP Plan states that "Success will be a collective challenge to the status quo, more piloting of new ways of working, more outward-facing behaviours and active partnerships, and more shared goals and measures." Weymouth College is committed to supporting LSIP aims. It was agreed that the final version for approval, will be uploaded to the GVO for comment as soon as possible. Once agreed the College has until December to publish it on the website. Members highlighted the need to raise awareness of what is already available to improve the knowledge base of local employers.

Any Other Business

38/2023 There was no other items of business.

Date of Next Meeting

39/2023 The next meeting was confirmed as 11 July 2023 chaired by Ian Bates, Vice Chair.

Signed _____ Chair

11 July 2023

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PRINCIIPAL'S REPORT

07/2023 (ii) Post 16 Review – KMC Merger Proposal

The Principal reported on a recent meeting held between the Chair, the Principal and members of the FE Commissioner's team outlining the requirement for Weymouth College and Kingston Maurward Colleges to prepare a joint merger proposal, a business case resulting from the Post 16 Review process. Kingston Maurward is also required to prepare a proposal with Sparsholt College.

The Principal reported that following an initial planning meeting and a Board sub-group meeting, The FE Commissioner is looking for two credible proposals. Weymouth College are required to develop a 'joint' 7000-word business proposal by 23rd June.

Members noted that three joint leadership team meetings are planned to take place to develop the various aspects of the proposal, to be reviewed by the Board sub-group. Unfortunately, the KMC QAR data is not available so a more detailed analysis is not yet possible. Early analysis by the senior leadership team are shown on the last slide from the presentation, available on the GVO. SLT members will review the SPA proposal from last year to check if appropriate to bring forward the content to include in the 2023 business proposal and SLT will be requesting information from KMC to support the business proposal discussions (majority of which was not made available to us last year).

The final presentation to Steering Group 5 of the Post 16 Review will take place on Thursday 29th June, there has been a substantial amount of communication to arrange a suitable date and this has now been confirmed. Sparsholt College, a land-based specialist college in Hampshire are also preparing a joint proposal with KMC to present on 29th June – they are experienced in mergers as they incorporated with Andover College.

Members were reminded that any merger proposals would need full Board support and they can be declined or amended. Any merger would be a “Type B” merger where Weymouth College would remain as the legal entity (AoC merger document available on the GVO).

The Board confirmed their support for the initial work being undertaken by the College Senior Leadership Team with the Chair and the Board sub-group members, on their behalf.

Signed _____ Chair

11 July 2023