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| **WEYMOUTH COLLEGE CORPORATION****Minutes of the Board Meeting held on 7 November 2023 in Room L104, Weymouth College and Via MS Teams** |
| ***Members Present:***  | ***In attendance:*** |
| Steve Webb | ***Chair***  | Alison Lydon | Head of Governance |
| Julia Howe | ***Principal***  | Jenny Stiling  | Associate Member  |
| Ian Bates | ***Vice Chair***  | Mark Lewis | Associate Member - **APOLOGIES** |
| Jacqui Gerrard |  | Rob Cole  | Vice Principal Finance an HR |
| Jane Nicklen | ***Apologies*** | Phil Templeton | Vice Principal   |
| Ian Girling | ***Via Teams*** | Kelly Bush | Vice Principal Curriculum and Quality, |
| Rod Davis |  |  |  |
| Angela Neuberger |  | Dan Hayward | Student Governor Candidate |
| Karen Dyke |  | Tracy Goralczyk | Student Governor Candidate |
| Andy Matthews |  |  |  |
| Peter Vowles |  |  |  |
| Anne Munro |  |  |  |
| Chris Evans |  |  |  |
| Geoff Channon | ***Via Teams*** |  |  |

**Introduction and Welcome**

63/2023 The Chair welcomed everyone to the meeting. Apologies were noted as above. It was explained there are two candidates for student governors who were observing the meeting today. The student observers introduced themselves.

**Declarations of interest**

64/2023 Members had nothing to declare.

**Membership**

65/2023 The appointment of Mark Lewis as an associate governor for a period of one year which had been approved via a written resolution on GVO was formally ratified.

**Notification of Any Other Business**

66/2023 Energy contracts and an LSIP update would be given.

**Minutes of the Previous Meeting**

67/2023 The minutes of the meeting held on 27 September, copies having been previously circulated, were confirmed as a correct record and signed by the Chair.

**Meeting Action Points**

68/2023 The action points were considered. AL and JH to discuss the T Group. No further nominations as safeguarding lead governor have been received to date.

**Principal’s Update**

69/2023 The Board considered the circulated Principal’s report and verbal update The Tyneham building official opening has been planned for 21st November.

70/2023 Confidential minute

**Update from Student Members**

71/2023 Provided earlier in the meeting.

**Committee Reports**

72/2023 **Curriculum and Quality Meeting held on 31st October**

The Chair of C&Q reported on the recent meeting, the minutes of which are available, explaining the following areas -

* Potential competition from a provider in Blandford for the MOD is being monitored.
* KPI targets had been considered.
* An update on skills and stakeholder engagement had been given and the tracker, which is available on GVO, should be considered by governors before link meetings.
* Excellent achievement rates had been obtained - 88% across college, 67% for apprenticeships, both well above national average. Awareness raising to take place, including with students. A number of queries were responded to and it was noted that one area with poorer results was due to a small cohort and changes in jobs.
* Excellent English and Maths results were noted. Century Tech has had a positive effect.
* The combined achievement rates for DCG had been considered.
* Plans for T levels.
* Staff recruitment issues in some areas.
* Strategic curriculum planning and potential expansion of apprenticeships

Members were pleased to see the achievement rates, commenting that this is the core of why the college exists. Session to explain the data to be organised.

Action: AL/KB

Whether there should be a regular curriculum item on Board Agendas to be considered though noted that detail had been devolved to the committee and also link areas have mid year reviews.

Action: AL/KB

**73/2003 Search and Governance Meeting held on 7th November**

The meeting Chair explained the key points from the meeting that had taken earlier in the day.

* External review of governance will take place in the first quarter of 2024
* Project managers, Rockborn, have been engaged for the merger which will help with workloads. They are currently working at risk whilst funding is confirmed.
* Skills and diversity had been reviewed and succession planning towards the new merged college was considered. Because of the changes that will take place it was proposed that the current Chair and Vice Chair remain until merger.
* A governance action plan is being developed from the self assessment and this had been reviewed. Administrative support is being arranged for the Head of Governance.

Following nomination from the committee the Board confirmed the appointment of:

* Tim Hulme for a 4-year Term of Office from conclusion of appropriate checks.
* Mark Lewis as a member of Finance & Resources Committee.

74/2023 **KPI Results and Proposals**

Amber and red KPIs were explained. Members noted that despite lower apprentice numbers the value had been higher than plan. A number of queries were responded to. Targets and budgets for next year were approved though CQ4 and CQ5 to be combined and measured by income as well as starts.

Action: KB

**Finance**

**75/2003 Budget**

The reforecast budget had been shared. Key changes were explained and it was noted that financial health is 190 points which remains Good. Staff costs as a percent of turnover has increased and this is mainly due to the pay award for all whereas additional funding is for 16-19 delivery. Cash flow remains strong and investment is being considered.

**76/2003 Pay Award Ratification**

The pay award of 6.5% for all staff other than senior postholders (which would be agreed separately) and those who had received minimum wage increases was ratified.

**77/2003 Forgiveness of Debt Letter**

A letter of comfort for forgiveness of debt to the amount of £292k was explained. There is an additional £200k regarding Redlands over the next four years that could be added and this would be considered with the auditors this week. The Board authorised the Chair to sign the letter which would be shared on GVO.

**78/2023 Dorset College Group**

Confidential Minute

**Any Other Business**

79/2023 IG gave an update on the LSIP, the first phase of which has been completed successfully. Next stages are more evidence gathering on adult social care, digital & creative and advanced manufacturing & engineering.  Information on the dates and times of focus groups will be shared with the college to share with businesses though there are very short timescales.  LMI data has been commissioned from the LEP.  A nine month project with the careers hub will identify more work experience for young people with a focus on Weymouth & Portland where there are social mobility issues. Age range being supported to be confirmed.

Action:  IG.

There is strategic work taking place on communications to try and ensure a clearer single message to employers.  Curriculum developments on soft and technical skills are already starting and a skills summit in central Dorset is planned for February 22 with employers as the target audience. Two new skills newsletters will signpost employers and students to support.

80/2023 Condolences were expressed at the news that Cllr Tony Farari passed away yesterday.

81/2023 RC explained a framework that would allow the college to access lower utility prices. Accessing this framework next May for Electricity and next October for gas was be proposed.

**Date of Next Meeting**

82/2023 The Calendar of Meetings for 2023-2024 had been shared on GVO. The next meeting was

confirmed as 12th December 2023.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date