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| **WEYMOUTH COLLEGE CORPORATION****Minutes of the Board Meeting held on 12th December 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 |  | Phil Templeton | Vice Principal, Funding, Systems & Operations - ***Apologies***  |
| Ian Girling |  | Kelly Bush | Vice Principal Curriculum and Quality |
| Rod Davis | ***Apologies*** |  |  |
| Angela Neuberger |  | Mark Powell | Moore UK |
| Karen Dyke |  |  |  |
| Andy Matthews |  |  |  |
| Peter Vowles |  |  |  |
| Anne Munro |  |  |  |
| Chris Evans |  |  |  |
| Geoff Channon |  |  |  |
| Tim Hulme |  |  |  |
| Daniel Hayard |  |  |  |
| Mateusz Goralczyk |  |  |  |

**Introduction and Welcome**

86/2023 The Chair, welcomed everyone to the meeting. Apologies were noted as above.

**Declarations of interest**

87/2023 Members had nothing to declare.

**Notification of Any Other Business**

88/2023 None

**Audit Committee Annual Report to the Corporation**

89/2023 The Chair of the Audit Committee presented the Committee’s Annual Report, previously circulated and available on the GVO. He explained that the report provided assurance that the governing body’s audit responsibilities relating to the financial year 2022/2023 have been satisfactorily discharged and adequate and effective systems of internal control are in place to enable the College to meet its objectives. The Committee recommended its report to the Principal and the Corporation.

**Annual Report and Financial Statements 2022/23**

KD joined the meeting at this time.

90/2023 The Board welcomed Mark Powell from Moore, the Colleges Financial Statements Auditors, to the meeting. Members received:

1. The Audit Summary Report (Management Letter) from Moore,
2. The Letter of Representation and
3. Letter of Support for Weyco, for signature.
4. Mark Powell presented the Audit Summary Report (Management Letter), previously circulated and available on the GVO. he highlighted the identified significant risks reported in Section 3 of the report.
* Going Concern - Members noted that waiver of debt covenant breaches had been received from Allica Bank. These, together with the College continuing to pay interest and capital repayments on time and improved cash flow forecasts, mean the Going Concern assessment made by management was considered reasonable. Cash remains a focus but there have been improvements in the last few years and there are no material uncertainties related to going concern.
* Onerous Contract relating to the surrender of the Redlands lease. This is no longer an estimate and is a crystalised figure. The liability has been transferred to the college. The letter of support is in line with new guidance and this has led to some additional audit work but is not a concern.
* Pension Liability – it was reported that calculations are reasonable and the liability has reduced over the years.
* Risk of fraud – no concerns were noted.
* Revenue recognition. Funding assurance has been reviewed and ESFA clawback was lower than expected. This was confirmed after the accounts were prepared but was not material.
1. The Vice Principal (Finance and HR) presented the Annual Report and Financial Statements 2022/2023, previously circulated and as reviewed and recommended by both the Audit and Finance & Resources Committees. A number of questions were responded to.
2. Annual Report and Financial Statements 2022/2023 for Weyco Services Ltd.

The Board had received the Annual Report and Financial statements for Weyco Services Ltd. as presented to both the Company Directors and considered by the Audit Committee.

1. The Letter of Representation and request for Weyco Forgiveness of Debt letter were approved and signed.

With thanks to Mark and the Audit Team, it was ***RESOLVED TO RECEIVE AND APPROVE THE ANNUAL REPORT AND FINANCIAL STATEMENTS 2022-2023*** *as* proposed by the Finance and Resources and Audit Committees. All in Favour.

*Mark Powell left the meeting.*

**Minutes of the Previous Meeting and Meeting Action Points**

91/2023 The minutes of the meeting held on 7th November 2023 copies having been previously circulated, were confirmed as a correct record and signed by the Chair.

**Principal’s Update**

92/2023 The Principal explained work on

* Alternative and outreach provision.
* Potential collaboration with Yeovil College
* Local Skills Improvement Fund project, also explaining that listed employers will be integrated into the delivery of the programme.
* Re-accessing the skills bootcamp funding
* Pay award and confirmation there is no planned industrial action with work continuing to improve workloads.

 It was noted that JH is on the Education Board and KB on the SEND board. The College outcomes for English and Maths appear to be better than the County generally and this is being reviewed with the potential for the College to share best practice.

Consideration was given to the work on sustainability and it was suggested the road map should be shared with governors. Ensuring that the college promotes it’s achievements was confirmed as being an objective for the Principal.

**Update from Student Members**

93/2023 The student governors confirmed that students appear to be happy and are looking forward to the break. Issues raised at student forums have been dealt with by the college and enrichment activities have been further improved.

There is some concern from students about the merger but comfort has been given that this will not affect current students and actions will not be immediate. Updates that will start in the new year should help in this regard.

Concern was raised regarding understaffing of student services and potential delays to support provision though it was noted that the majority of feedback from students had been excellent. It was agreed to investigate and report back including results of the student survey which had just completed. Promotion of mental health first aiders and other routes also to be improved. Governors asked a number of questions.

Action: JH

Students confirmed that staff are very responsive.

IG left the meeting at this time.

**Committee and Subsidiary Reports**

94/2023 i) Audit Meeting 28th November – The Chair of the committee explained

* The internal audit arrangements and plan
* Feedback on the annual Report and Accounts and going concern assessment
* The proposed amendments to the committee Terms of Reference. The amendments were unanimously approved.

95/2023 ii) Finance & Resources Meeting 6th December 2023. The Chair reported

* P3 financial results which were positive
* Trading results with a number of areas running at a slight loss. Value of curriculum provision has been requested to be included in reporting.
* Facilities and resources information that had been shared and potential benefits to the college from the merger.

**KPIs**

96/2023 This had been covered in the November meeting.

**College Self Assessment Report 22/23**

97/2023  *The Board received the Self-Assessment Report, available on the GVO, as validated by members from the Curriculum and Quality Committee and KMC representatives at a special validation meeting held on 4th December 2023. The Committee Chair praised a very comprehensive report which*  proposed a judgement of Outstanding for overall effectiveness. The Vice Principal, Curriculum & Quality, gave further information regarding the process and judgements. It was noted that apprenticeships is judged as Good despite results being 14% above national benchmark as the college still feels it is on a journey of improvement in this area.

Thanks were given to the staff for the excellent working, noting that the local economy has high levels of deprivation and on average, low aspirations and the college is adding real value. The report was commended as being well written and evidenced by facts. The positive effect of inviting KMC governors, one of whom had been an Ofsted inspector, was noted. Thanks were given to the Committee and it’s Chair for their work.

***It was RESOLVED to approve the Self-Assessment Report as recommended by the validation panel. Vote unanimous.***

**Dorset College Group**

98/2023 Confidential Minute

**Board Governance Policies and Code of Governance**

99/2023 Members considered the updated Board Governance Policies, previously circulated and available on GVO. It was RESOLVED to approve the updated policies. Vote unanimous.

100/2023 Members considered the circulated document recommending adoption of the new FE Code of Good Governance, available on GVO. It was RESOLVED to adopt the Further Education Code of Good Governance 2023. Vote unanimous.

**Any Other Business**

101/2023 None

**Date of Next Meeting**

102/2023 The Calendar of Meetings for 2023-2024 had been shared on GVO. The next meeting was

confirmed as 26th February 2023.

**Membership**

SW and IR left the meeting.

103/2023 The Head of Governance explained that single nominations had been received for the role of Chair and the role of Vice Chair. The proposal at this stage was to elect for a period of one year from 1.1.24 to see the merger through to completion, and allowing for any potential delay. Members RESOLVED unanimously to electing Steve Webb as Chair and Ian Bates as Vice Chair for a period of one year from 1.1.24.

SW and IR rejoined the meeting.

**Feedback on the meeting**

104/2023 Members completed feedback forms.

Meeting closed 18.10

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date