**MINUTES OF THE MEETING OF THE CORPORATION**

**Held on 30TH September 2024 at 4.00pm at Kingston Maurward Campus**

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| ***Members:*** | | ***In attendance:*** | |
| Steve Webb | ***Chair*** | Alison Lydon | Director of Governance |
| Robert Lasseter | ***Vice-Chair*** | Julie Hodge | Governance Administrator |
| Kate Wills | ***Interim Principal*** | Rob Cole | Chief Finance Officer |
| Richard Barker |  |  |  |
| John Bullen |  | Tony Skeel | DfE |
| Geoff Channon | ***Apologies*** | Becky Edwards | FEC |
| Rod Davis |  |  |  |
| Chris Evans |  | Nicky Porter | DSL **Item 9 only** |
| Jacqui Gerrard |  |  |  |
| Dawn Harvey |  |  |  |
| Tim Hulme | ***Apologies*** |  |  |
| Dan Knight |  |  |  |
| Graham Ledden | ***Apologies*** |  |  |
| Angela Neuberger |  |  |  |
| Nicola Newman |  |  |  |
| Kay Taylor |  |  |  |
| Hannah Crocker | ***Staff Governor- Apologies*** |  |  |
| Anne Munro | ***Staff Governor*** |  |  |
| Student Governor | ***Vacancy*** |  |  |
| Tracy Goralczh | ***Student Governor Apologies*** |  |  |
|  |  |  |  |

1. **Apologies for Absence**

The Chair welcomed all to the meeting. TS was introduced. He explained that he and BE are in place to support the college following merger, although it is not a formal role.

Apologies were noted as above. Governors were reminded to mark their attendance on GVO using the Attendance button at the top right of the meeting page.

1. **Declarations of Interest**

All were reminded to complete their formal declarations on GVO. Email instructions had been shared as a reminder.

Action: All

There were no declaration relative to the meeting.

Becky Edwards joined the meeting at this time.

1. **Any other business agreed with the Chair**

None.

1. **Membership and Structures**

AL explained that the Board membership had been agreed based on KMC reappointing Robert Lasseter until December 2024 and Kay Taylor for a further term. WKMC appointments had been made for the remainder of relevant terms. However KMC had actually appointed only until 31st July and therefore formal appointment to the agreed terms is needed.

The resolutions THAT

* Robert Lasseter be appointed until 31st December 2024
* Kay Taylor be appointed until 28th February 2027

were unanimously **APPROVED.**

1. **Appointment of Corporation Chair/ Vice Chair and Committee Chairs.**

The appointment of Steve Webb as Chair and Robert Lasseter as Vice Chair was confirmed. New appointments would be proposed at the December meeting.

The Chairs of the committee had been previously agreed but it was proposed that the Chair of Estates Sub Committee be changed to John Bullen. This was unanimously **APPROVED.**

1. **Minutes of Previous Meetings**

The minutes of the 17th July 2024 meeting of Weymouth College were **APPROVED**

The minutes of the 17th July 2024 meeting of Kingston Maurward College were **APPROVED**.

The notes of the informal meeting of governors of 6th August 2024 were noted.

1. **Matters Arising**

The matters arising were considered.

Governors who had not yet done so were asked to read KCSIE and tick “approved” to show this had been done by the end of the week.

Action: Governors

RC explained the work taking place to review commercial activity.

Strategy day moved and would be booked for after a decision on CEO recruitment.

1. **Any Other Business agreed with the Chair**

None

1. **Safeguarding Policy**

The updated safeguarding policy, available on GVO, was considered.

Suggested that “KMC campus” be removed from the box with Nicky Porter box in the flowchart as responsibility is for both campuses.

Action: NP

Governors were reminded that safeguarding is a prime requirement of the Board and all have responsibility that can not be delegated.

Suggested that safeguarding be on all Q&S agendas.

[post meeting note: it is already scheduled for all Q&S meetings]

Face to face safeguarding training for governors is being arranged.

Action:AL(KW)

NP joined the meeting and was introduced to governors as the formal safeguarding lead. It was explained that a strategic advisor is working with the college to baseline current practice and advise on processes and culture.

The policy had been prepared to combine the two previous policies.

An advisor is also being utilised to help with communications and brand and will advise on any potential issues of clarity and understanding.

A question was raised regarding public access at the KM campus and the risks of this. NP explained some potential changes that are being considered including installation of additional cameras, security improvements and barrier entry.

Current strengths and risks were considered. It was suggested there is some work culturally regarding reporting but there has already been impact in this regard. Both previous policies had been found to be sound and additions had not been needed. Procedures will be prepared that contain more detail.

Following a question it was confirmed that there had been a good start to the year and staff, including NP, have been getting used to working across two campuses. Further development of the safeguarding team is taking place and leadership support is being provided to allow time for NP to concentrate on detail.

Confirmed the safeguarding policy is now ready for authorisation. Governors to read the document and approve online.

Action: All

BE and NP left the meeting at this time (16.30)

1. **CEO Report, Position Statement and Next Steps**

KW gave an update of activity and observations since August 1st. Messaging will be key as the college moves forward. The first staff briefing was nearly 100% attended and a second is planned in a couple of weeks. The tone of communications for staff was shared.

A powerpoint update was shared on screen. This included a review of the baseline diagnostics being undertaken and some proposed initial strategic objectives which need to be worked on at pace. Governors noted that the diagnostic work gives a good understanding of current practices, strengths and improvement areas. .

Thanks were given to KW for bringing her values and passion to the role to help staff and students have buy-in. KW explained that key staff have been enthusiastic and getting staff working together as a team is key to success.

Agreed that future reports would be provided in advance.

Consideration was given to prioritisation and how all post-merger work and strategy preparation can be achieved in a timely way.

1. **KPIs, PIMs and Milestones**

The reports, available on GVO, were considered and the action plan was shared on screen. It was explained that this is a work in progress and further information would be produced.

Student numbers are currently more than planned but this is prior to day 42. There is confidence that targets will be met but there is some concern about apprenticeships and HE. Onboarding for apprenticeships is being delayed by work to ensure that everything is in place with employers.

Concern regarding HE was considered and it was suggested there should be a complete review of the HE strategy. Following discussion it was agreed this should happen.

Action: KW

BE rejoined the meeting at this time (17.00)

Governors noted that many of the A level students at the college stay fairly local but do not stay at the college. KW explained meetings that have already taken place to begin a review. The importance of providing a real experience rather than just education and for this to be appealing and distinctive was agreed.

TS explained that the PIMS is a standard process and is comprehensive as it is a new college. It will ensure requirements for funding draw down are met and also that the college is driving through requirements of the merger. Some flexibility may be allowable and the DfE team will work with the college in a supportive but challenging manner. Of primary interest is the processes used to get to decisions rather than the decisions themselves.

The Chair welcomed the supportive environment being provided and noted that cooperation has already started.

1. **Budget**

RC gave an overview of the report, circulated on GVO. At the early stage capital is the main risk with time pressures and practicalities of timing work for when students are not around. Student numbers would be a key driver.

Cash flow includes a lot of capital expenditure and is currently looking healthy. Operational cash is being carefully reviewed.

The second claim for grant funding has been made for restructuring costs and professional fees. The expectation is that for this DfE year (to March) claims would be on target.

A question was raised regarding planning for exceptional items and it was confirmed that the budget considers this.

Following a question RC suggested that non-pay efficiencies are being sought.

Staffing costs include high agency costs and work is taking place to recruit to key areas. It was noted that retaining staff has been an issue and there is work to be done in this area. KPIs for monitoring staffing issues were considered. Staff utilisation for academic staff, delivery hours against contract, group size, contribution for different curriculum areas, staff turnover and sickness absence would all be monitored.

Clarity of accounting and reporting for restricted funds was requested.

Action:RC

The risks around capital spend to plan was queried and it was noted that extensions have been requested for some legacy spend. Peter Marsh is being retained whilst looking for relevant expertise in estates as this is currently missing internally.

AL to ensure review of capital is included on F&R and Estates agendas.

Action: AL

The issues around staffing and turnover was raised as a concern. KW explained that there is a full benchmarking review being undertaken and a back to basics approach. Noted that it is an issue across the whole sector, particularly in areas such trades. KW explained potential measures that can be taken and potential issues.

1. **Consent Agenda**

It was explained that this areas of the agenda is for items delegated to committees. Input is requested by exception with approval/acceptance on-mass.

It was suggested there should be a noticeboard to make key things visible on GVO. It was explained there is a weekly newsletter which comes through on Friday to allow action over the weekend and summarised recent activity as well as the home page list.

AL to ensure all members get the newsletter and have not opted out.

Action: AL

The following documents, recommended by committees were unanimously **APPROVED**:

* Instrument and articles
* Standing orders
* Committee terms of ref
* Meeting calendar for the year ahead
* Lead governor role descriptions (EDI, Safeguarding, H&S)

It was noted the whole board must agree to additional people being invited to a meeting.

1. **Committee Reports**

The minutes of all committee meetings were available on GVO.

Each Chair gave a short overview of the committee meetings that had taken place. Thanks were given to DH for chairing the F&R meeting.

It was noted that harmonisation of risk management is being undertaken. Key risks considered had been the risks regarding staff retention and pay harmonisation, cyber risk and safeguarding. Each committee will consider their own risks.

1. **Any Other Business**

None

1. **Confidentiality**

None.

1. **Date of Next Meeting**

10th December 2024.

Meeting finished 17.50