

**The Corporation  
Ealing, Hammersmith & West London College**

**Minutes of the meeting of the Governing Body held on 12 September 2012  
at Hammersmith campus**

Meeting began 6.00 pm  
Chair: Julia Clements-Elliott

**COR 12/22  
Present and Apologies**

**1. Present**

Valerie Amato	✓	Lucy D'Orsi	x
Paula Bailey	✓	Iain Mackinnon	✓
Melbourne Barrett (until 7 pm)	✓	Brian Reeves	x
Julia Clements-Elliott	✓	Christine Whatford	✓
Hilary Cowell	✓	Paula Whittle	✓
Sarah Dhanda	✓	Richard Willmer	x

Apologies for absence: Richard Willmer, Lucy D'Orsi, Brian Reeves  
The meeting was quorate.

In attendance (as noted in the Minutes):  
John Humphreys- Director of Human Resources and Change Management,  
Tim Hulme- Deputy Principal Enterprise, Learning Services and Quality,  
Emma Jarman-Assistant Principal Curriculum,  
Mark Sellis-Deputy Principal Professional Services and Planning,  
Jane Hadsel - Clerk to the Corporation.

**1.2 Declarations of interests:**

None.

**COR 12/23  
Presentation - Learner First Revisited  
Report COR12.23**

The Principal lead a discussion which Governors had asked for in this presentation to better understand how the College's students understand what is meant by Learner First.

Governors discussed how does the College in turn know how students respond to Learner First, what do students think they will get when they leave the college (in addition to a qualification) through the curriculum offer, the environment, opportunities within the college for progression and enrichment, possibilities of alumni networks.

**COR 12/24  
Strategic Plan  
Report COR12.19, Appendix 3**

This was a wide ranging discussion about the vision statement and there was broad agreement about four strategic aims.

Discussion included: sharper focus, clear sense of audience(s), how it speaks to external groups, to internal groups, priorities robust enough to last for the duration of a three year plan.

It was agreed that the Principal would call a strategic plan working party (SLT and governor representatives) work on the strategic objectives, targets and priorities with a view to having an agreed Plan ready for December.

**COR 12/25**  
**A Levels and GCSE Results 2012**  
**Presentation - Update Vocational Results and HE**

This was a detailed report on A Level and GCSE results published in August.

There had been some marked improvements but overall the picture was very mixed, across the campuses as well; and while retention had improved both A2 and AS headline success rates are significantly below General Further Education averages and even lower than Sixth Form college averages.

The College has put STEM under notice to improve.

The vocational results will not be available until later this term but will be reported in the SAR (Self-Assessment Report) to Quality committee. Governors asked also to have a report on HE results.

Governors agreed that they need to understand not the detail but what the trends are, if trends are significantly pointing to improvements. The Principal said that this analysis would inform the SAR.

**COR 12/26**  
**Presentation - Recruitment 2012 Current position and next steps**

1. The DP presented the latest figures on student recruitment, and he said that the College could be cautiously optimistic. Although the 16-19 number is down against the target it is up by comparison to the same time at this time last year, and adult recruitment was very good. The Board thanked the Deputy Principal for the presentation.

2. There was a general discussion about marketing; how effective had the summer campaign been, the high turnover in marketing department staff, and the gaps as a result in the team. Governors were concerned about the impact this could have on students so early in the academic year. The Principal said that the College is taking steps not to be short handed in key areas and looking at an agency as well to provide more stable interim staff.

The Principal said that there had been sadness on the College at the news of the death of a member of staff, David Burtenshaw-Hussey, in the summer who had been worked in marketing.

**COR 12/27**  
**Other urgent Business**

**COR 12.27.1**  
**Moullin House**  
Report COR12.22

1. The report summarised activity over the summer in relation to acquiring Moullin House for student accommodation. A financial analysis and business case had indicated the project would generate cash surpluses and a yield around 6.9%. In consultation with the original teleconference participants the College raised the bid in two stages to £2.6m. At this level the business case is projected to still be robust, with a yield of 6.6% and payback in 2027. The vendor would make a decision on 11 September.

2 The DFP orally reported to the Board meeting that the bid had been accepted, subject to contract.

**COR 12.27.2**  
**Inclusive campus**

The DP confirmed that the College was nearly ready to submit for full planning. Governors agreed that fund raising would not be worthwhile if the College does not have full planning consent.

The SLT left for the remainder of the meeting.

**COR 12/28**  
**Minutes of the meeting 5 July 2012**  
**(Part confidential)**

**1. Accuracy**

Confidential Minute, page 3:

It was agreed to amend the last sentence in point 1 to remove any ambiguity and to read as, "The Board agreed that in the new structure the Principal and Deputy Principal would be Senior Post Holders, as now, and no other posts"

There were no other matters of accuracy.

The Minutes were signed as an accurate record by the Chair.

**2. Matters Arising in the Minutes**

Page 1: The Clerk reported that the student governors' elections were underway with a view to having one FE student and one HE student.

Page 3: The Principal confirmed that Tim Hulme would be leaving the employ of the College in the third week of November, and from the beginning of October he would be working on specific tasks.

Page 5 and 7; In relation to the investigation into construction, the Principal said that she expected an interim report to be ready to go to Audit Committee members later this month and a report to the Board in December.

Page 5: It was agreed to sign off the Strategic Plan for last year.

Page 6: staff voice and survey- The Principal confirmed that the staff survey would take place in early November.

**3. Other Matters Arising**

The Clerk confirmed that the cycle of business for each of the Committees (Audit, Quality, F&GP) would have an item at the first meeting of the year to discuss setting targets for the Committee this year.

**COR 12/29**

**Election of Officers of the Board**

1. The Governors present thanked Julia Clements-Elliott for her service as Chair for the past two years: she would step down as Chair at the end of this meeting after the election of a new Chair.

2. The Chair orally reported:

Sarah Dhanda had been nominated for the position of Chair and had indicated she was willing. No other nominations had been received. Sarah Dhanda was elected as the Chair for this academic year.

Hilary Cowell had been nominated for the position of Vice-Chair and had indicated she was willing. No other nominations had been received. Hilary Cowell was elected as the Vice-Chair for this academic year.

3. Committee membership:

Valerie Amato was appointed to the Audit Committee;

Sarah Dhanda resigned from the Audit Committee and was appointed to the Finance & General Purposes and Remuneration Committees;

Mel Barrett was appointed to the Finance & General Purposes Committee.

**COR 12/30**

**Publication of papers**

Confidentiality noted in connection with the minutes of 5 July 2012 Board meeting.

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Chair

date

Meeting ended 9.45 pm