

**THE CORPORATION
EALING, HAMMERSMITH AND WEST LONDON COLLEGE**

Minutes of the Meeting of the Corporation held on 15 March 2016 at the Hammersmith Campus.

The meeting began at 6.00 pm

Chair: Tony Alderman

ITEM 1

ATTENDANCE AND APOLOGIES FOR ABSENCE

1.1 Present

Tony Alderman	√	Nicki Golland	√
Adrian Asuquo	√	Michael Heanue	√
Heather Clay	√	Martha McBier	√
Richard De St Croix	X	Garry Phillips (Principal and Chief Executive)	√
Julia Clements-Elliott	√	Nick Ratcliffe	√
Jim Conybeare Cross	√	Hassan Rizui	√
Joanne Fintzen	√	Sundeep Sangha	X
		Lucy Taylor	X

1.2 Apologies for absence were **RECEIVED** from Richard De St Croix, Sundeep Sangha and Lucy Taylor.

1.3 In attendance:

Janet Gardner, Executive Director, Principal, Hammersmith and Fulham College
Jane Hanson, Executive Director, Principal, Ealing Green College
Phil Hockey, Executive Director, Student Experience and Performance
Ursula Rasan, Executive Director, Finance and Shared Services
Keith Scribbins, Clerk

1.4 Declarations of Interests: existing declarations were confirmed.

1.5 Clerk's Announcements

The Clerk gave due attention to the proposed membership of John Jeffcock. The proposal had been made by the Search and Development Committee. If approved John would become an ordinary member for three years from the date of this meeting. The proposal was **APPROVED**.

ITEM 2

COR 16.02

MINUTES OF THE MEETING OF THE CORPORATION HELD ON 17 DECEMBER 2015

2.1 The minutes were **APPROVED** as a correct record and signed by the Chair.

2.2 There were no matters arising from the Minutes.

ITEM 3

COR 16.03

REPORT OF STRATEGIC PLANNING WEEKEND 29 AND 30 JANUARY 2016

3.1 The report set out the attendance of members and advisers, the agenda and presentations made and the large number of resolutions approved. The report (setting out the resolutions) is attached to the file copy of these minutes. The report was **RECEIVED** and **APPROVED**.

3.2 Attached to the report was an action plan, drawn up by the Clerk, arising from the presentation made at the planning weekend by the Deputy FE Commissioner. The action plan was **APPROVED**.

ITEM 4

COR 16.04

PRINCIPAL'S REPORT

4.1 **The Principal's report covered the following items:**

- The FE Commissioner's report and action plan
- Area Review Update

- Ofsted Update
- Accommodation Update
- College Performance Update
- Finance Update and FRP
- Ealing Green College Update

These items were covered by an introduction from the Principal and Chief Executive and brief commentaries from the Executive Directors.

4.2 A number of important documents were appended to the Principal's report and these included:

- The Skills Minister's letter covering the FE Commissioner's report
- FEC Masterplan
- LHAA, Heads of Terms
- Ofsted Monitoring Report (January 2016)
- SFA letter of financial health
- Area Review Steering Group – meetings
- SFA forecast

4.3 A number of issues arose in discussion, including:

- The role of Beacon teachers
- Support measures relating to student attendance and other performance requirements
- The likely revisit of the FE Commissioner in April/May
- The impact of learning numbers on funding
- The investment of the Acton sale proceeds in a high interest account and the success of this sale
- The withdraw of LHAA from acquisition discussions (due to College's position vis-à-vis the Commissioner)

- The prospects for other mergers/acquisitions and Dish/Dine (the growth agenda)
- The first Area Review Meeting and items arising from it
- The work of the Audit Committee, F and GP Committee and Curriculum and Quality Performance Monitoring Committee in relation to risk and its management, focus groups and learning walks
- Arrangements for assistance from Lena Stockford
- The significance of the SFA letter
- The success of current collective bargaining with the unions
- The volume and character of projects being undertaken

In respect of all these issues, Members congratulated the College, its staff and students on the activity aimed at quality and financial turnaround and emphasised the need to achieve the Commissioner's requirements and those of Ofsted.

Following this discussion and contributions from senior staff it was **RESOLVED**

that: The FEC Masterplan (following any amendment arising from the discussion) be **APPROVED**

that: The Ofsted outcomes following the Monitoring Visit be **NOTED** and the action being taken be **ENDORSED**

that: The progress and update on the accommodation strategy, in accordance with the presentation made, be **NOTED** and the action taken be **ENDORSED**

that: The update on the West London Area Review be **NOTED** and the action taken by the Principal and Chief Executive and the Chair be **ENDORSED**

that: The three year financial forecast and commentary (draft) be **APPROVED**

that: In respect of the FEC update various matters would be referred to the Committees and Task and Finish Working Group

that: Also in relation to FEC update the key foci are student outcomes, financial recovery and reducing intervention

that: The purchase of the new Finance/HR/Payroll system be **NOTED**

ITEM 5

AC 16.09, CQPM 16.09 AND 16.14, FGP 16.13, SDC 16.05, TFG 16.02

MINUTES AND REPORTS FROM COMMITTEES

5.1 Members **RECEIVED** the following Minutes with their attachments:

- Audit Committee 8 March 2016
- Curriculum Quality and Performance Monitoring Committee 17 February 2016 and 1 March 2016
- Finance and General Purposes Committee 25 February 2016
- Search and Development Committee 8 March 2016
- Task and Finish Group

5.2 The Chairs of the Committees and the Clerk introduced the Minutes and, after discussion, the following recommendations were **ADOPTED** as resolutions of the Corporation and other items **NOTED**

that: The Corporate and Risk Framework considered by the Audit Committee be **APPROVED** and other items be **NOTED**

that: The items considered by the CQPM Committee be **NOTED**

that: In relation to procurement the Principal and Chief Executive should have a spend limit up to £300k with sums above this being subject to F and GP and Board approval. All other items were **NOTED**

that: As set out above Mr John Jeffcock be appointed an ordinary member for a three year period from the date of this meeting

that: The proceedings of the Task and Finish Group (including its terms of reference) be **NOTED**

ITEM 6

ANY OTHER BUSINESS

There was no new business.

ITEM 7

DATE OF NEXT MEETING

Scheduled for 12 July 2016