

**THE CORPORATION
EALING, HAMMERSMITH & WEST LONDON COLLEGE
Minutes of the Special Meeting of the Governing Body held on 15 October 2013
at Hammersmith campus**

Meeting began 6.35 pm

Chair: Sarah Dhanda

Part 1 Governors and SMT in the Principalship

Item 1.

COR 13/42

Present and Apologies

1.1 Present

Valerie Amato	✓	Sarah Dhanda	✓
Melbourne Barrett	x	Rachel Kirsch	✓
Richard De St Croix	✓	Robert Morley	✓
Julia Clements-Elliott	x	Brian Reeves	x
Jim Coneybeare-Cross	x	Christine Whatford	✓
Hilary Cowell	✓	Paula Whittle	✓

The meeting was quorate throughout.

1.2 Apologies for absence:

Melbourne Barrett, Julia Clements-Elliott, Jim Coneybeare-Cross, Brian Reeves.

1.3 In attendance (as noted in the Minutes):

Senior Management Team in the Principalship:

Ala Uddin – Vice Principal Curriculum & Student Success (VPC);

Anne-Marie Etan – Vice Principal Finance & Resources (VPFR);

John Humphreys – Assistant Principal Human Resources & Change Management (AP).

Jane Hadsel - Clerk to the Corporation

1.4 Declarations of Interests: None.

1.5 Chair's Announcements:

1. The Chair said that from a personal perspective her role as Chair has been particularly challenging over the past few months and continues to be, especially with no Vice-Chair and F&GP Chair yet in post. She asked fellow Governors for their support and help at this time.

2. She said she had met the SMT in three groups in early October to discuss the Board's priorities and to listen to their concerns. She said that the SMT had all been keen to help Governors meet staff. She had asked the VPC to draw up a menu of activities in the College which Governors could join in a structured way. The Board agreed they would support the activities.

ACTION: VPC and Clerk to issue menu of activities to Governors

3. There is at present a vacancy in the Quality Committee for at least one external Governor. Governors interested in joining were asked to convey interest to the Chair and /or to the Committee Chair (Christine Whatford). The next meeting of the Committee (26 November) is when the Self-Assessment report for the last year is scheduled to be validated, which is a key remit of the Committee.

ACTION: Governors interested in joining Quality Committee to contact Chair and/or Committee Chair

4. The Chair introduced Anne-Marie Etan, the Vice Principal Finance & Resources who started at the College four weeks ago.

Item 2.

COR 13/43

Minutes of the Meeting held on 11 September 2013

Part Confidential

Report COR13.56

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

2.2 Matters Arising in the Minutes not on the agenda or in the reports:

Page 1: Governors' Register of Interests: The Clerk reported this was complete.

Page 1: Lucy D'Orsi's membership of the Board: It had been reported to Governors that Lucy D'Orsi resigned at the end of September.

The Clerk confirmed that with this resignation, the Board comprised fourteen governors, which included two places for the two student Governors who would join shortly following elections.

Page 1: The Clerk was to arrange a thank-you dinner for a former Governor, Iain Mackinnon, who had responded in September that he thanked the Board for this offer but he declined, saying he preferred the College to spend any such funds on main priorities of the College.

Page 2: Appointment of the Vice Principal Business & Enterprise: The Principal reported that the appointment was in process this week; Governors who had expressed interest in being part of the interview panel asked that they be given sufficient information in advance. The Principal said this would be done.

ACTION: Principal to progress appointment VPBE; report outcome to Governors

Regarding the interim Business & Enterprise post, the Principal informed the Board that although an interim had been appointed, the person had not been able to meet the College's timetable when needed; and therefore the post had not been taken up.

Page 3: Moullin House visit: The Principal would organise site visits for the F&GP members who wanted to visit.

Page 6: August 2013 Results: a detailed report had been discussed by Quality Committee (report on the Governor portal).

The following reports and minutes (Items 3 and 4) were confidential to the Board and the SMT present on the basis that key aspects were subject to negotiation.

Item 5.
COR 13/46
Principal's report
Report COR13.59

1. Enrollment update (dated 10 October): The VPFR gave an update on enrolment figures and explained that setting recruitment targets in excess of allocation targets was designed to allow for student withdrawals. The report set out and explained the actions which the SMT has implemented to increasing in-year recruitment.

2. College meeting with Ofsted preparing for Inspection: The Principal reported on the visit by HMI (the Ofsted Inspectorate) and said based on the follow-up actions agreed with HMI it seemed unlikely the Inspection would happen before January.

She confirmed that the VPC would be the College nominee for the Inspection.

At the preparation meeting she said that the College's STEM and Building & Construction provisions had been discussed.

Regarding the proposed moderation of Subject Sector Areas with HMI support scheduled 6 -7th November, she said that she would report back to those Governors who indicated an interest in attending.

The Principal said there would be a subsequent HMI visit in late November when there would be an opportunity to brief those Governors who can attend.

Governors requested an opportunity to discuss preparing for the Inspection, possibly on the same afternoon as the 12 December Board meeting.

ACTION: Principal to report back on:
SSA panels for Governors attending,
Date and agenda of HMI briefing to Governors in November,
All-Governor briefing in December (possibly 12 December- to be confirmed)

The SMT withdrew for the remainder of the meeting.

Part 2 was confidential to the Governors on the basis that discussion included named staff and on potential commercial sensitivity.

Item 9.
COR 13/50
Other urgent Business
None.

Item 10.
COR 13/51
Determination of Confidential items,
Publication of papers

Confidentially noted in the Minutes for reasons stated.

Chair

date

Meeting ended 10.05 pm