



**EALING, HAMMERSMITH, AND WEST LONDON COLLEGE
FE CORPORATION MEETING**

Date	27 May 2021	Time	18.00
Venue	Meeting held remotely due to COVID-19		
Chair	Ian Comfort		

Members: Ian Comfort; Karen Redhead; Callum Anderson; Oceana Skye Campbell; Joanne Germani; Robin Ghurbhurun; Philip Kerle; Hilary Macaulay; Matthew McMahan; Shawez Mir; Mohamed Moussa; David Paine; Christopher Saul; Debbie Stephenson; Maria Vetrone

In attendance: Anil Nagpal (Chief Operating Officer); James Taylor (Deputy Principal Curriculum and Quality); David Warnes (Deputy Principal – Strategy, Planning and Communications); Sara Woodward (Assistant Principal (Quality and Student Services)); Ra Hamilton-Burns (Governance Advisor)

The session was preceded by vox pops videos of College learners – these are now uploaded to the Governors’ shared portal for viewing.

No	Minute
1.	<p>Apologies for absence and other matters Callum Anderson, Jo Germani and Abs Malik had sent apologies. Skye Campbell did not attend.</p>
2.	<p>Governance matters Director of Governance recruitment</p> <p>Karen Redhead reported that the College has engaged FE Associates to provide recruitment support for the senior post holder role of Director of Governance. FEA will interview and video each candidate and these will be shared with the panel. The Search and Governance Committee proposes that the following individuals make up the panel for the final interviews:</p> <ul style="list-style-type: none"> • Phillip Kerle • Callum Anderson • Karen Redhead • Ra Hamilton-Burns as Governance advisor <p>Ian Comfort will view each of the videoed interviews provided by FEA and submit feedback for the panel to consider.</p> <p>AGREED: THE BOARD AGREED TO APPOINT THE INTERVIEW PANEL AS RECOMMENDED BY THE SEARCH AND GOVERNANCE COMMITTEE FOR THE APPOINTMENT OF THE DIRECTOR OF GOVERNANCE.</p> <p>Key dates for the process are:</p>

- 4 June - Application close
- 7 June - FEA will supply applications to WLC panel
- 9 June – shortlisting meeting
- 14/15 June – interviews

AGREED: THE BOARD AGREED THAT THE APPOINTMENT OF THE CANDIDATE RECOMMENDED BY THE SEARCH AND GOVERNANCE PANEL WOULD BE APPROVED VIA ELECTRONIC WRITTEN RESOLUTION.

3. Declarations of interest

Phillip Kerle noted that he is also a governor at Orbital South Colleges¹.

Matt McMahon noted that his wife is an employee at BDO Partners.²

4. Minutes of the previous meeting

The Board reviewed and agreed that the minutes of the previous meetings were accurate records.

AGREED: THE BOARD AGREED TO ACCEPT AND APPROVE THE MINUTES OF THE MEETING HELD ON 1 APRIL 2021

5. Matters arising

The following update was offered for the matters arising and actions from the meeting on 1 April 2021:

1.	RHB to organise notes of thanks and tokens of appreciation for Peter Chapman and Becky Caldwell.	Katharine Field had kindly arranged this.
2.	Ian Comfort to send FW a note of congratulation on becoming interim FE Commissioner	IC had sent a note and received thanks from FW.
3.	KR and JT to consider inviting community young leaders to the College to encourage learners to take Covid 19 tests	This item and Item 4 have now been superseded by events.
4.	Karen Redhead to provide more detail on the categories of learner declining the C19 test	As above
5.	The subcontracting and supply chain policy will be presented to the July Board 2021	Ongoing for 8 July 2021
6.	AN to include a summary of changes to risks at the beginning of future risk management reports.	This will be done.
7.	JT will forward information on achievement rates on looked after learners and free school meal learners to Debbie Stephenson.	James Taylor had forwarded this information.
8.	AN to include possible health and safety issues associated with remote working in future reports.	This will be done.
9.	Debbie Stephenson will arrange a meeting with SW.	A meeting had already taken place with a further meeting scheduled for 11 June 2021.

The safeguarding report which had been to Curriculum and Quality Committee had also been circulated in advance of the meeting as a matters arising action. Sara Woodward invited any feedback on this report. The vox pops before the meeting had demonstrated some of the challenges faced by the College. She added that the safeguarding team is seeing major challenge in mental health and

¹ <https://www.esc.ac.uk/Orbital-south-colleges>

² <https://www.bdo.co.uk/en-gb/home>

other issues and is working with other agencies to put in place interventions when appropriate. Sara Woodward welcomed Debbie Stephenson's experience and contributions as the nominated Safeguarding Governor and she added that the College is reviewing the resourcing in terms of the complexity of the needs of learners. Governors thanked her for the report which had been extremely helpful. Sara Woodward will submit a brief, regular monthly update with the Director of Governance's briefings. Governors agreed that there should be an update at each Board meeting.

Action: RHB to update the cycle of business to include a safeguarding report or update to each Board meeting of the year.

6. Strategic reports

6.1 CEO's report including an update on Covid-19 impact

Mo Moussa joined the meeting at 18.10

Karen Redhead offered updates on the following:

1. FE Commissioner intervention

The FEC visit took place on 11 May 2021 led by Deputy Commissioner, Nigel Duncan and Bob Smith, FE Advisor. In addition, a newly appointed FE Advisor, Tim Jackson, attended as an observer to shadow the team. They met with 18 College leaders during the day. The Board was well represented as they met with Ian Comfort, Maria Vetrone, Jan Edrich, Phillip Kerle and Ra Hamilton-Burns. Karen Redhead formally thanked all those involved in supporting the visit which resulted in positive feedback.

Key points from the oral feedback were:

- Governance is a strength in the organisation
- The Board has responded well to the FEC recommendation to strengthen the FE experience on the Board, which now provides an additional challenge for quality and efficiency of the provision
- The College is doing really well in terms of financial management
- The College is actively leading many business initiatives that position it well within the government's ambitions set out in the [Skills for Jobs] white paper
- The work that [the College is] doing, in terms of networking, collaboration, participation in various networks is extremely valuable and aligns well within the ambition for local improvement skills plans
- Governors and senior leaders have successfully navigated through the lockdown and its related challenges in relation to maintaining the learning process of students, without specific detriment to any student groups and their outcomes
- The College has done well getting learners back in, and the face-to-face provision has been maintained for some of the more vulnerable learners
- The arrangements to support learners during the Covid-19 lockdown have been effective and the College is working to address areas of lost learning for the forthcoming year in the curriculum plan
- The FEC team recognises the significant challenges ahead, such as improving teaching and learning and apprenticeship framework outcomes, but knows the College is working hard on this and there is a full account of actions being taken to address these
- The actions on quality are being planned systematically, implemented, and supported by a clearer and more effective suite of management reports from the student data system
- The self-assessment and quality improvement plans were clear and very honest, identifying clear lines of necessary improvement

Another visit will take place at the end of 2021 or early in 2022 to check on progress in relation to the outstanding recommendation on estates. If this can be resolved at that point, it is expected that the FEC intervention will end. Ian Comfort and Karen Redhead had met with Bob Smith subsequently to discuss drafting an options appraisal. There has to be a plan b for the event that the College might not be successful in securing capital funding.

Ian Comfort thanked all the contributors but especially Karen Redhead for her resolute approach which had led to the FEC agreeing to a further meeting and focus on two recommendations which the College will address. Karen Redhead added that Shelagh Legrave has been appointed as the new FE Commissioner and is a highly experienced and well-respected practitioner in the FE sector.

2. ESFA intervention

There had been no further meetings since the one that was reported to the Board on 1 April 2021. It remains uncertain when the IBR process might conclude. Karen Redhead explained that, since the papers, Anil Nagpal has received a new spreadsheet of 25 requests for new or updated information. There has now been a meeting with Abs Malik who is going to discuss this with the PMO to find a pragmatic solution. The College remains poised to receive this and to discuss the recommendations at the Board's strategic summer conference on 8 July. Ian Comfort said that a lengthy discussion on this would not be helpful but that the Board will support the senior team in any way required. Governors asked Karen Redhead to approach the ESFA for an agreement that the College has supplied that which was requested in the first instance and that this latest request is additional to that.

3. Covid-19 Update

The College had 121 cumulative cases at the time of the paper, and no live cases, but since publication there have been five unconnected new cases from different campuses and groups. The College has asked 18 students and two members of staff to self-isolate and continues to monitor the situation closely taking Borough statistics into account. Debbie Stephenson asked if the College knows which variant this is. Karen Redhead explained that this information is not available to the College.

The College had considered the new government advice on easing of restrictions which included the possibility of not insisting on face coverings in educational settings. It had concluded that, in line with local schools and trades unions the requirement will remain in place until at least half term when a further review will take place. Karen Redhead believes that the firm stance on this adopted at the start of the academic year has contributed to the relatively low number of Covid-19 cases in students and staff.

4. Enrolment performance

Karen Redhead reminded the Board that the complexity of the College's funding necessitates a great deal of detail in the report. Work continues on enrolment with particular emphasis on mitigating the effect of Covid-19 on course-based income for which the progress has been pleasing to date.

16-18 recruitment – currently 1830 on the system which is slightly below the position on April 1 2021 but well in excess of the 1,776 target. Enrolment continues throughout the year, particularly on adult courses.

Adult Education – this is split in two strands – Non-devolved/ESFA funding and Devolved/Greater London Authority funding. Both agencies have announced a threshold of 90% to retain the allocation without clawback, however the GLA is inviting business cases where there may be

shortfall. The College is preparing a business case to appeal and to retain delivery mechanisms to build back better. It remains an issue causing considerable concern across the sector.

- **ESFA funding** is mostly subcontracted as reported to the 1 April 2021 meeting and the College is expecting to meet target. The in-house provision is at £789k against £706k last year.
- For **GLA provision** the College is performing at £3,339k against £3,350k last year. For both this year and last, the College's ESOL performance has been impacted due to the disproportionate effect of Covid-19 on BAME communities. This will form part of the business case submitted to the GLA and the College is fairly confident that this will be accepted.
- **Advanced learner loads** – now at £509k compared with £445k target
- **Apprenticeships** – the position is slightly below for new starts, but the income is slightly higher per apprentice. Funding achieved to date is £715k and the College is confident of achieving the budgeted target of £750k
- **Commercial courses** – this is the area most impacted by Covid-19. Losses can be mitigated by controlling the associated costs. The College is using the extended furlough scheme for staff but this is expected to end soon and has restructured.

Summarising, Karen Redhead said that unlike many other colleges, West London College is not worried about massive clawbacks of funding.

Governors asked what the College is doing to manage the fact that Key Stage 4 results being released much earlier than the norm. and to ensure that learners are encouraged to join. Karen Redhead explained that enrolment processes at WLC will open a week earlier in the same way as competitor colleges to support learners wishing to enrol.

Governors asked how the College is positioned in terms of the 2021/22 National skills fund and level 3 offer³ and how it will affect advanced learner loan income. Karen Redhead explained that as this was launched in April 2021 there will not be much activity in the current year. David Warnes added that the College is running an accounting course in May for this year. Karen Redhead said that the loans issue is complex as it is age dependent so there will be some knock-on effect which is difficult to quantify currently. David Warnes explained that the College is looking at an holistic offer from September onwards to include accounting, management, childcare and construction courses. Employers are asking for specific qualifications that are not included on the very restrictive list but the College has approached the GLA to ask the DfE to revise the list.

Governors asked if the recruitment process for next year has begun and for initial feedback. Karen Redhead said that a full report on applications was reported at the Curriculum and Quality meeting and applications and offers are increased on the same time last year but there is a note of caution as learners tend to apply to several different institutions. James Taylor and David Warnes have been working extremely hard on new initiatives to welcome prospective learners and make them feel part of the College community. This includes meeting the tutors and fellow learners, attending open days and taster activities.

Additionally, there are many returning learners and the College is working to secure and confirm these as soon as possible. Matt McMahon said that for apprenticeships the team has focussed on approaching employers, persuading apprentices to progress with the College They are working with

³ [National Skills Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

around 26 employers already and this will increase. All apprentices are aiming to start in August 2021 which will give an extra month's income for 21/22.

5. White Paper – Skills for Jobs: Learning for Opportunity and Growth

Karen Redhead reminded members that the consultation of the White paper was launched in January 2021. On 18th May 2021 the corresponding legislation, the Skills and Post-16 Education Bill, was introduced in parliament. This bill will give strengthened intervention powers to the Secretary of State for Education and make it a legal requirement for employers and colleges to collaborate on skills plans so that the training on offer meets the needs of local areas. It will also give adults access to flexible loans for higher level education and training at colleges as well as universities.

Karen Redhead was invited and has agreed to join the AoC White Paper strategy group. She has also been appointed as Chair of the national Employer Engagement and Regional Economy group. This is extremely positive as this is at the heart of the White Paper's core purpose. Ian Comfort congratulated Karen Redhead on these two appointments which reflect the confidence of FE colleagues in the CEO.

Ian Comfort welcomed Mo Moussa to the meeting and thanked him for attending.

6.2. Strategic and operational planning - College Operational plan tracker report

David Warnes reminded Board members that the College has a five-year strategic plan approved in 2019 which is refreshed each year. This is accompanied by an annual operational plan which had been updated at the end of April 2021 and all actions are RAG rated.

139 actions were due as at 30.04.21, with 57% rated Green, 15% Amber/Green, 25% rated Amber, 2% rated Amber/Red and 1% rated Red. This means that 72% of actions are rated at Green or Amber/Green (i.e. achieved or almost achieved with impact pending). Of the 25% Amber, Amber/Red or Red rated actions, the reasons are outlined below:

- **Finance** – amber actions related to expenditure, commercial income, Park Royal savings and the restructuring of the Finance department. These are progressing but the impact has yet to be realized.
- **Business development** – this relates to commercial lettings which are not due to be restarted until the summer. The other was the halted Innovation Fund project to provide ESOL support to Londoners due to restart in May.
- **Curriculum** – amber items related to the impact of Funding Action Plans and subsequent contribution analysis. The amber/red action is linked to industrial placement for learners which were suspended in November and will not restart until next year.
- **Quality** - the red actions related to teaching and learning observations where action has been taken but impact is ongoing and still to be evaluated. Amber actions relate to tracking learner progress, attendance and teaching and teacher support.
- **Workforce development** – the action rated amber relates to the staff survey, ET roadshows and mental health strategy which have now been moved to the Summer term due to Covid-19
- **Estates** – the amber actions related to the ongoing listing appeal which, in turn, affects the estates strategy.

Item 4.1.1 – ‘Ensure that quality activities and the teaching and learning policy and procedure drive up performance by implementing targeted interventions at individual and course level’

- Governors asked if this was graded as Red because of the delay in observations or the quality of the observations themselves. Karen Redhead said that it is partly the lag but also because it was found that there was grade inflation in the observations. FE Associates had been appointed to establish an accurate baseline assessment and to ensure that the system was robust for the forthcoming self-assessment process. The visit had given College confidence that the in-house

	<p>observers do grade accurately, and the College now ensures that College observers no longer observe their own areas. James Taylor and Karen Redhead had received some rich feedback on the four of the five deep dive areas which will inform cross-college improvement and development. The Inclusive Learning area has yet to be visited as a specialist is required. Robin Ghurbhurun said the Committee welcomed the observation report, assessment of the RAG status and is comfortable with the interventions put in place to improve the position.</p>
<p>6.3</p>	<p>Launch of KPI reporting</p> <p>David Warnes gave a live demonstration of the KPI dashboard reporting system to be presented to the Board at each meeting going forward. He explained that there are a number of dashboards which reside on the staff portal page. Governors will need to be connected to the College server remotely and David Warnes will share specific access instructions with Ra Hamilton-Burns to disseminate to the Board. There is a governors' KPI dashboard which mirrors the operational and strategic plan. The categories and data mirror those from each. There are visual indications of the headlines, monthly movement and comparison data. It is possible to toggle between monthly trend data or live data which is fed from different systems. Governors commented that this looked extremely informative and that they welcomed the opportunity to explore the dashboard and drill down into the detail.</p> <p>There will be a dedicated session which will allow governors an opportunity to learn more, and access information will be shared in advance.</p> <p>Governors asked who is able to access this information. David Warnes said that this sits on the staff portal with different views. Ian Comfort requested a specific governor portal which directs to the required information. Members welcomed this and asked if any of the data formatting might be used for the Board papers to make the data more alive. Ian Comfort thanked the College Executive Team for their hard work in bringing this to fruition and noted that this reporting would greatly assist the Board going forward.</p> <p>Action: DW and RHB to arrange a twilight session for a detailed demonstration of the KPI dashboard once governors have their access information.</p>
<p>7</p>	<p>Financial reports</p>
<p>7.1</p>	<p>March 2021 management accounts and commentary</p> <p>Anil Nagpal gave the following update:</p> <ul style="list-style-type: none"> • Forecast operating deficit of £2.669m is £0.422m adverse to budget (this is an improvement from £2.9m deficit forecast in February 2021 Management Accounts) • The adverse variance relates to non-cash items, ie. reduction in deferred capital grant income (£0.359m) plus unplanned increase in depreciation charges (£0.3m). Both items are due to the work carried out on bringing the fixed asset register up to date • Thus, the underlying performance is better than budget by £237k taking into account the legacy issues mentioned above • The pandemic/lockdown is having a significant adverse impact on commercial income. • A cash balance of £9.4m at end of March 2021, although an element of this balance is earmarked for expenditure consistent with grant funding already received • There are no forecast breaches to existing banking loan covenants • The College's Financial Health current projection is 'Requires Improvement' in 2020/21 • Monthly management accounts are sent to governors

7.1b	<p>Update on position with Barclays bank</p> <p>In a letter dated 13 May 2021, Barclays Bank had written to the College to inform them that, in view of the significant progress that the College has made in dealing with the financial challenges that it faced over the last few years, ‘the Bank’ formally completed the transfer of the College out of Business support in December 2020.</p> <p>Rod Baker, relationship director for Barclays, said ‘This has been a significant turnaround, which has been achieved through a combination of hard work and leadership by Karen, Anil and the rest of the Senior Team. As a result, the College has materially improved its liquidity and expects to be covenant compliant for the remaining term of our loan’.</p> <p>Anil Nagpal will now only meet with the relationship director. Ian Comfort said that this significant commendation, added to a positive report from the FEC and the positive progress on the KPIs, reflect the significant progress and distance travelled by the College over the past couple of years. He said that the Board should be congratulated but particularly Anil Nagpal should be recognised for this. Karen Redhead agreed and reminded governors that the FEC’s only criticism of the College in the area of Finance is that it does not ‘blow its own trumpet’ enough.</p> <p>David Paine welcomed this letter and asked if the Barclays loan can be reclassified as a long-term loan and if this would then help the current ratio. Anil Nagpal said that the loan has now been reclassified in the last set of financial statements. He added that the current ratio is tracking well and although the head of finance is cautious, cash days are looking strong, and he is reasonably confident the College will be above 1.0, but the team will remain vigilant.</p> <p>Maria Vetrone asked if the College has received in-year growth funding for 16-18. Karen Redhead said the College did not qualify for in-year growth. Governors asked if the College is bidding for the latest capacity capital funding. Anil Nagpal confirmed that David Warnes is addressing this but reminded the Board that intervention may disbar the College from applying for capital funding. Maria Vetrone drew the attention of fellow governors to the financial health score letter in the appendices. Anil Nagpal said it confirms the position presented to the Board. The College is steady in terms of income but needs to grow it further. Cash reserves have grown £500k since 2017/18 was a poor position and this has improved steadily ever since. Other indicators show how the College is tracking and this feeds into the final score.</p> <p>Governors asked how recruitment is going to the new courses in terms of growing the income. David Warnes said that the new courses are within the current allocation but there will be growth in adult courses and there may be growth in winning bids for tenders that the College has submitted such as ‘good work for all’.</p> <p>There was a question about the increased number of creditors and how this is being addressed. Anil Nagpal said the College is placing focus on this with recent inroads being made. There had been an issue where invoices were delayed for a short period, but activity is being ramped up.</p>
7.1 c	<p>College finance assessment letter and governors’ dashboard</p> <p>The College continues to make good progress and this is demonstrated by its improving performance across a number of key areas. The deficit position continues to improve each year. The outturn position for 2017/18 was an unplanned deficit of £13m and for 2018/19 a deficit of £8.1m was</p>

reported, which is a 38% improvement on the prior year results. The deficit for 2019/20, following a detailed audit of financial statements, is £3.8m which represents a 53% reduction on deficit versus prior year. This year's projected deficit includes the impact of a review and detailed assessment of the fixed asset register as well as the impact of the ongoing Covid-19 pandemic.

The Board and the Executive Team continue to review progress taking account of the current economic environment, to ensure the finances remain on track and to undertake rapid action as and when required. Progress continues to be reviewed at each Board meeting.

The College continues on a trajectory of improvement with a projected deficit of £2.9m (against a budgeted deficit of £2.2m – the variance being mostly non-cash items) in FY21, £1.7m in FY22 and £1.5m in FY23. The forecast position has been reviewed in light of the detailed work carried out relating to the fixed asset register. The following points are noteworthy.

- Improving budgeted deficit position in FY21, FY22 and FY23
- College moving into positive EBITDA in FY21 and subsequent years
- Retaining the Staff/Income ratio at or below the sector average over the duration of the plan
- Maintain adequate levels of cash reserves in line with the latest cashflow forecast
- Compliance with the banking/loan covenants, managing effective stakeholder relationships
- Introduction of a modest capital expenditure programme, subject to affordability, which starts to address the distinct lack of capital investment over a number of years

The November forecast at 31 July 2021 was £8.317m, this has been revised up to £8.828m in this April 2021 return. This is an improvement of £0.511m.

The cash position at March 2021 in the November return was projected to be £11.084m, the actual cash position in March 2021 in the April return is £9.406m. The movement in the cash position, £1.678m, is mainly due to the following;

- Ongoing impact of the current pandemic on income levels across the sector and, indeed, the wider economy
- Timing differences in income receipts and expenditure payments during the current financial year

7.2	<p>Confirmation of Going Concern</p> <p>Anil confirmed that the position remains positive for the next twelve months. Ra Hamilton-Burns drew the attention of the Board to the new instruction in the Accounts Direction for 21/22⁴ that places emphasis on the governors to keep a constant view on the going concern position of the College. Therefore, Ian Comfort agreed that the Board should confirm this position rather than noting it at each of its meetings going forward.</p> <p>AGREED: THE BOARD AGREED THAT THE COLLEGE CONTINUES TO BE IN A POSITION OF A GOING CONCERN FOR TWELVE MONTHS FROM TODAY'S DATE</p>
7.3	<p>Cashflow financial return – April 2021 submission</p>

⁴ [College Accounts Direction 2018 to 2019 FINAL 26.02.19 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921117/College_Accounts_Direction_2018_to_2019_FINAL_26.02.19.pdf)

	<p>Anil Nagpal gave an update on the College's April cashflow financial return for current year and up until July 2023. The document shows the cash projections for the current year up to the period ended July 2023. The projected cash balances are £8.8m as at July 2021, £8.0m as at July 2022 and £8.4m as at July 2023. Following approval by the chair of the F&GP Committee and the CEO & Principal, these documents were submitted via the DfE/ESFA portal in accordance with the guidelines.</p>
<p>8.1</p>	<p>Employer Engagement and LMI report</p> <p>This report has already been submitted to the Curriculum and Quality Committee but informs the Board on employer engagement and labour market intelligence which underpin the curriculum planning process for 2021-22. This is not a deviation from the normal practice at the College but the Skills for Jobs White paper places emphasis on the Board's responsibilities to pay 'close regard' to local employers and communities.</p> <p>David Warnes outlined a number of ways in which the curriculum planning process is informed by local skills needs:</p> <ul style="list-style-type: none"> • Employer advisory Boards • West London employment and skills groups • Employers invited to roundtable events • Individual employers invited to 'co-design' courses where appropriate eg West London Business • College's Business Forum is chaired by David Warnes • WLC subscribes to Vector online analysis tool⁵ to inform decision making • West London Alliance (of which College is a member) commissioned a supply and demand toolkit to plan provision aligned to forecast demand • All staff receive monthly Insider Insights which provide a snapshot of LMI • Curriculum heads included the rationale for their course proposals for 21/22 paying regard to LMI and evidenced employer demand. • All curriculum areas complete 'intent statements' informed by LMI and employer engagement. <p>David Warnes said that the Skills accelerator time window for expressions of interest was opened recently with a short deadline. The College was able to work with West London Business to submit a collaborative bid for £3.9m for the SDF with the six west London colleges, a sixth form college and two independent training providers with EHWLC being the lead. This is aligned to the Local Skills Improvement Plan.</p> <p>Robin Ghurbhurun said that this paper had been commended by the C&Q Committee and is an emerging strength for the College and builds on historic success. It bodes well for Ofsted and emerging requirements of the White Paper Skills for Jobs. The team is to be congratulated.</p>
<p>8.3</p>	<p>Health and Safety update</p> <p>Anil Nagpal presented an update to the report presented in April 2021:</p> <ul style="list-style-type: none"> • the College continues to be Health & Safety compliant in all physical and procedural statutory requirements • completion of staff Health & Safety training is at 93% which is below the target of 100% and an action plan has been established to remedy this • there were no RIDDOR reportable instances in the reporting period • there were 60 reported cases of Covid-19 in the reporting period <p>Accident and incidents:</p>

⁵ [Vector | RCU Research & Market Intelligence, Further Education & Skills Sector](#)

- The number of reported accidents is 9. This is a decrease from 28 when compared to the same period in the previous academic year
- The most significant number of reports were made at Hammersmith & Fulham College and were categorised as 'Cuts/Bruises/Grazes' and 'Medical
- The Inclusive Learning department demonstrates a disproportional quantity of reported incidents as the unpredictability of some learners, due to their support needs and complex medical conditions, result in minor injuries to either the learner themselves or the supporting member of staff. Personal safety assessments for the learners are in place to identify potential risks and to recommend appropriate controls for supporting staff
- There were no RIDDOR incidents during the reporting period
- The annual Duty Managers' updated/refresher training has led to more accurate and timely accident reporting. The breadth of staff undertaking duty manager responsibilities was narrowed in the previous academic year to mainly those involved in curriculum management, thus focussing more on student wellbeing and safety
- Accident claims cases – there have been no new cases but two historical personal injury claims are ongoing

AGREED: THE BOARD ACCEPTED THE HEALTH AND SAFETY REPORT

11 Recommendations from Committees

These have all been reviewed by Committees and the discussions and recommendations are detailed in the minutes of those meetings. They will be taken for approval 'en bloc' unless a member specifically requests otherwise.

i. Parity for the terms of office for external members

AGREED: THAT THE TERM OF OFFICE FOR ALL EXTERNAL MEMBERS BE ALTERED TO GIVE PARITY FOR ALL TO FOUR YEARS FROM THEIR CURRENT START DATE

ii. New Committee membership list

AGREED: THE BOARD MEETING OF 27 May 2021 AGREED THE MEMBERSHIP STRUCTURE AND CHART RECOMMENDED BY THE SEARCH AND GOVERNANCE COMMITTEE.

iii. Terms of reference for all Committees

AGREED. THAT THE TERMS OF REFERENCE AND CYCLES OF BUSINESS FOR ALL COMMITTEES WILL BE APPROVED BY THE SEARCH COMMITTEE
AGREED. THE BOARD APPROVED THE TERMS OF REFERENCE AND CYCLE OF BUSINESS FOR THE SEARCH COMMITTEE FOR 2020/21

iv. Governor recruitment and succession policy

AGREED: THE BOARD APPROVED THE GOVERNOR RECRUITMENT AND SUCCESSION POLICY

v. Role description for EDI link governor

AGREED: THE BOARD APPROVED THE ROLE DESCRIPTION FOR THE EDI LINK GOVERNOR

vi. Role description for Safeguarding link governor

	<p style="text-align: center;">AGREED: THE BOARD APPROVED THE ROLE DESCRIPTION FOR THE SAFEGUARDING LINK GOVERNOR</p> <p>The Curriculum, Quality and Performance Committee of 11 May 2021 recommends the following:</p> <p>B. Curriculum and standards committee terms of reference</p> <p>C. Curriculum and standards committee cycle of business</p> <p style="text-align: center;">AGREED. THE BOARD APPROVED THE TERMS OF REFERENCE AND CYCLE OF BUSINESS FOR THE CURRICUM AND QUALITY COMMITTEE FOR 2020/21</p>
11.2	<p>Minutes of the previous meetings Search and Governance 10 May 2021</p> <p>There were no questions.</p>
11.3	<p>Curriculum, Quality and Performance Committee 11 May 2021</p> <p>Robin Ghurbhurun said that the improved operation and strategic focus brought to the Curriculum and Quality Committee effected by Jan Edrich should be recognised and the Board should thank her for her significant contribution.</p> <p>He noted that the Committee has experienced first-hand the FEC's comments on the improvements to the Curriculum and Quality Committee in terms of quality, rigour of assurance and excellent suite of management reports. Executive Members should be commended for their responsiveness to the Committee's requests for reports and the new measures and demonstrating impact. The Committee is in a really strong position in terms of both rigour and discussion.</p> <p>Action: Ian Comfort asked that the thanks of the Board be passed to Jan Edrich.</p>
12	<p>Any other business</p> <p>There was none.</p> <p>There was discussion about the form of Governors' meeting going forward. It was agreed that from September 2021 the Main Board will meet in person in the new academic year and that committees can be remote unless the committee decides they would rather meet in person.</p> <p><i>The meeting closed at 19.25</i></p>
12	<p>Meeting evaluation</p> <p>Ian Comfort thanked all members.</p> <p>Governors commented that this was an excellent meeting and the high-quality of the papers were a pleasure to read.</p>
13	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • 8 July 2021 – a potential strategy meeting to discuss the IBR • 8 July 2021 at 18.00 – last Board meeting of the year.