

THE CORPORATION**EALING, HAMMERSMITH AND WEST LONDON COLLEGE****Minutes of the Meeting of the Corporation held on 26th March 2015 at the Hammersmith Campus**

Meeting began 6.00pm

Chair: Tony Alderman

Item 1**ATTENDANCE AND APOLOGIES FOR ABSENCE****1.1 Present**

Heather Clay	√	Andrew Mackay (Teaching Staff Governor)	x
Richard De St Croix (Support Staff Governor)	√	Ismail Qawasmeh	x
Julia Clements-Elliott	√	Garry Phillips (Principal and Chief Executive)	√
Jim Conybeare-Cross	√	Nick Ratcliffe	√
Sarah Dhanda	√	Tony Alderman	√
Lisa Huggins-Chan	√	Joanne Finzten	√
Sundeep Sangha	√	Adrian Asuquo	√

The meeting was quorate throughout.

1.2 **Apologies for Absence** were RECEIVED from: Andrew MacKay and Ismail Qawasmeh.

1.3 **In attendance:** Sean Headley – Managing Director Business and Commercial Development

Phil Hockey – Director of Quality and Performance

John Humphreys – Assistant Principal Human Resources and Change Management

Chris McCutcheon – Finance Director

Keith Scribbins – Clerk to the Corporation

Ala Uddin – Vice Principal Curriculum and Student Services

David Walker – Director of Governance, AoC

1.4 **Declarations of Interests:** There were no new declarations of interests.

1.5 Chair's Announcements

1.5.1 The Chair welcomed all Members and attendees and a particular welcome was extended to new Members and to David Walker.

1.5.2 Introductions were made around the table and the Chair commented on all the work being done in relation to the outcomes of the inspection. He also reported on some financial endorsements which he had made. These reports were NOTED and the action which had been taken was ENDORSED.

1.6 Clerk's Announcements

1.6.1 The Clerk drew attention to the proposed appointment of two new Members which he said was dealt with in the minutes of the Search and Development Committee. In accordance with those minutes Ms Joanne Fintzen and Ms Sundeep Sangha were appointed as ordinary Governors for a three year period from 26th March 2015 subject to eligibility and other requirements.

1.6.2 The Clerk drew attention to the action document which he had prepared arising from the minutes of the previous meeting and this was NOTED. The Clerk reported on a number of significant documents being:

- A Department for Education/Department for Business, Innovation and Skills letter from Minister Nick Boles MP dealing with the implementation of Further Education reform
- A BIS/DfE Brief on implementing Rigour and Responsiveness
- A 157 Group communication on a dual mandate for Adult Vocational Education
- A BIS Review setting out an assessment of Governance reform in Further Education Colleges (plus a summary of the same)

All Members had received these documents and they were NOTED.

1.6.3 The Clerk reported on his mid-year review of Committees. He said the membership of the Search and Development and the Quality Performance and Monitoring Committees was complete but it would be wise to recruit an additional Member to the Audit Committee and the Finance and General Purposes Committee. He proposed that this matter be taken up with the two new Members. He suggested that the Remuneration Committee needed to be reformed so that it had a wider membership and to take into account the departure of Sarah Dhanda. He proposed that the Committee should consist of the Chair of the Corporation, and the Chairs of the Quality and Performance Monitoring Committee, the Finance and General Purposes Committee and the Search and Development Committee. This alteration was APPROVED.

1.6.4 Finally, the Clerk reminded Members to submit their biographies as agreed at the recent development seminar.

Item 2

COR 15.02

MINUTES OF THE MEETING OF THE CORPORATION HELD ON 18 DECEMBER 2014

2.1 The Minutes were APPROVED as a correct record and signed by the Chair. It was pointed out that Nick Ratcliffe was present at the meeting and that Heather Clay and Lisa Huggins-Chan were absent.

2.2. There were no matters arising which were not covered elsewhere on the agenda.

Item 3

COR 15.03

PRINCIPAL'S REPORT

3.1 The Principal's report covered:

- Significant visits to the College (including London Mayor Boris Johnson and Rt Hon Liam Byrne MP)
- Senior staff structural changes

- The curriculum and quality cycle
- The College Self-Assessment Report
- Accommodation matters
- Finance and recovery
- Projects
- Committees and meetings

The document had appendices covering:

- The first meeting of the Task and Finish Group
- The Ofsted letters (16th July 2014 and 4th December covering support and challenge arrangements)
- Mission, Vision, Values and Strategic objectives
- The planning appraisal created by Vail Williams
- Report by Montague Evans (Chartered Surveyors) on Sybil Elgar School

3.2 Members discussed a number of aspects of the report including the Ofsted priorities, the development of the College's core business, the report from KPMG, the strategic conversations held with a number of College Principals, apprenticeship funding, financial forecasts and the Realtime data dashboard. Members complimented the Principal and Chief Executive and the staff on the creation of the dashboard. David Walker gave a brief description of relevant AoC webinar programmes and it was indicated that arrangements would be made for Members to access these programmes.

3.3 A key matter was the expected £8m funding shortfall and Members discussed the savings plan and the income generation plan needed to address this problem. The redundancy programme and the competing need to address Inspectors' concerns, was discussed in detail. A related issue raised by some Members was the character of the College's sites and the pros and cons of asset disposal. It was reported that negotiations were taking place about the costs of redundancy payments. Some Members said that it was important not to replace high performing staff with agency staff whose standards might not measure up. It was pointed out that the strategies put forward aimed to produce good financial health and in that context consideration would be given to items such as staff pay awards which had been missing for the last five years. A number of Members commented that those who provide services to Colleges (including builders) should be encouraged to send students to the College. A brief report was given on the discussion with other Colleges about their campus profile and how it related and might still relate to the profile at Ealing, Hammersmith and West London. Members also reviewed the College Self-Assessment Report and a number of strands within the Accommodation Policy, the finance recovery plan and the development of projects.

3.4 Following this wide ranging discussion the Corporation RESOLVED as follows:

- that: The notes of the Task and Finish Group (10th March 2015) be ADOPTED and the recommendations ENDORSED
- that: The Corporation supports the final bid submission in respect of 'Dish/Dine'
- that: The revised financial recovery plan and the arrangements for costs savings of £8m in 2014/2015 for 2015/2016 be APPROVED
- that: The workforce reforms required to address the costs savings be APPROVED

- that: The feedback from the Ofsted visit and SFA case conference (19th March 2015) be NOTED and the action proposed be ENDORSED.
- that: The report on the College Self-Assessment be SUPPORTED
- that: the current attendance statistics (85%), retention statistics (94.7%) and the English and maths provision (75% attendance) be NOTED
- that: The College should investigate the potential development opportunities west of its Hammersmith site near Collet Gardens as part of the accommodation strategy.
- that: The increase in apprenticeship growth of 66% in line with Government priorities be NOTED.
- that: The College should approach BIS to support the investigation of a Strategic Area Review for West London including several Colleges.
- that: The ongoing dialogue with other Colleges and providers in relation to possible federation, collaboration and mergers be NOTED.
- that: Further advice should be taken from the College's property consultants
- that: A briefing should be arranged for Governors on Safeguarding and PREVENT
- that: The dates for the residential seminar be published as soon as possible

Item 4

COR 15.04, SDC 15.05, SDC 15.03B, SDC 15.03C, FGP 15.11, FGP 15.04, FGP 15.08, FGP 15.09, QPM 15.08, AC 15.09, AC 15.05

MINUTES AND REPORTS FROM COMMITTEES

4.1 Members RECEIVED the following Minutes with their attachments:

- The Corporation Strategic Planning event 30/31st January 2015
- Search and Development Committee held on 12th February 2015
- Finance and General Purposes Committee held on 26th February 2015
- Quality and Performance Monitoring Committee held on 3rd March 2015
- Audit Committee held on 10th March 2015

4.2 Arising from the Committee meetings and the Minutes, it was RESOLVED

- that: The conclusions from the Strategic Planning event relating to the KPMG report and the Code of Governance be ADOPTED
- that: A further development seminar be held in June/July at an external venue with dinner on a Friday night to foster more social interaction
- that: Ms Sundeep Sangha and Ms Joanne Fintzen be appointed as ordinary Governors for a three year period from 26th March 2015 subject to eligibility and other requirements

that: The half year management accounts and commentary be ADOPTED

that: The Fees Policy 2015/2016 be ADOPTED

that: A Task and Finish Group should be established to scrutinise progress and compliance with the post-inspection action plan and the finance recovery plan

that: Outcomes should include an appropriate mile stone in order that progress can be more closely monitored and any barriers to progress addressed

that: The Anti-Fraud and Anti-Bribery Policy be ADOPTED

Item 5

ANY OTHER BUSINESS

There was no other business.

Item 6

DATE OF NEXT MEETING

Scheduled for 14th July 2015.

Chair's Signature

Date