

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

**Minutes of the Meeting of the Corporation held on 22 March 2017
 at the Hammersmith Campus**

The meeting began at 6.00 pm with Tony Alderman in the Chair.

ITEM 1

ATTENDANCE, APOLOGIES FOR ABSENCE AND ANNOUNCEMENTS

1.1 Present

Tony Alderman	√	Michael Heanue	X
Adrian Asuquo	√	John Jeffcock	X
Deana Badaway	X	Garry Phillips (Principal & CEO)	√
Heather Clay	√	Nick Ratcliffe	√
Julia Clements-Elliott	√	Hassan Rizvi	X
Jim Conybeare-Cross	X	Sundeep Sangha	√
Joanne Fintzen	√	Lucy Taylor	√
Nicki Golland	√	Denise Waldron	√

1.2 Apologies for absence had been received from Jim Conybeare-Cross, Hassan Rizvi, Michael Heanue, John Jeffcock and Deana Badaway.

1.3 In Attendance

Laurie Morley, Project Director
 Urmila Rasan, Executive Director, Finance and Shared Services
 Keith Scribbins, Clerk
 David White, Interim Executive Director, Student Experience and Performance

1.4 Declarations of Interests

There were no new declarations.

1.5 Chair's and Clerk's Announcements

- 1.5.1 There were no announcements from the Chair. The Clerk reported that membership renewals for Jim Conybeare-Cross, Heather Clay and Julia Clements-Elliott would be dealt with under the next item.

ITEM 2

COR 17.19

MINUTES OF THE MEETING OF THE CORPORATION HELD ON 22 FEBRUARY 2017 AND ORAL REPORTS OF THE SEARCH AND DEVELOPMENT COMMITTEE (22 MARCH 2017) AND AUDIT COMMITTEE (7 MARCH 2017)

- 2.1 The Minutes of the Corporation were **APPROVED** as a correct record subject to the clarification that Deborah Ann Aplin (Accommodation Adviser) had expressed her support for the reports on accommodation.
- 2.2 The oral report on the Search and Development Committee pointed out:
- That membership for Jim Conybeare-Cross, Heather Clay and Julia Clements-Elliott should be renewed (in the case of Jim Conybeare-Cross until the July meeting of the Corporation)
 - That the registers were in good order
 - That save for exceptional circumstances there should be no further recruitment of governors (to allow room for any additions consequent upon mergers or federations).

These proposals were **ADOPTED**.

- 2.3 The oral report of the Audit Committee indicated there were no urgent matters and that the reports from the auditors had all been **ADOPTED**.

There were no matters arising but Garry Phillips reported that some College students and staff (on a trip to the Houses of Parliament) were affected by the 'lock down' taking place due to suspected terrorism.

Members expressed their support for the evaluation forms from the last meeting and report based on them (COR 17.20)

ITEM 3

COR 17.21

CEO'S REPORT

Members **RECEIVED** the report as presented by Garry Phillips.

The report covered:

- Critical Success Factors
- Ofsted
- HR
- Curriculum Issues
- Financial (FH Satisfactory)
- Institutes of Technology
- Related matters

Members congratulated the senior staff, the staff generally and students on the Ofsted achievement and the expected report from the FE Commissioner. They also welcomed news of potential mergers and federations and discussions with Kensington and Chelsea College. It was emphasised that the approach to any merger should be a single dissolution of the other college(s) and a transfer of their assets and liabilities to EHWLC.

Members felt that current strategic dialogues should be continued, and when necessary, due diligence exercises undertaken.

Following discussion it was **RESOLVED**

that: The updates be **NOTED**.

that: The Ofsted outcomes and other achievements, the SFA letter on financial health, the TES award on outstanding use of technology, the expression of interest (Kensington and Chelsea College), all be **NOTED** and **APPROVED**.

that: The following items also be **APPROVED**.

- Chair and CEO to write a congratulatory letter to staff
- The drive to outstanding in 2020 with the appropriate vision statement.

ITEM 4

COR 17.22, 17.23, 17.24

CSF REPORTS

David White (CSF1), and Urmila Rasan (CSF 4 and 5) introduced their reports. Ray Shilling's (CSF 2, 3 and 6) was also introduced. There was a wide ranging discussion covering targets and progress to date, the Evolve Learning Group and related strategies (including the need to stop reliance on subcontractors in relation to apprenticeships), financial stability and workforce development. Some particular points made in discussion were:

- The need for the Evolve Plan to come back to the Corporation in a business plan format
- The consultation on leadership and management structure and numbers
- The possibilities (and their limitations) for acquisition of some training providers

All the reports were **ADOPTED** and the following **RESOLUTIONS** were made:

that: Retention, apprenticeship statistics, achievement data, overall performance and variances all be **NOTED** and the action being taken be **ENDORSED**.

that: The register of apprenticeship training providers be **NOTED**.

that: the success rates for Evolve and JTJ and their impact be **NOTED**.

that: Under-recruitment on 16-18 EFA target, under-delivery in some other areas be **NOTED** and the action being taken be **ENDORSED**.

ITEM 5

COR 17.25

SAFEGUARDING AND PREVENT REPORT

Members considered the report written by Amelia Steele. It covered the statutory duties of the College and the Corporation, referrals to date, training, a student and staff survey and action plans. It was pointed out that the College is working with the AoC and local authorities on Safeguarding and PREVENT. Following the discussion the Corporation **NOTED** the report and **ENDORSED** the action being taken by the SLT and other staff.

ITEM 6

COR 17.26 (CONFIDENTIAL)

ITEM 7

COR 17.27

COLLEGE GROWTH PLAN

The report on the growth plan set out a summary of the plan (showing priorities, RAG rating and milestones). The majority of evaluations were green and amber. Progress was thought to be good. This included the SLT work on growth itself, finance, curriculum and quality strategies, accommodation strategy, efficiency tracking and the ERR process.

It was pointed out that the plan and outcomes were regularly updated. Members sought assurances regarding growth via business increase and acquisitions. These were given. It was not envisaged that there would be a year-end loss. Reference back was made to Evolve and the need for a five year plan in respect of it. It was pointed out that Governor engagement in development of the overall 2020 vision was imperative. Meanwhile, members **NOTED** the growth plan and the progress made. The plan was **APPROVED**.

Members asked for improvement in the spreadsheet print size.

ITEM 8

COR 17.28

MANAGEMENT ACCOUNTS

Urmila Rasan introduced the accounts, contract profile and EFA Allocation 17/18. Some of the items in the report had been considered as part of the growth plan etc. The Executive Summary explained variances from the budget and, in particular, items below target. Remedial steps were put forward in detail. Following discussion members **NOTED** the negative AEB spend profile, apprenticeship shortfall, the new contract to be provided to the College, IELTS and commercial income performance, the EFA allocation (£2m below 16/17 allocation). Emphasis was put on the remedial action outlined and the need to monitor the financial trends. The management accounts and related documents were **ADOPTED**.

ITEM 9

COR 17.29

PROCUREMENT

This paper updated members on procurement requirements in the next six months.

Members were asked to **APPROVE** the process, the stages, the timetable and telephone tenders by Chair's action. Any governors free and willing to be involved in tenders were asked to inform Urmila Rasan of their availability. The Chair of the Audit Committee was also asked to scan the documentation.

The paper and its proposals was **APPROVED**.

ITEM 10

ANY OTHER BUSINESS

The Principal and Chief Executive reported that a visit (hopefully the final one) from the FE Commissioner was imminent. He also said he would try to source a better room for Board meetings.

ITEM 11

DATE OF NEXT MEETING

This is scheduled for 24 May 2017.