

Agenda Item No: COR17.83

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

Minutes of a Special Seminar held on 19 September 2017

The seminar commenced 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	√
Adrian Asuquo	√	John Jeffcock	X
Heather Clay	X	Garry Phillips (Principal & CEO)	√
Julia Clements-Elliott	X	Cllr Binda Rai	X
Joanne Fintzen	√	Sundeep Sangha	√
		Denise Waldron	√

1.2 Apologies for absence: Heather Clay, Julia Clements-Elliott, John Jeffcock, Cllr Binda Rai. Recently retired members: Jim Conybeare Cross, Nicki Golland, Nick Ratcliffe, Hassan Rizvi, Lucy Taylor.

1.3 In Attendance

Janet Gardner (Executive Director, Principal)
 Urmila Rasan, (Executive Director, Finance and Shared Services)
 Keith Scribbins, (Clerk)
 Ray Shilling, (Executive Director, Planning and Business Development)

1.4 Declarations of Interests

There were no new declarations.

1.5 Chair's and Clerk's Announcements

There were no Chair's announcements.

The Clerk reminded members that the main aspect of the meeting was to introduce the Clerk's file on governor liability (particularly the new 'Bankruptcy' regulations). The Clerk also outlined recent resignations and said the next Search and Development Committee meeting would deal with this and (hopefully) the members to transfer from KCC would be known by then. This report was **NOTED**.

The Clerk introduced the schedule of meetings for the year and this was **NOTED**.

ITEM 2

COR 17.72

LIABILITY OF GOVERNORS

- 2.1 The Clerk provided his file on the liability of governors and this contained a long section on the new bankruptcy regulations.

Members considered the main points briefly and were asked to study the file in detail before the next Corporation meeting when the Clerk would set out a bullet point summary and deal with any questions. This introduction was **NOTED**.

ITEMS 3, 4, 5, 6

COR 17.74 – 17.83

CRITICAL SUCCESS FACTORS

CEO REPORT

RECRUITMENT UPDATE

FINANCE MATTERS

- 3 The Principal and Chief Executive and the other staff in attendance gave information reports on the above items. All the items will be dealt with in greater detail at the next ordinary Corporation meeting.

The following reports were **NOTED** in respect of **CSF1**:

- Teaching, Learning and Assessment Grade Profile
- Retention
- Achievements (predicted)

Following discussion of **CSF1** the following was **RESOLVED**:

that: The detailed analysis of achievements be **APPROVED**.

that: An analysis of the final data set will be presented to the Corporation with proposed actions.

Members also discussed grade band changes.

- 4 The report on CSFs 2, 3 and 6 led to discussion about apprenticeship success rates and the levy apprenticeship survey. Members emphasised the dual need to keep employers on board and achieve good quality learning for apprentices. It was indicated that the survey results would appear on the College website and that the Principal and Chief Executive was giving an interview on Radio 4. The report (COR 17.75) was **NOTED** and the action being taken was **ENDORSED**.

- 5 Urmilla Rasan reported on performance against CSFs 4 and 5. Members **NOTED** the out-turn for 2016-17 and the College's self-assessment as satisfactory. They **APPROVED** the College target for 2017-18. Three main points emerged in discussion:
 - The need to continue due diligence on building proposals and seek planning permission after the next local election.
 - The likely (small) impact on projected costs – to be calculated.
 - The need to keep the College target at at least 3% of turnover.

- 6 The **CEO Report** covered curriculum and quality, accommodation, finances, financial recovery, business developments and current projects. Following the presentation, members discussed in detail the strengths, opportunities and risks associated with each of the items.

The main (interim) findings and resolutions made were:

that: The governors KPIs for 2017/18 be **APPROVED**.

that: The College should work towards the eradication of deficit.

that: In line with the working group report and the due diligence undertaken, the merger with the KCC continue to be **PROGRESSED**. The effect of the merger on accommodation plans was **NOTED**.

that: The letters from the Commissioner and ESFA/DfE (lifting the College out of intervention and removing the Notice of Concern) be **RECEIVED** with acclamation.

that: A further analysis be made of the planned move to Park Royal.

that: The Acton relocation be **APPROVED**.

that: The proposal that up to three governors from KCC be transferred to EHWLC on the merger, be **APPROVED**.

A report was given on dialogue with the Grenfell Action Group and members **APPROVED** the taking of advice and guidance on this matter.

Finally, members **NOTED** a large number of supporting documents including due diligence reports on finance and legal matters.

7 The **Accommodation Update**, written by Laurie Morley and presented by Urmilla Rasan, dealt with completion of RIBA Stage 2 (H and F Gateway Project), an application to the Investment Fund, and expression of interest to the Good Growth Fund and relocation of Construction. Members **NOTED** the items in the report and **ENDORSED** the action being taken.

8 Garry Phillips introduced his paper on the proposed **Name Change**. Following discussion the following resolutions were made:

that: The trading name be changed to West London College (subject to consents).

that: The name be registered.

that: The matter be progressed with Mills and Reeve (Solicitors).

that: Governance arrangement models be considered.

that: Mills and Reeve be asked to present options at an appropriate meeting of the Corporation.

9 Ray Shilling introduced a paper prepared by Ijeoma Akigwe on **enrolments**. Members were asked to **NOTE** the increase in marketing activity, the new process and reporting systems and student numbers against funding allocations. Members welcomed the developments and **NOTED** the report.

10 Urmilla Rasan's report on the **financial position**, together with its five year financial forecast, commentary and the subcontracting fees and charges policy were **APPROVED**. Members also **NOTED** the cash flow position and discussion with the Bank.

11 **Any Other Business**

Brief reports were given on discussions with Guildford College about a possible federation.

The Clerk reported that the work of the Remuneration Committee would be reported at the next ordinary meeting and that the likely theme for the January strategy seminar would be mergers and federations.

These items were **NOTED** as was the date of the next meeting (18 October 2017).

Chair's Signature

Date