

DRAFT

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

**Minutes of the Meeting of the Corporation held on 18 October 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	√	John Jeffcock	√
Adrian Asuquo	√	Garry Phillips (Principal & CEO)	√
Heather Clay	√	Sundeep Sangha	X
Julia Clements-Elliott	√	CLlr Bina Rai	X
Joanne Fintzen	√	Denise Waldron	√
Michael Heanue	√		

1.2 Apologies for absence had been received from Sundeep Sangha and CLlr Binda Rai.

1.3 In Attendance

Deborah Ann Aplin (Accommodation Officer)
Janet Gardner (Executive Director, Principal)
Laurie Morley (Project Director)
Urmila Rasan (Executive Director, Finance and Shared Services)
Keith Scribbins (Clerk)
Ray Shilling (Executive Director, Planning and Business Development)

1.4 Resignations

The Clerk announced that notices of resignation had been received from Heather Clay (afternote, Spring 2018) and John Jeffcock (end of Autumn term 2017). See report of Search and Development Committee, at the next meeting.

1.5 Declarations of Interests

There were no new declarations.

1.6 Chair's and Clerk's Announcements

The Chair thanked the senior staff and the Clerk for carrying out the extra work involved in the merger negotiations.

The Clerk gave a presentation and distributed documents and an executive summary concerning the new 'bankruptcy' regulations to be implemented in 2018. Members thanked the Clerk for the briefing and the advice given was **NOTED**.

ITEM 2

COR 17.82 and 17.83

MINUTES OF THE MEETINGS OF THE CORPORATION HELD ON 19 JULY 2017 AND 19 SEPTEMBER 2017

These Minutes were **APPROVED** as a correct record and there was one matter arising. Michael Heanue's position as Chair of the Finance Task and Finish Group was a temporary appointment until a new member (after the merger) could be considered for this role. It was indicated that the names of the KCC nominees might be known after their 6 November 2017 Corporation meeting and steps could be taken to 'engage' them as soon as possible after that.

An urgency report was given on one item covered by the Search and Development Committee earlier in the day. Tony Alderman was **RECOMMENDED** for appointment for a further three-year term. This was **AGREED**. See also the Clerk's announcement on resignations in Minute 1.4.

ITEM 3

COR 17.84

CEO'S REPORT

Garry Phillips introduced his report and slide presentation; a copy of the slides is attached to the file copy of these minutes.

There were attachments to the report covering merger resolutions, transfer agreement, merger plan, Minutes of the ESFA merger case conference, letters from the Boroughs re merger, Minutes of JGWG of 5 September 2017, letter from the Save Wornington College

campaign and an MP letter. The report updated members on items ranging from curriculum and quality to financial recovery.

All the CSFs were outlined as was progress in relation to them.

In discussion a number of key points were elaborated:

- Joint work with KCC – the importance of early work to bring the colleges together
- Correspondence with the Royal Borough on Wornington Road
- KCC finances and points of concern
- The significance of the Joint meeting scheduled for 16 November 2017
- The importance of work by the task and finish groups, especially in relation to fees and the long term financial plan

Following further discussion it was **RESOLVED**

that: The merger resolutions and transfer agreement be **APPROVED** at this stage in their **draft** form

that: The draft merger plan be **APPROVED** in its **draft** form

that: The public consultation feedback and responses from Ealing Borough and the Royal Borough be **NOTED**.

that: The minutes from ESFA and the resubmission of the LEAP funding application be **NOTED**.

ITEM 4

COR 17.85

FIVE YEAR FORECAST

Urmila Rasan introduced the forecast and commentary. She said this covered the post-merger situation. Members discussed the assumptions and (in detail) the Executive Summary on Page 2. The high level sensitivity analysis occupied much of the debate.

Finally, Urmila set out the strategy for the near and more distant future. Again, the role of the Finance Task and Finish Group in developing the proposals was emphasised.

Members **ADOPTED** the draft resolutions as follows:

that: The merged five-year financial forecast and commentary be **APPROVED**

that: The following items be **NOTED**

- The revised forecast will come to the Corporation in January
- KCC figures to be confirmed

- The sensitivity analysis
- £2.5m set aside for decant (Wornington Road Campus)
- The abnormal costs in 2017/18

ITEM 5

COR 17.86

ACCOMMODATION UPDATE

A brief report (with slides) was presented by Laurie Morley. The slides gave a general update on accommodation but focused on RIBA Stage 2 (Gateway Project), relocation (Acton to OPDC) and the delay (due to elections etc.). Laurie Morley undertook to copy the slides to members.

There was in principle support for the steps being taken but members felt that more detail was needed on certain matters, especially in relation to the Wornington Road situation, the Acton decant, the state of the construction industry, the role of competition in FE provision, etc.

Hence, it was **RESOLVED**

that: The Accommodation paper be **APPROVED** in principle, but the detail be remitted to the Finance Task and Finish Group for refinement.

ITEM 6

COR 17.87, 17.88 and 17.89

CRITICAL SUCCESS FACTORS

Reports were introduced by Janet Gardner, Ray Shilling and Urmila Rasan. They covered the following CSFs:

Creating an Outstanding Learning Experience

Strategic partnerships, innovation and creativity and future proofing
Sustaining financial stability and workforce development

Members welcomed the reports and **NOTED** that update versions of some of the topics would go to the Task and Finish Groups.

Meanwhile, the Corporation **NOTED**

- The current retention, achievement, and timely achievement rates for the different age groups

- The early indications in respect of success rates
- The learner numbers, AEB income, HE learner count, the IELTS income
- The underlying deficit (being £38k below target)

ITEM 7

ANY OTHER BUSINESS

Garry Phillips reported on a number of events including awards, governor walks, visits from international colleagues and a visit from DfE officials.

ITEM 8

REPORT OF THE REMUNERATION COMMITTEE

In confidential session (without staff present) it was reported that, as asked by the Corporation, the Remuneration Committee had determined the salary and performance payment for the Principal and the fee for the Clerkship service.

The position of the other two senior post holders would be dealt with at the next Remuneration Committee meeting (afternote – before the December Corporation meeting). This report was **NOTED**.

ITEM 9

DATE OF NEXT MEETING

22 November 2017.

Chair's Signature

Date