

DRAFT

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

**Minutes of the Meeting of the Corporation held on 21 March 2018
 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	√	Cllr Binda Rai	√
Adrian Asuquo	√	Roslyn O'Garro	√
Rhea Basista	√	Abhi Pandya	X
Heather Clay	√	Garry Phillips (Principal & CEO)	√
Julia Clements-Elliott	X	Sundeep Sangha	X
Leila Elsibare	√	Denise Waldron	√
Michael Heanue	√		

1.2 Apologies for absence had been received from Julia Clements-Elliott, Abhi Pandya and Sundeep Sangha.

1.3 In Attendance

Janet Gardner (Executive Director, Principal)
 Laurie Morley (Project Director)
 Keith Scribbins (Clerk)
 Martin Smith (Consultant)

1.4 Declarations of Interest

There were no new declarations and existing declarations were continued.

1.5 Chair's Announcements

The Chair welcomed Martin Smith to the meeting. He confirmed that Joanne Fintzen had resigned (as notified at the last meeting) and thanked her (in her absence) for her considerable contribution to the work of the Corporation. The Chair also confirmed that this was to be Michael Heanue's last meeting. Governors conveyed their good wishes to Michael and he was thanked for his sterling service.

Finally, the Chair confirmed the resignation of Garry Phillips who was to take up the post of Principal/CEO at Plymouth CFE. Governors thanked Garry for his contribution and wished him every success in his new appointment.

1.6 Clerk's Announcements

The Clerk explained the arrangements for the academic staff governors. He welcomed Rhea, Leila and Roslyn to the meeting. It had been agreed that over the next three years each one of them would successively have a full place and voting rights. The other two would be in attendance as observers with speaking rights. This arrangement was **APPROVED**.

1.7 Other Announcements

Cllr Binda Rai congratulated the College on the Launch event (Southall Manor House) held on the previous Monday. This was **NOTED**.

ITEM 2

COR 18.13, COR 18.10 and COR 18.11

MINUTES OF THE CORPORATION HELD ON 21 FEBRUARY 2018, MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 21 FEBRUARY 2018 AND THE MINUTES OF THE CURRICULUM, QUALITY AND PERFORMANCE COMMITTEE HELD ON 27 FEBRUARY 2018

These Minutes were introduced by the Chair, Michael Heanue (Chair, F&GP) and Heather Clay (Chair, CQ&P). There were no matters arising from these minutes and all the recommendations were **ADOPTED**.

2.1 Arising from the F and GP Minutes it was **APPROVED**

that: The Terms of Reference should be developed from the terms of the former committee and the relevant task group

that: The five and six month Management Accounts be **ADOPTED** (see, also, below)

that: The Financial Recovery Plan (FGP 18.06) be **ADOPTED**

that: The £6m cap on the drawdown facility with Barclays Bank be **APPROVED**

that: In relation to the H and F project funding the land sale process be **APPROVED**

2.2 Arising from the C,Q and P Minutes it was **APPROVED**

that: The Terms of Reference should be developed from the terms of the former committee and the relevant task group

that: The subcontracted provision be **NOTED** and **MONITORED**

that: The SAR and QIP be **APPROVED**

that: Papers 18.07 (CSFs), 18.08 (Teaching, Learning and Assessments), 18.09 (Learner Voice) all be **NOTED** and the action taken be **ENDORSED**.

ITEM 3

COR 18.18

MANAGEMENT ACCOUNTS TO FEBRUARY 2018 AND CSFs 4 AND 5

Martin Smith introduced his paper covering the latest management accounts. He drew attention to the mid-year budget, the recovery plan, subcontracted provision, apprenticeship income, AEB income, IELTS income, the application for an advance loan facility, the drawdown facility (Barclays), cash flow and other matters. The executive summary outlined delivery against budget, the revised forecast, income and expenditure, balance sheet and cash flow.

Following discussion of the major items and clarification from Martin, members were asked to **APPROVE** the accounts and the cash flow forecast. Members **AGREED** to do so.

Members moved on to consider Martin Smith's paper on CSFs 4 and 5 (COR 18.7). This paper dealt with financial stability and workforce development. The paper reported on learner counts, the loan facility, IELTS interim target, subcontractor provision and related matters. Members felt that the data showed positive movements in some indicators of financial health and continuing professional development. This CSF 4 and 5 report was **NOTED**.

ITEM 4

COR 18.14

CEO'S REPORT

The CEO's Report commenced with the ESFA letter of 14 March 2018 classifying the College's financial health as satisfactory. Members welcomed this development. They also welcomed the report on Southall Manor House and a well written brochure on this skills development facility.

The CEO report also covered progress with strategic objectives (1-6) and the new committee structures ('up and running').

The key performance indicators (eg achievement rates) were set out in detail, as was information on HR, the curriculum, finances, quality, apprenticeship provisions and so on. This report elaborated on the themes covered above from the sub-committees.

Members discussed the Southall Manor Launch (and thanked students for their participation) and the Heathrow Career College concept.

Members **NOTED** the report from the Principal/CEO and **WELCOMED** the progress being made in achieving the CSFs.

ITEM 5

COR 18.15

ACCOMMODATION UPDATE

Laurie Morley introduced his **confidential** report on accommodation. It covered Ealing Green, Acton (planning application with OPCD), Southall (West London Construction Academy) and Hammersmith (RIBA Stage 3 report completed).

Members discussed the contribution from Ealing Borough as a partner and recorded their support for the Borough's contribution. It was hoped that all items requiring planning approval would be completed before the Principal and CEO leaves the College. Members **RESOLVED** to:

- Note progress at all sites and with all projects
- **APPROVE** the land sale process
- Note that project finances are within budget
- Note and **APPROVE** the design parameters for the £115m scheme.

ITEM 6

COR 18.16

CSF 1

Janet Gardner reported on the College's efforts to produce 'an Outstanding Learning Experience'. The paper analysed retention, attendance and related matters. Discussion concentrated on attendance and the situation of students with 'protected characteristics'. Members welcomed the report and **NOTED** the statistics therein.

ITEM 7

COR 18.19

COLLEGE PERFORMANCE REPORT

The mid-year performance review was introduced by Janet Gardner. It covered CSFs 1, 3 and 5 and focused on:

- Steps to ensure good retention
- Retention and achievement
- Strategies to improve attendance (particularly English and maths)

Members welcomed the quality monitoring in the report and **NOTED** its content.

ITEM 8

CONFIDENTIAL SESSION

ITEM 9

DATE OF NEXT MEETING

23 May 2018.

Chair's Signature

Date