

Agenda Item No: COR18.43

DRAFT

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

**Minutes of the Meeting of the Corporation held on Wednesday 20 June 2018
in the Taste Restaurant**

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	√	Raymond Hilditch	X
Callum Anderson	√	Roslyn O'Garro	√
Adrian Asuquo	√	Abhi Pandya	√
Rhea Basista	X	Garry Phillips (Principal & CEO)	√
Heather Clay	√	CLlr Binda Rai	√
Julia Clements-Elliott	X	Divica Reid	√
Leila Elsibaie	X	Sundeep Sangha	X
		Denise Waldron	√

1.2 Apologies for Absence

Apologies for absence had been received from Rhea Basista, Julia Clements-Elliott, Leila Elsibaie, Raymond Hilditch and Sundeep Sangha.

1.3 In Attendance

Deborah Ann Aplin (Accommodation Advisor)
Janet Gardner (Executive Director, Principal)
Laurie Morley (Project Director)
David Warnes (Managing Director – Evolve Learning Group)
David Rose (Interim Director of Financer)
Keith Scribbins (Clerk)

1.4 Declarations of Interest

There were no new declarations and existing declarations were confirmed.

1.5 Chair's and Clerk's Announcements

1.5.1 Members received the confidential report from FE Associates (which the Chair introduced) and this set out the proposal by the Selection Panel for the appointment of Karen Redhead as Principal and Chief Executive in succession to Garry Phillips. Members of the Panel commented on the excellent presentation and interview made by Karen Redhead.

The proposal to appoint her was **ADOPTED** subject to references, relevant documentation and contract. The likely start date would be a date in September. Tony Alderman was overseeing the search for a short term interim Principal and CEO.

1.5.2 The Chair moved a vote of thanks to Garry Phillips for his sterling work as Principal and CEO. He cited the way Garry had dealt with the FE Commissioner's involvement, Ofsted and plans for the re-build of the College. The vote of thanks was passed with **ACCLAMATION**.

1.5.3 The Clerk indicated that:

- The salary and removal expenses for Karen Redhead would be dealt with in closed session at the end of the meeting.
- Also, in closed session, the Corporation would deal with the resignation of Janet Gardner.
- Finally, the minutes of the closed session held at the May meeting would also be dealt with in tonight's closed session.

ITEM 2

MINUTES OF THE CORPORATION MEETING HELD ON 23 MAY 2018

2.1 The Corporation minutes were introduced by the Chair and **ADOPTED**. There were no matters arising.

ITEM 3

ORAL REPORT OF THE AUDIT COMMITTEE MEETING HELD ON 19 JUNE 2018

The Clerk indicated that full minutes would come to the July Corporation meeting. Cllr Binda Rai, who had been appointed as Chair of the Committee, reported briefly on membership (Callum Anderson and Ray Hilditch, new members) and the internal audit reports and the external audit plan. She also said there would be a search for new internal auditors.

The Committee had also dealt with the general Data Protection Regulations and the Risk Registers. In discussion reference was made to the high level recommendations from the internal auditors and projects in the pipeline (ALS and IT support services).

The oral report of the Audit Committee meeting was **ADOPTED** pending receipt of the written minutes.

ITEM 4

MANAGEMENT ACCOUNTS FOR 10 MONTHS ENDING 31 MAY 2018

David Rose introduced the accounts and members were asked to note and approve them. The key points were:

- The mid-year review suggested a negative EBITDA of £1.2m and a total comprehensive income deficit of £3.2m. Now the negative EBITDA is forecast as £2.5m.
- The income from HE and apprenticeships will fall short of plan.
- The report also highlighted the forecast balance sheet and cash flow and departmental performance.

There was a clear need for scrutiny, the management of staff resources and detailed reports to SLT.

Members expressed concerns about the position and hoped that the measures outlined would reduce the deficit position. This would be the subject of further analysis and report at the next meeting. It was also indicated that further consultation would take place with Barclays.

The accounts were **NOTED** and **APPROVED**. The action (taken and proposed) was **ENDORSED**.

ITEM 5

CEO REPORT

This report updated governors on key developments, especially in relation to:

- TEF Silver Award
- QAA (draft report)
- ESFA Apprenticeship Minimum Standards
- H and F G Consultation FAQs
- Mayor of London Skills for Londoners

In his presentation the Principal and CEO drew attention to medal winners (all congratulated), the position of KCC and a prospect (again) of merger and the mock Ofsted re Evolve. Members discussed the sections of the report on:

- The KPIs and related strategic objectives
- HR – the drive to achieve costs: income of 60% - 65%
- The skills build and medals
- Skills for Londoners and the College's supporting measures
- Finance and growth: quality and achievements

Following the extensive discussion, it was **RESOLVED**

that: The report and progress be **NOTED**

that: The receipt of the ESFA Apprenticeship Minimum Standards Letter be **NOTED**

that: The Teaching Excellence Framework Silver Award Letter be **NOTED**

that: The confidential QAA report (confidence in the College's ability, capacity and capability to deliver HE) be **NOTED**

that: The award of the Mayor's Construction Academy Quality Mark be **NOTED**

that: The Commencement of the H and F G consultation be **NOTED**

that: The work of the Executive in reviewing the Mayor's Skills for Londoners Strategy be **APPROVED**.

that: The expression of interest in a merger with Kensington and Chelsea College be **APPROVED**.

that: Evolve have a mock Ofsted inspection be **APPROVED**.

The Principal and Chief Executive was thanked for his report.

ITEM 6

CRITICAL SUCCESS FACTORS

Janet Gardner introduced her paper reporting on CSF1 – creating an outstanding learning experience. This CSF monitors the progress and performance of attendance, retention, achievement and the quality of teaching, learning and assessment.

There had been 190 teaching observations; retention is above target and attendance is stable. Student participation has improved significantly.

Discussion focused on:

- Vulnerable learners
- The increase in apprenticeships
- The improvement in student involvement via learner voice

Following the discussion the following items, in particular, were **NOTED**:

- Retention 95.3% (0.6% above target)
- Retention 16-18 year olds 92.3% (on target)
- Retention 19+ learners is 96.3% (1.4% above target)
- Apprenticeship achievement slightly below national rate but 13.7% for in-year achievement, i.e. above last year
- Participation in student survey up 49%.

The monitoring will be continued and thanks were extended to all staff and students.

ITEM 7

ACCOMMODATION

Laurie Morley gave a confidential report giving a general update. Some of the items had also been touched on in earlier reports. The full range of CSFs were mentioned and the report focused on:

- Project finance (within budget)
- Key actions
- Public consultation

The Gateway project had seen the near completion of the building proposals. Consultation included 1:1 consultation with neighbours. There was a majority in favour. The land sale process is in train. The paper included an action plan relating to Homes England funding application and the planning process. Appendices to the report included legal advice from Mills and Reeve.

Laurie Morley also reported on the Infrastructure Hub and West London Construction Skills Academy. Planning permission had been granted and national rail skills accreditation had been received.

Members welcomed the news relating to accommodation and **ENDORSED** the action being taken. They also **APPROVED** the developments concerning Hanson Gardens and Blocks A and B Southall College.

Taking all the accommodation reports together the Corporation **RESOLVED**

that: The financial position be **NOTED**

that: The outcome of consultation be **WELCOMED**

that: The appendices to the reports be **NOTED**

that: In respect of Hanson Gardens and Blocks A and B Southall College, more detail be provided later. Meanwhile, the sale (Hanson Gardens) should commence and the sale and release options Blocks A and B be subject to a further report and due diligence

that: A full report on accommodation and utilisation be given at the next Corporation meeting

that: The need for a purchase order and contract for fit out by MP Build at Skills Academy be **NOTED**.

ITEM 8

APPRENTICESHIPS

Janet Gardner's paper on apprenticeships reported on in-year improvements and work still being undertaken to gain overall success. There was to be a subcontracting monitoring visit and a mock Ofsted (Evolve). Tables in the report covered timely achievements, overall achievements and predicted rates. Key priorities included continuous monitoring and closer working between the Construction and Sales Teams.

Members praised the achievements and extended their congratulations to the students concerned. They emphasised the need to maintain this progress and they **NOTED**

that: In-year pass rates are above target

that: In-year achievements for 16-18 apprentices is 1.9% above target achievement

that: For 19-23 year olds outturn is 23.1% above 2016-17 achievement

that: For 24+ apprentices outturn is 7.7% above 2016-17 but still below target

The mock Ofsted inspection of Evolve was **APPROVED**.

ITEM 9

DATE OF NEXT MEETING

18 July 2018.

Clerk to check on likely attendance.

ITEM 10

ANY OTHER BUSINESS

None.

Chair's Signature

Date