

DRAFT

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

**Minutes of the Meeting of the Corporation held on Wednesday 18 July 2018
in Room LT3**

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	√
Callum Anderson	√	Graham Morley (Interim Principal and CEO)	√
Adrian Asuquo	X	Roslyn O'Garro	√
Rhea Basista	X	Abhi Pandya	X
Heather Clay	√	Cllr Binda Rai	X
Julia Clements-Elliott	√	Davica Reid	√
Leila Elsibare	X	Sundeep Sangha	X
		Denise Waldron	X

1.2 Apologies for Absence

Apologies for absence had been received from Adrian Asuquo, Rhea Basista, Leila Elsibare, Abhi Pandya, Cllr Binda Rai, Sundeep Sangha and Denise Waldron.

1.3 In Attendance

Deborah Ann Aplin (Accommodation Advisor)
Michael Burgoyne (Assistant Director of Quality)
Laurie Morley (Project Director)
David Rose (Interim Director of Financer)
David Warnes (Managing Director – Evolve Learning Group)
Keith Scribbins (Clerk)

Representing Knight Frank: Emma Clough and Sophie Salisbury

1.4 Declarations of Interest

There were no new declarations and existing declarations were confirmed.

1.5 Chair's Announcements

The Chair introduced Graham Morley as Interim Principal and CEO. Members welcomed Graham to his interim position and Graham indicated that he would abstain from all voting in this meeting given his short tenure so far.

The Chair also announced the resignation of Janet Gardner who was taking up a senior post elsewhere. Janet (in her absence) was thanked for her service.

1.6 Clerk's Announcements

There were no Clerk's announcements but the Clerk introduced the following topics:

- 1.6.1 The re-appointment of Tony Alderman as Chair and Heather Clay as Vice Chair. These re-appointments were **CONFIRMED**. There were no other candidates.
- 1.6.2 The Calendar for 2018/19. This was **APPROVED** subject to making 26 September an ordinary meeting (not a seminar) and the holding of a seminar in January on a date to be determined.
- 1.6.3 Existing Committee Memberships were **CONTINUED** subject to Tony Alderman consulting with colleagues about a Chair for the Finance and General Purposes Committee. Meanwhile Tony Alderman would continue to chair that Committee. The other chairs would be as follows: Audit, Cllr Binda Rai, Search and Development, Julia Clements-Elliott, Remuneration, Tony Alderman, Quality Committee, Heather Clay.

ITEM 2

MINUTES OF THE CORPORATION MEETING HELD ON 20 JUNE 2018

- 2.1 The Corporation minutes were introduced by the Chair and **ADOPTED**.

ITEM 3

MATTERS ARISING

- 3.1 The Chair indicated that the search for a new ED Finance and Resources had proved unsuccessful following the withdrawal of the favoured candidate. David Rose had agreed to continue in service on an interim basis. The appointment of a permanent ED Finance and Resources would be deferred until Karen Redhead had taken up her post as Principal and Chief Executive.

ITEM 4

FINANCE MATTERS

- 4.1 David Rose introduced his finance report, the management accounts June 2018, the draft Financial Plan and the Health and Safety Policy. All these documents were **APPROVED** and cleared for submission to the Funding Authority where necessary.
- 4.2 It was indicated that contractual problems with Phoenix and Stonebridge would be dealt with later in the meeting. It was felt that further and better particulars should go to the Corporation before decisions on sub-contracts and meeting payments are made.

Some of the detailed points relating to accounts were cashflow items and the need for a £6m cash input from Homes for England (best option) or the Transaction Unit (being explored). The third option of a Barclays loan, given the conditions, was a non-starter.

The prospect of being placed in intervention by the FE Commissioner was discussed and the Clerk reminded members of the briefing paper he had presented to them on the new bankruptcy provisions.

Members were also reminded of the tentative nature of the financial plan, at this stage. The best expectation was a financial health category of 'satisfactory'. The plan, whilst approved for submission to the ESFA, would need to be revisited when the new Principal and Chief Executive was in post.

Finally, the Chair of Quality, Heather Clay, sought more work on curriculum planning to be reported as soon as possible to the Committee.

ITEM 5

MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 19 JUNE 2018

In the absence of the new Chair of the Committee, Cllr Binda Rai, the Clerk introduced the Minutes. The Minutes and the recommendations contained therein were all **ADOPTED**. All the internal audit reports had been agreed by management; the external audit report on

apprenticeships – there will be a compliance audit in the audit term; work on GDPR was **NOTED** and the risk registers **ADOPTED**.

The RSM audit plan had been recommended for adoption and the Corporation **APPROVED** this plan. The appointment of auditors would be reviewed by David Rose.

ITEM 6

CURRICULUM, PERFORMANCE AND QIP

Members **RECEIVED** papers produced by Janet Gardner, and introduced by Michael Burgoyne, on CSF1 (Creating an Outstanding Learning Experience), College Performance Report (Future proofing, sustaining and growing the market share) and the Quality Improvement Plan Update.

In discussion the following points were **NOTED** and as appropriate, **ADOPTED**

- Retention (overall 95.3%, 1.3% above target)
- Improved apprenticeship achievement
- The steps being taken to monitor KPIs throughout the year
- Performance against KPIs, eg improvements against national and London averages, learner voice figures and the quality of teaching and learning
- The continued monitoring of GCSE high grades and apprentices
- Good overall progress with the QIP with the need to continue to close down actions as possible

Members thanked Janet and Michael for the clarity of the reports received.

ITEM 7

PROPERTY AND ACCOMMODATION UPDATE

Laurie Morley and colleagues from Knight Frank made a number of presentations. There were a large number of appendices and attachments:

- Appendix – public consultation feedback
- Knight Frank summary report on developers for H and F new College (29 June 2018)
- Knight Frank letter on prospective disposal of Southall College (12 July 2018)

- Knight Frank letter on prospective disposal of Hanson Gardens

It was reported that contracts were ready for signing and sealing by Tony Alderman and Graham Morley. However, Graham Morley needed to take advice about signing off complex documents which pre-dated his appointment as Interim Principal and CEO.

The report on potential developers focused on NH Genesis and Kier but a further report (with further and better particulars) would be available in August. In September there would be further reports on Hanson Gardens and Southall College.

The recommendations outlined in Laurie Morley's report were all **APPROVED** as follows:

- Clarification to be given on additional funds required, at September Board meeting
- Knight Frank proposals on selecting developer
- Appendices (Your Shout) and Knight Frank's proposals concerning sale of Blocks A and B Southall

ITEM 8

PARTNERSHIP UPDATE

David Warnes reported on partnerships with Phoenix and Stonebridge. There was an absence of written contracts but arrangements agreed orally and supporting documents such as spread sheets, indicated partnership arrangements with Phoenix and Stonebridge.

In relation to Phoenix, members supported the view that the amount owed to Phoenix should be deducted from the amount owed by Phoenix.

In respect of Stonebridge, the plan to have an early meeting with ESFA to guard the interests of learners and plan for the future was also supported.

CONFIDENTIAL SESSION

ITEM 9

Staff and student members ^{was told to leave} left the meeting.

The confidential minute (COR 18.43) of the meeting held on 20 June 2018, was **APPROVED** as a correct record.

The Interim Principal and Chief Executive reported on actions he had taken since appointment. These included:

- Improved communications and weekly SLT meetings

- Panel to consider staffing requests
- Curriculum Plan
- Improvement in data needed
- Mobilisation Panel for WLCA
- Letter from FE Commissioner awaited

ITEM 10

LETTER FROM UCU

The Clerk distributed a letter from UCU seeking a meeting with the whole Corporation. Members felt that the usual procedure of a meeting with the Chair and Principal and Chief Executive should be followed.

Afternote: this meeting has been arranged for 7 September 2018.

Chair's Signature

H.P. Clary

Date

25/9/18