

**Agenda Item No: COR18.62**

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

**Minutes of the Meeting of the Corporation held on Wednesday 26  
September 2018 in Room LT3**

The meeting began at 6.00 pm with Heather Clay in the Chair.

**ITEM 1**

**ATTENDANCE, APOLOGIES FOR ABSENCE AND ANNOUNCEMENTS**

**Present**

Callum Anderson	√	Raymond Hilditch	√
Adrian Asuquo	√	Roslyn O'Garro	√
Heather Clay	√	Cllr Binda Rai	X
Julia Clements-Elliott	√	Sundeep Sangha	X
Leila Elsibaie	X	Denise Waldron	√
Karen Redhead	√		

**Apologies for Absence**

Apologies for absence had been received from Leila Elsibaie, Sundeep Sangha and Binda Rai.

**In Attendance**

Graham Morley, Project Consultant  
David Rose, Finance Director  
Martina Joachim, Executive Assistant (minute taker)

**1.1 Declarations of Interest**

There were no new declarations.

**1.2 Chair's Announcements**

Resignation was received from the Chair of the Corporation, Tony Alderman, with immediate effect due to ill health. Heather Clay welcomed Karen Redhead as the new Chief Executive / Principal. The meeting was quorate.

### **1.3 Clerk's Announcements**

There was a request to change the date of Audit committee due to timings of the external audit. This was Agreed. Martina Joachim will circulate a list of possible dates to members of the Audit committee.

It was agreed that the Search committee scheduled on 17 October should be deferred to a later date, in order to support the recruitment process of a new Chair and to fill the accounting and estates skills gaps.

### **ITEM 2**

#### **MINUTES OF THE CORPORATION MEETING HELD ON 18 July 2018**

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

### **ITEM 3**

#### **MATTERS ARISING**

The Members noted the update from the CEO that the UCU meeting on 7 September 2018 took place and there was a robust exchange of views.

Graham Morley advised that the Stonebridge and Phoenix matters were resolved.

### **ITEM 4**

#### **CEO REPORT**

##### **4.1 FE Commissioner's intervention**

Karen Redhead informed the team about resignation of the Chair of the Corporation due to ill health and on progress with recruitment of new board members. Suggested process was **APPROVED**.

Karen Redhead informed the Members about the legal advice given in relation to the clerking service following the FE Commissioner's recommendation.

The Corporation noted the following points raised in the CEO report;

- The report from FE Commissioner is being finalised and a recovery plan will be prepared in response.
- It is recommended that the College is placed in 'Administered Status' resulting in it being robustly scrutinised.
- The College approached ESFA for exceptional financial support and the first payment has been granted.

- The financial plan will be re-submitted in October that would reflect reduced staffing cost and lower growth.
- There is a pause on the new build (Hammersmith Gateway Project) to review the feasibility of the project and look at the options to close the funding gap
- Enrolment of 16-18 1,844 (this has increased to 1,944 since the report has been written). Though the enrolment numbers are higher compared to daily enrolment last year, some shakeout will occur around the 42 day period.
- The staff survey results from 2017/18 were concerning as they indicated a significant decline in staff satisfaction across most of the questions. Action plan will be prepared for the next Board meeting. The staff survey results will be added to the Corporation business cycle.
- Chief Executive continues to engage with external stakeholders
- RSM Tenon audit is taking place and will also be advising on any further work needed to account all the capital receipt from the sale of Acton College.
- AoC work on Senior Staff Remuneration Code document and the opportunity to participate in the consultation. This would provide college boards with guidance to enable them to be more confident and clearer when setting and reviewing remuneration levels.
- Intention to hold a strategy session for the board in November 2018.

## **ITEM 5**

### **FEEDBACK FROM FE COMMISSIONER'S REVIEW**

Not covered in the absence of Chair.

## **ITEM 6.1**

### **FINANCE REPORT UPDATE**

David Rose updated the Members on the College's financial situation. It was **NOTED** that

- The initial request that will go to the ESFA is for a total EFS of £6.5m during 2018/19. A rolling 12-month weekly cashflow will be submitted to the ESFA monthly. Detail of what the EFS relates will be submitted to the ESFA monthly.
- AEB clawback is estimated at £0.6m, other clawback is estimated at a further £0.6m.
- the work has started on the updated financial plan
- Financial year end audit started on 24 September focusing on key risks of receipt of EFS/going concern, Gateway project progress and Impairment provision

## **ITEM 6.2**

### **MANAGEMENT ACCOUNTS 2018**

David Rose presented an update on the latest forecast outturn. There is an increase in the deficit of £1.8m to £8.5m and the Members **NOTED** the following points raised;

- subcontracted delivery of Learner Loans has ceased
- there has been a reduction in curriculum fee income of £328k
- pension costs increased by £526k

- Acton College Service charge of £189k has been received for the full 2-year lease period
- Pay cost increased by £248k
- redundancy provision increased by £48k
- reduced balance sheet pension liability of £4.2m (£9.2m in the last 2 years)

## ITEM 7

### PROPERTY AND ACCOMMODATION UPDATE

#### 7.1 Estates strategy

Graham Morley updated the Members on progress in preparing an integrated Estates strategy. Suggested content shared with the ESFA was circulated. Timeline for completion was also circulated that suggests the need for the strategic event in November for the Board members to feedback on the proposed estates strategy, ready for sign off in December Board.

Business plans for WLCA, OPDC and Southall Manor will be reworked as part of the Estates strategy.

Martina Joachim will send out dates seeking confirmation of Members' availability.

#### 7.2 Londoner's Capital Fund bid

Graham Morley also informed the Corporation about the opportunity to bid for £20m support to part-fund the Gateway project and sought approval from the Corporation to submit the bid by 1st October 2018. Should the Corporation decide to stop the Gateway project the College can withdraw the bid. It was **RESOLVED** that:

The Expression of interest application for the skills for Londoner's Capital Fund should be submitted to the GLA in October 2018.

The Expression of Interest application together with all its annexes, be approved with the Chair taking action if any changes are required.

#### 7.3 Gateway project

It was noted that there has been a request submitted to English Heritage to have this building listed. If this was to happen, it would have a significant effect on our ability to proceed with the Gateway Project.

## ITEM 8

### CONFIDENTIAL SESSION

The Board was asked to consider removing the item from the agenda. This was **AGREED**.

**ITEM 9**

**AOB**

Chief Executive shared information on an opportunity for the College to take on provision of 16-18 year olds should the proposed merger between Morley college and KCC progress.

It was requested that Equality and Diversity is added to the Board agenda. This was **AGREED.**

There was as request from a staff Governor, Roslyn O'Garro, to become a voting member of the Corporation. It was agreed to defer the decision till next meeting.

The Executive sought volunteers from the Board Members to Chair the next Board meeting on 17th October. Martina Joachim will send out a message to all Board members seeking interest.



**Chair's Signature**

*17th October 2018.*

**Date**

