

**EALING, HAMMERSMITH AND WEST LONDON COLLEGE
FE CORPORATION MEETING**

Date	31 January 2020	Time	12.30
Venue	Hammersmith and Fulham, Room LT3, Gliddon Road, London W14 9BL and remotely as members dialled in.		
Chair	Ian Comfort		

Present: Ian Comfort; Karen Redhead (CEO); Peter Chapman; Cllr Yvonne Johnson; Maria Vetrone; David Paine; Shawez Mir; Kairah Lewis-Roe; Luis Miguel Andrade Veiga.

In attendance: Anil Nagpal (Executive Director, Finance & Resources); Ra Hamilton-Burns (Governance Advisor)

Attendance at the Meeting: *Attendance was 53%*

No.	Minute
1.	<p>Apologies for absence and other matters</p> <p>Abs Malik, Roslyn O'Garro and David Round had sent apologies.</p> <p>The following members attended by phone: Ian Comfort, Yvonne Johnson, Peter Chapman and David Paine, Shawez Mir and Maria Vetrone dialled in.</p> <p>Kairah Lewis-Roe, Luis Miguel Andrade, Karen Redhead and Anil Nagpal (COO) were present at the College in Gliddon Road.</p> <p>Ra Hamilton-Burns dialled in to act as Governance Adviser and took the minutes.</p> <p>The meeting was quorate.</p>
2.	<p>Declarations of Interest</p> <p>Cllr Johnson declared that she is deputy leader of Ealing Council.</p>
3	<p>ANNUAL REPORT AND FINANCIAL STATEMENTS 2018/19</p>
3.1	<p>Annual report and Financial statements</p> <p>Ian Comfort introduced the item and reminded the Board that they had been supplied with all documents except for the regularity questionnaire which was being finalised. Members confirmed that they had read the documents.</p>

Draft annual report and financial statements – Ian Comfort had discussed the accounts with the auditors and confirmed they are content. The Board recognised that the accounts are presented in a clean format and provide a sound basis for moving forward.

External Audit Management Letter – Members reviewed this document and had two questions both on the Control Item on Page 3:

Members asked what the control deficiency related to. Anil responded that this item was not material, was historical on the lease at a value of £112k. The accounting estimates relate to the pensions and the College will pick this up going forwards.

Letters of representation – there was discussion on the wording but all were content that this should be signed as is.

RESOLVED: Members resolved that the Chair and CEO (as Chief Accounting Officer) should sign as appropriate the following documents on behalf of the Corporation of West London College:

1. **Draft Annual Report and Financial Statements 2018/19**
2. **External Audit Management letter**
3. **Letters of Representation**

4. **Regularity Questionnaire (RQ)** – Anil Nagpal explained that this is being finalised and this will be submitted with the pack to the ESFA. The Auditors have confirmed that they are content that the evidence for the questionnaire is available. He proposed that the process of approval would be that the Board will delegate review and approval of this document to Maria Vetrone in her role as Chair of the Audit Committee. Once content with the RQ, she will email Ian Comfort and Karen Redhead who will in turn give permission allowing use of the Chair's electronic signature alongside that of the CEO (Chief Accounting Officer).

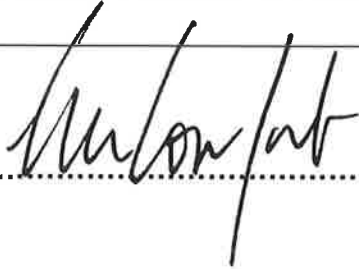
5. **Annual report of the audit committee.** Maria Vetrone confirmed that it aligns with the Audit opinion and reflects the business of the year. She has now signed this in her capacity as Chair of the Audit Committee.

6. **Annual report of the internal auditors** – this was noted.

Members asked when the annual financial statements will be available and how the messages contained will be managed. It was confirmed that they will be uploaded on the College website early next week. The CEO will produce a short statement and share it with the governors for information. Members will be reminded that communication with the media is the remit of the CEO.

4	Any other business There was none.
5	MEETING EVALUATION

	<p>Members commented that the meeting process via telephone worked well, the meeting was quorate and the efficient. All members had the opportunity to comment on the documents and to contribute to debate and the review and approval process. The paperwork was extremely well presented and helpful.</p> <p>The meeting closed at 12.49</p>
12	DATE OF NEXT MEETING <ul style="list-style-type: none">• FE Corporation: Thursday 13 February 2020 18.30

Chair's signature: 

Date: 13 / 02 / 2020

