

Agenda Item No: **QTFG17.14 & FTFG17.13**

THE CORPORATION

EALING, HAMMERSMITH AND WEST LONDON COLLEGE

REPORT OF EXTRAORDINARY MEETINGS

- (1) QUALITY TASK AND FINISH GROUP HELD ON 29th MARCH 2017**
- (2) FINANCE TASK AND FINISH GROUP HELD ON 29TH MARCH 2017**

1 INTRODUCTION

These two meetings, taking place on the same day, covered a number of significant topics relating to strategy, accommodation, finance and quality. The papers are attached to the file copy of the agendas and calling notices.

Between them the meetings covered:

- Student/staff voice and implementation plans
- Safeguarding and Prevent
- College performance report
- Learning and teaching
- West London College guide to mergers and acquisitions
- Growth plan
- Accommodation budget
- Management accounts
- Workforce reforms
- Accommodation update

2 TOPIC PRESENTATIONS AND PROCEDURAL MATTERS

In the Working Groups papers were presented covering the topics set out above and these were introduced by the relevant senior member of staff.

3 SUMMARY, RECOMMENDATIONS AND RESOLUTIONS

In respect of Quality the resolutions were:

- Note the identified areas of strength and areas for development from the student, staff and employer voice
- Note the actions SLT will be taking to address the identified areas for concern in relation to the staff and student voice
- Approve the report on Staff Survey Action Plan and welcome the plan
- Note the number and nature of safeguarding referrals received to date in the 2016/2017 academic year

- Note the actions SLT will be taking to continue to ensure safeguarding is highly effective and addresses areas for development through the safeguarding/prevent implementation plan
- In relation to College performance, to note the overall achievement rate, the rate for 16 – 18, the rate for 19+, the overall apprenticeship achievement rate, the timely apprenticeship achievement rate, the overall attendance rate, the in year retention rate and the completion of work experience
- In relation to teaching and learning to note the lesson observation profile, the impact of intervention and training, the completion of scheduled observations, strengths and areas for improvement identified during learning walks and scrutiny, the provision of CPD, the promotion of good teaching practice and the review of TLA policy.
- Note the West London's College guide to mergers and acquisitions.

Supplementary matters dealt with were as follows:

- It was suggested that improvements should be expressed by levels covering 'satisfied', 'dissatisfied' and 'impact'.
- The themes from the focus groups should be more clearly identified
- Details of the student conference should be provided
- Inclusion of staff recruitment and retention in the risk analysis
- The addition of autism in respect of safeguarding
- In all documents there should be references in respect of English and maths

In respect of Finance the resolutions were:

- Note the growth plan 16/17 and progress made
- In respect of accommodation note the spend profile flexed with construction costs and the spend to date with variances
- In respect of management accounts to note the negative AEB spend profile, the apprenticeship shortfall, the IELTS and commercial income shortfall, the self-assessed health category (rated satisfactory) and the EFA allocation - £2m below 16/17.
- In respect of workforce reforms to note the identification of £3,270k savings for 2017/2018 with achieved in year savings of £406k and full impact of £712k.
- In relation to the Gateway project there were a number of confidential resolutions covering the master plan, expenditure, decant and the RIBA stages reports

Supplementary matters dealt with were as follows:

- The need to apportion levels of risk and highlight matters for consideration by the Board. Also a timeline to be included in relation to decisions.
- A three-year financial forecast would go to the July Corporation meeting. The February accounts were recommended for approval.