

**Minutes of the Meeting of the Corporation of West Thames College
Held on Wednesday 16 December 2015 in the Banks Room**

Members Present	Mr J Bolt (Chair)	Ms M Semple	Mrs M Harpley
	Ms A Patterson	Mr T White	Mr S Castle
	Mr M Michaelides	Dr B Armstrong	Mr M Piwowarski
	Ms L Graves	Mr S Wilcox	

Also present	Ms T Aust	Mr M Cooper	Mr J Allen
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The meeting commenced at 18.00

20 APOLOGIES & QUORACY

Apologies were received from Ms C Ajit Singh and Mr F Spraggs. The absence of Mr A Joshie was noted.

The Clerk confirmed that the meeting was quorate.

21 DECLARATION OF INTERESTS

There were no declared interests against any agenda item.

22 MINUTES

It was **RESOLVED** to authorise the Chair to sign the minutes as an accurate record of the meeting of the Corporation held on 14 October 2015 (Paper 1).

It was **RESOLVED** to authorise the Chair to sign the confidential minutes as an accurate record of the meeting of the Corporation held on 24 November 2015 (Paper 19).

23 SUMMARY ACTION LIST & MATTERS ARISING

The '*Summary Action List*' was received (Paper 2). It was confirmed all the outstanding action points from the last meeting are addressed through agenda items at this meeting.

It was **RESOLVED** to note the '*Summary Action List*'.

24 BRIEFING

The Deputy Principal provided the Corporation with a briefing on the revised Ofsted Common Inspection Framework and the briefing was supported with a summary paper that outlined the main changes (Paper 3).

It was **RESOLVED** to note the briefing.

25 EXECUTIVE TEAM REPORT

The Executive Team Report (Paper 4) provided Members with updates on the following topics:

- Strategic Context – Area Reviews
- Financial Matters
- Leadership & Management staff update
- Quality update
- LEP Project

- Student and Events news stories.

Since the last report to Corporation in October the guidelines for the Area Review process in London have been firmed up. As expected London will be divided into sub-regions. West Thames clearly sits in west London but we are invited to indicate whether we would want to feed in to any other sub-regional reviews. Given the number of students we attract from the Richmond area we have indicated that we would want to be able to feed in to the south London review.

The Area Review is expected to commence in March 2016. The Strategic Planning Day in February will be used to look at the College profile, analyse the data and engage key managers with governors in firming up the college's position in this process.

The Principal brought to the attention a recent article in The Guardian that named the College following the recent conviction of an ex-student of the College for plotting a terrorist attack. The Corporation sought assurances that the College has reviewed any relevant information that it has on the student to see if any lessons could be learned considering the current focus on the Prevent agenda. The Principal agreed to take this forward and to report back to the Corporation.

It was **RESOLVED** to note the Executive Team Report.

26 **MONITORING OF COLLEGE PERFORMANCE**

The College report '*Development Plan 2015/16: Key Objectives Progress Report*' was received (Paper 5). The paper provided Members with a summary progress update against each of the key strategic objectives from the College's Development Plan 2015/16. A total of 18 objectives were reported against, under the three key headings of:

- Goal 1: To provide an OUTSTANDING learning experience for all our learners
- Goal 2: To be INNOVATIVE and RESPONSIVE to current and future needs
- Goal 3: To provide an EXCELLENT environment and resources.

Attached to the report was the 'Data Dashboard' report that summarised performance against those key performance indicators that governors should be made aware of.

Although current student attendance is at 90% and is in line with the College target of 90%, an 'Amber' assessment was noted as attendance remains a risk.

A 'Red' assessment was noted on EFA 16-18 numbers. The College currently has 1,894 16-18 year olds against the target of 2,037. Assuming a normal pattern of additional in-year recruitment a shortfall of circa 50 16-18 year olds is forecast.

The other 'Red' assessment noted by the Corporation was in-house apprenticeship numbers. Against the target of 362, 91 have been recruited. A further 25 are scheduled to be enrolled by the end of the year. The College is set to appoint System Group Ltd to deliver a range of Logistics training based at the Skills Centre. Planned volumes between Dec 2015 and July 2016 are 175 starts.

It was **RESOLVED** to note the monitoring report.

27 STRATEGIC FOCUS:

Following discussions at the Finance & Capital Projects meeting in September and the Corporation meeting in October, the College has signed a Memorandum of Understanding with *Ambitious about Autism* to enter formal negotiations around the establishment of *Ambitious College* on the Isleworth campus.

Made available was the draft partnership agreement and draft lease (Paper 6) which were used to establish a similar partnership with another college in London. It was confirmed these have been approved by that College's lawyers but the College has also instructed its lawyers to review these documents.

It was **RESOLVED** to agree in principle to enter into a formal partnership agreement with *Ambitious about Autism* subject to giving delegated authority to the Finance Committee to review and approve the legal and financial terms.

28 GOVERNANCE FOCUS:

The evaluation of received governor self-assessment questionnaires was received for information purposes (Paper 7).

It was **RESOLVED** to note the report.

29 TEACHING & QUALITY FOCUS

The minutes of Quality & Equality Advisory Group meeting held 07 October 2015 were received and noted (Paper 8).

The notes of the Quality & Equality Advisory Group moderation meeting of the College's Self-Assessment Report (SAR), that met on 01 December 2015, were received and noted (Paper 9). The Group received presentations from each Director on their proposed self-assessment grades for the curriculum areas under their charge. The Group questioned and sought assurances on each of the grades being proposed.

The College '*Self-Assessment Report 2014/15*' was received (Paper 10). The Deputy Principal invited Members to discuss the proposed grading for overall effectiveness, outcomes for learners, personal development, behaviour and welfare and effectiveness of leadership and management.

After a thorough discussion and analysis of the range of data and information made available, it was **RESOLVED** to approve the following self-assessment grade profile:

Overall Effectiveness	Grade 2
Outcomes for Learners	Grade 2
Quality of Teaching, Learning & Assessment	Grade 2+
Personal Development, Behaviour & Welfare	Grade 2
Leadership and Management	Grade 1-

It was **RESOLVED** to approve the '*College Self Assessment Report 2013/14*'.

It was further **RESOLVED** to approve the '*College Self Assessment Report 2014/15*'.

30 AUDIT FOCUS

The following reports were received:

- Minutes of the Audit Committee held 02 December 2015 (Paper 11)
- Audit Committee's Annual Report 2014/15 (Paper 12)

- Internal Audit Service Annual Report 2014/15 issued by Macintyre Hudson
- Post Audit Management Letter on the Accounts issued by Buzzacott and Letter of Representation
- Post Audit Management Letter on Regularity and Letter of Representation issued by Buzzacott

The Chair of the Committee introduced the Annual Report 2014/15 from the Audit Committee. The Annual Report is a summary document explaining the work of the Committee during the course of the year. Appended to the Annual Report are the various reports from the internal audit service and the financial statement and regularity auditor that need to be approved by the Corporation. The Annual Report from the Audit Committee should be considered before the Corporation approves the Financial Statement and Accounts for 2014/15. The Corporation is required to receive from the Audit Committee an annual opinion and the following opinion for 2014/15 was confirmed:

There are no matters that the committee wishes to bring specifically to the attention of the Corporation Overall, based on the information provided to them by the College; the work, reports and audit opinions of the College's Internal and Financial Statement & Regularity Auditors; and the opinions and assurances received from the Corporation Committees; the Audit Committee's opinion is that that the College's risk management, control and governance systems and its internal processes for securing economy, efficiency and effectiveness at the College are adequate and effective and that the Governing Body should have confidence in relying upon them. The Committee is satisfied that where weaknesses are identified they have been responded to in an appropriate and timely manner.

The Committee is satisfied with the financial reporting of West Thames College and the performance of the internal and financial statement & regularity auditors.

The Audit Committee considers that the Corporation's responsibilities have been satisfactorily discharged and recommends this report to the Corporation.

Following a thorough review of all the reports presented under this agenda item, It was **RESOLVED** that:

- (i) The Corporation notes the unconfirmed minutes of the meeting of the Audit Committee meeting held on 02 December 2015;
- (ii) The Corporation approves the Annual Report 2014/15 from the Audit Committee for forwarding on to the Skills Funding Agency;
- (iii) The Corporation approves the Internal Audit Service Annual Report 2014/15;
- (iv) The Corporation approves the Post Audit Management Letter on the Accounts and authorises the Chairman to sign the 'Letter of Representation'; and
- (v) The Corporation approves the Post Audit Management Letter on the Regularity Audit and authorises the Chairman to sign the 'Letter of Representation'.

31 FINANCE & ESTATES FOCUS

The following reports were received:

- Minutes of the Finance & Capital Advisory Group that met on 25 November 2015 (Paper 13)
- Financial Statement & Year End Accounts 31 July 2015 (Paper 14)
- Management Accounts up to 31 October 15 (Paper 15)
- SFA Financial Health Assessment Letter (Paper 16)

The Financial Statements for the Year Ended 31 July 2015 were subject to a thorough review by the Audit Committee at its meeting on 02 December 2015 and there were no internal control issues arising from their review. The accounts were also subject to thorough review from the Finance Committee that met on 25 November 2015.

It was confirmed the Management Accounts were subject to thorough review from the Finance Committee and were made available for information purposes.

The letter from the SFA (confirmed the College's Financial Health Assessment for both 2014/15 and 2015/16 is 'Outstanding'.

Following a thorough review of all the reports presented under this agenda item, it was **RESOLVED:**

- (i) To note the unconfirmed minutes of the meeting of the Finance Committee meeting held on 25 November 2015;
- (iii) To approve the Financial Statements and Year End Accounts 31 July 2015 and authorises the Chairman and Principal to sign the Accounts; and
- (iv) To note the Management Accounts up to 30 October 2015.

32 LEARNER VOICE

The student governor made available an oral update on the work of the Students Union and on a range of learner voice activities and priorities.

The Student governor outlined the current priorities – these being to improve communication with students; to feedback to all students on 'you said/we did' matters'; and to work with curriculum directors to improve attendance and punctuality.

The Chair commented positively on the work of the recent Student Parliament that he recently attended.

The Chair thanked the student governor for the update.

33 HUMAN RESOURCE FOCUS

The Corporation received for review the Annual HR Report 2014/15 (Paper 17). The following was reported on:

- Staff Profiles
- Recruitment Strategies
- Utilisation Restructures and Redundancies
- Casework
- Absence
- HR Strategy and Development Planning

- External Accreditation
- Professional Development
- Staff Survey
- Safeguarding
- Development Plans 2015/16

It was **RESOLVED** to note the Annual HR Report 2014/15

The Corporation reviewed the Annual Health & Safety Report 2014/15 (Paper 18). The report provided an overview of the management of health and safety during 2014/15. The report provided a summary on significant developments in health and safety arrangements; provided a review of incidents and reported accidents; and the health & safety plan for 2015-16.

It was **RESOLVED** to note the Annual Health & Safety Report 2014/15.

34 ANY OTHER BUSINESS

There was no other business

35 DATE OF NEXT MEETING

- Strategy Meeting Wednesday 03 February 2016 @ 16.00
- Corporation meeting Wednesday 16 March 2016 @ 1800

Signed: _____ Date: _____

SUMMARY ACTION LIST

Min	Action	Review
25	The Principal brought to the attention a recent article in The Guardian that named the College following the recent conviction of an ex-student of the College for plotting a terrorist attack. The Corporation sought assurances that the College has reviewed any relevant information that it has on the student to see if any lessons could be learned considering the current focus on the Prevent agenda. The Principal agreed to take this forward and to report back to the Corporation.	16/3/16
27	It was RESOLVED to agree in principle to enter into a formal partnership agreement with <i>Ambitious about Autism</i> subject to giving delegated authority to the Finance Committee to review and approve the legal and financial terms. It was agreed to arrange a meeting of the Finance Committee as and when necessary when the legal and financial information is available for review and approval.	16/3/16