

**Minutes of the Meeting of the Corporation of West Thames College
Held on Wednesday 13 October 2021**

Members Present Mr S Wilcox (Chair) Ms T Aust Mr A Luke
 Ms C Ajit Singh Mr A Smith Ms L Weatherill
 Ms B Sandhu Ms L Gomes Mr Z Haulkhory
 Mr B Armstrong Mr A Barke

Also present Mr J Allen (Clerk) Mr M Cooper
 Mr J Bolt (Associate Governor)
 Mr M Michaelides Ms Gajewska-Kopczyk

The meeting commenced at 17.00

PRE-MEETING DISCUSSION – OFSTED INSPECTION

Before commencing the formal part of the meeting, the Chair paid tribute to the Executive, staff, students and governors for the excellent outcome of the Ofsted inspection that took place last week. The ‘Good’ judgment from Ofsted enables the College to start a new chapter by being able to start to deliver on aspirations and growth plans. Whilst not losing sight on the need to maintain excellent provision, the previous Ofsted judgement has held the College back, now the College can move further forward on its strategic plans and priorities. The Chair concluded by thanking everyone for the hard work that resulted in the ‘Good’ judgment from Ofsted.

The staff governor spoke positively on how the College supported the staff throughout the inspection week and how well prepared the staff were for the inspection. The daily feedback provided to all staff during the inspection was excellent.

The Principal thanked all the staff and students. There was an exemplary college team approach taken prior and during the inspection, and everyone played their part. The Principal thanked the governors for the challenge and support given.

The College nominee during the inspection commented that the inspection was a positive experience. Staff were well prepared, and all College managers worked well together. Students were fully engaged in the inspection process.

1. WELCOME & APOLOGIES

The Chair welcomed everyone to the meeting.

The newly nominated student governor, Zayd Haulkhory, was welcomed to the meeting and introductions were made.

Apologies were received from James Bryant and Rhys Gallagher.

The Clerk confirmed the meeting was quorate.

2. DECLARATIONS OF INTEREST

There were no declared interests against any agenda item.

3. MINUTES

The minutes of the Corporation meeting held 30 June 2021 were approved as an accurate record of the meeting (Paper 1).

4. **SUMMARY ACTION LIST & MATTERS ARISING**

The 'Summary Action List' was received (Paper 2). The following updates were made available against each outstanding action point from the previous meeting:

Ref & Date	Action	Review Update
8 - - 14/10/20 meeting	To bring forward the review of the annual Safeguarding report to the autumn term meeting.	Agenda item
10 - - 14/10/20 meeting	To bring forward the review of the annual H&S report to the autumn term meeting.	To be first considered at the November meeting of the Finance, Resources & Capital Projects Committee and then the December Corporation meeting.
May Strategy Meeting	Final draft of the Strategic Plan 2021-2024 to be an agenda item at the October Corporation meeting.	Deferred to the December Corporation Meeting
12 - 30/6/21 meeting	To give the Finance & Resources Committee delegated authority to make decisions on behalf of the Corporation relating to the Barclays Loan Agreement and, if used, to report its use to the Corporation.	Agenda item

MONITORING COLLEGE PERFORMANCE & STRATEGIC MATTERS

5. **Monitoring College Performance - Data Dashboard Review**

(i) Ofsted Inspection

The details summarising the outcomes of the Ofsted inspection are in the Executive Report – a later agenda item.

(ii) KPI/Data Dashboard Review

Teaching, Learning & Assessment and Deep Dives:

It was confirmed there are no reports on these two areas as it is too early in the term for learning walks and deep dives. These will commence after half term.

Attendance:

Since the start of the year in September, all students have returned to face to face on-site delivery. As is always the case in the first 6 weeks, there is some movement in terms of enrolments and this has an impact on attendance. Once movements have been finalised and the data processed, attendance is expected to be around 89%.

It was noted attendance is part of the Ofsted framework under 'Behaviour & Attitudes' and the judgment from Ofsted was the College is 'Outstanding' in this area.

Achievement:

The College is in the process of finalising final achievement rates for 2020/21. It was reported that due to issues with one sub-contractor, there is expected to be a negative impact on provisional results for Functional Skills and English. The worst case scenario is for achievement to be 2% below what was forecast, but the final figure will still be above National Rates and above pre-covid-19 rates.

It was noted that the subcontractor in question is not being issued with another contract.

Finance:

Reporting on finance KPIs will be through the later agenda item - draft Management Accounts for the year end 31 July 2021. The September Management Accounts to be an agenda item at the next meeting of the Finance, Resources & Capital Projects Committee.

(iii) Development Plan 2020-21 (Goals 2 & 3)

The final position, as reported at the June Corporation meeting, remains unchanged. It was **AGREED** to sign-off the Development Plan 2020-21.

(iv) Post Inspection Action Plan 2020-21

The final position, as reported at the June Corporation meeting, remains unchanged. It was **AGREED** to sign-off the Post Inspection Action Plan 2020-21.

(v) College's Development Plan 2021/22 (Goal 2 & Goal 3)

It was reported the proposed Development Plan 2021-22 has incorporated the various points raised in the Governors' Strategy meetings that were held earlier in the year. The Plan includes more targets with specific measures.

Governors asked where does safeguarding sit in the Development Plan? In reply, it was reported safeguarding falls under Goal 1 in terms of its impact on students, and under Goal 3 for leadership and management.

It was suggested for the Executive to give consideration on how to make safeguarding more explicit in the Development Plan.

It was **AGREED** to approve the Development Plan 2021/22.

(vi) Post Inspection Action Plan 2021/22 (Goal 1)

Going forward, it was agreed to look at the next step of reviewing Goal 1 in response to the feedback received from Ofsted and the 3-5 Year Strategic Plan. The aim is to have, within Goal 1, more aspirational targets around the future strategic direction of the College. Goal 1 will also include the standard items on attendance, achievement, retention, progression etc.

It was **AGREED** for the Curriculum, Quality & Standards Committee to review the draft of Goal 1 when available before being put to the December meeting of the Corporation for approval.

6. STRATEGIC MATTERS

Made available were the following:

- Executive Report (Paper 7)

- Minutes from the Strategy & Business Development Committee held 22 September 2021 (Paper 8)

It was agreed to focus discussions on two key areas from the Executive Report – the Ofsted inspection and enrolment numbers in the two key areas of 16-19 year olds and Adult Education Budget (AEB).

(i) Executive Report

It was agreed to focus discussions on two key areas from the Executive Report – the Ofsted inspection and enrolment numbers.

(a) Ofsted Inspection:

The following summary was noted:

1. Overall Effectiveness – GOOD
2. Quality of Education – GOOD
3. Personal Development – GOOD
4. Behaviour & Attitudes - OUTSTANDING
5. Leadership & Management – GOOD – confident that this will be outstanding very soon

Safeguarding – Effective (**very**)

Provision Types

1. Education Programmes for Young People (EPYP) – Programmes of Study - GOOD
2. Adults - GOOD
3. Apprenticeships - GOOD
4. High Needs Students (HNS) – GOOD – a very solid good and well on the way to outstanding

The following headlines from the feedback received by the inspection team at the conclusion of the inspection were noted:

- Well planned ambitious curriculum, strong links with employers, clear pathways for **all** students (inclusive)
- Leaders, managers and teachers have high ambitions for **all** learners
- Pedagogy used effectively by skilled teachers who are subject experts
- High quality resources supporting knowledge and retrieval
- Marking – good standard, some variation
- Leaders, managers, staff and students work together harmoniously – a real College approach
- Exceptional culture, respect, celebrate differences
- Students receive guidance on a broad range of next steps
- Students know how to keep safe
- Most students understand British Values

Governors asked what would be required to get the College to ‘Outstanding’? In response, the Principal stated there must be consistency across all curriculum areas and this will need to be addressed to aspire to become ‘Outstanding’. This will be the focus of targets and actions to be summarised in Goal 1.

A new feature of Ofsted inspection reports will be a section on what students like about the College. The Principal confirmed this will be used for marketing purposes.

(b) Enrolment

Enrolment of ESFA-funded students aged 16 to 19 is higher than at this point in time last year by around 70 students and it was reported the College is on track to achieve the 2021-22 student number allocation of 1,656.

In common with many other FE providers, the College's ability to fulfil its 2020-21 Adult Education Budget (AEB) funding allocations continued to be affected by the pandemic. The adverse impact was experienced most severely in Logistics provision (with income down by nearly £200k) which is dependent on Jobcentre Plus referrals of unemployed learners and has a high practical content requiring on-site delivery.

The Greater London Authority (GLA) and ESFA both reduced tolerance thresholds for under-performance to 90% and implemented processes for providers to submit business cases to retain funding where actual delivery fell below this level. The College's projected actual delivery for last year is around 87% of the initial GLA allocation of £3,124k and 94% of the ESFA allocation of £320k. A business case was submitted to the GLA to retain the full funding allocation. This has been indicatively accepted, subject to final approval by the Mayor in November.

Recruitment of adult learners is currently higher than at this point last year by around 7%, but funding allocations for 2021-22 are considerably higher. Nevertheless, there are more opportunities for the College to add provision to increase funding to meet funding allocations, particularly in the current climate with planning for jobs and post-COVID economic recovery high on the adult skills agenda.

(ii) Strategy & Business Development Committee

The minutes from the Strategy & Business Development Committee meeting held 22 September 2021 were received for information purposes.

It was noted that, due to the Ofsted Inspection, the draft '3-Year Strategic Plan' that is being worked on will now be considered at the December Corporation meeting.

The minutes reported that the Committee will oversee a review of the Corporation's approach to risk and risk management and outcomes of the review will be reported to the Corporation.

NON-DELEGABLE DUTIES (ARTICLE 3.1) AND STATUTORY AND OR COMPLIANCE DUTIES

6. ANNUAL SAFEGUARDING REPORT

The Annual Safeguarding Report 2021-22 that was considered in detail by the Curriculum, Quality & Standards Committee was received (Paper 9).

The report outlined the progress made on the Safeguarding agenda at the College during the academic year 2020-2021 and highlighted the features of

the College's safeguarding work that was evaluated at the recent Ofsted inspection.

The report demonstrated that the College continues to meet its legal requirements with regards to safeguarding young people and vulnerable adults and demonstrates the ongoing commitment to safeguarding as an organisational priority.

The Committee Corporation placed on record its thanks to the safeguarding team for the support given to students during and after the pandemic.

The Corporation welcomed feedback from the Ofsted inspection that confirmed the College's safeguarding arrangements were very effective.

To further support the monitoring of safeguarding at a governing body level, the Curriculum, Quality & Standards meeting agreed to make safeguarding a standing agenda item at all future meetings of the Committee for exceptional reporting and general updating on safeguarding matters. The Corporation welcomed this additional level of assurance for safeguarding.

7. FINANCE – DRAFT END OF YEAR MANAGEMENT ACCOUNTS

The draft management accounts and commentary for July 2021 were received (Paper 10) for information and discussion as the draft accounts are subject to audit. The audit accounts and financial statements for 2020-21 will be considered at the December Corporation meeting.

The year-end operating result is for a forecast surplus of £540k (2.6%) compared with the budgeted surplus of £100k for the previous year. The report outlined the key variances, both positive and negative.

The College's ESFA Financial Health Grade is forecast to be 'Outstanding' unchanged from the 'Outstanding' grade received in 2019-20.

Governors agreed the year-end forecast provides a positive position to end the year-on.

The Corporation placed on record its thanks to the Executive Director Finance, Development and Human Resources and the finance team.

9. GOVERNOR LINK ALLOCATIONS 2021-22

The Governor Link Policy and proposed governor link allocations for 2021-22 was received (Paper 11). Due to the interruption caused by the Covid-19 pandemic on planned governor visits during 2021, it has been agreed to maintain the same link arrangements that were in place for 2020-21.

Subject to adding Charanjit Ajit Singh to the link allocations, of making specific reference to Goal 1, and to include in the allocations the current safeguarding link arrangements, it was **RESOLVED** to approve the governor link allocations for 2021-22.

Governors were reminded to conduct their visits during the spring term and that visits will be organised by the Principal's PA. Governors were asked to complete a brief report following their visit and to make this available to the

Clerk. The Clerk will then make available a summary report on visits conducted for the March Corporation meeting.

10. ANY OTHER URGENT BUSINESS

There was no other business.

11. DATE OF NEXT MEETING

Tuesday 14 December 2021 @ 18.00

The meeting closed at 19.00

Signed: _____

Date: _____ -

SUMMARY ACTION LIST

Ref & Date	Action	Review
5(vi) – 13/10/21	It was AGREED for the Curriculum, Quality & Standards Committee to review the draft of Goal 1 when available before being put to the December meeting of the Corporation for approval.	14/12/21
6(ii) – 13/10/21	S & BD Committee to oversee a review of the Corporation's approach to risk and risk management and outcomes of the review will be reported to the Corporation.	23/3/22
6(ii) - 13/10/21	Draft of the Strategic Plan 2021-2024 to be an agenda item at the December Corporation meeting.	14/12/21
9 – 13/10/21	Governors were reminded to conduct their visits during the spring term and that visits will be organised by the Principal's PA. Governors were asked to complete a brief report following their visit and to make this available to the Clerk. The Clerk will then make available a summary report on visits conducted for the March Corporation meeting.	23/3/22