

MEETING MINUTES

LOCATION & TIME Church Rd Conference Centre 8.30 am MINUTES PREPARED BY: Gill Parkinson (GP)		COMMITTEE Full Corporation Meeting PART 1 MEETING DATE 27th September 2017
PRESENT: David Cook (DC) – Chair Campbell Christie (CC) – Principal Susan Cornish (SC) Hilary Doyle (HD) Malcolm Dudson (MD) – Vice Chair Michael Few (MF) Andrew Stone (AS)		IN ATTENDANCE: Dominic Asater (DA) - Finance Director Saskia Larsen (SL) – Head HR&D James Taylor (JT) – Vice Principal Curriculum & Quality Pauline Helliar-Symons (PHS) Paul Wagstaff (PW) Rod Baker (RB) – Relationship Director, Barclays Bank – to Item 1 Alex Guest – Barclays Bank – to Item 1
APOLOGIES:		
ITEM NO:		ACTION
	Rod Baker and Alex Guest Educational team talked through restructuring options and the forthcoming Insolvency regime. They accentuated that Barclays were seeking to support the sector. The presentation was subsequently circulated to the Corporation. They then took questions. RB, AG and PW left.	
1.0	Apologies DC noted that PW (a previous Governor and qualified accountant) had been invited to attend the Barclays presentation as he had agreed to provide financial assistance to the College. PHS was attending as an observer, and would be interviewed by the Search Committee after the meeting as a potential WBC Governor. He reminded all attendees of the importance of confidentiality. There were no apologies.	
2.0	Declarations of Interest There were no declarations of interest.	
3.0	The National and Local Scene CC presented. Key points: <ul style="list-style-type: none"> • Justine Greening had made IoTs a priority – BWC would express an interest via the LEP; 	

	<ul style="list-style-type: none"> • HE in the spotlight – an opportunity for FE?; • Systemic problems in FE regarding financial health; • Several voices raising questions regarding the efficacy of mergers; • Skills agenda under threat regarding loans. <p>There were no questions.</p>	
4.0	<p>Corporation Minutes 12th July 2017 Part 1 - approval</p> <p>Item 6 – Stewardship Day – JT to suggest a date.</p> <p>Item 6 – Link Governor update to be included on every agenda as a standing item.</p> <p>The minutes were approved and signed by the Chair.</p>	JT Clerk
5.0	<p>TLA update</p> <p>JT presented a verbal update. Highlights:</p> <ul style="list-style-type: none"> • Ofsted visit imminent; • Bursaries 20% of learners, 10% High Needs, 20% SEN; • 50% of BWC students don't have GCSE Maths and English. Colleges only have 8 months to get to a C.; • GCSE Maths improved significantly this year (double national average), English dropped to around the national average – issues converting to new syllabus; • 2017-18 enrolments tracking at 40 below forecast. 15 Colleges JT spoke to had also dropped; • JT looking at market share to predict numbers as demographic picks up. What is the market? MD Schools increasingly delivering a FE style offer. Housebuilding in area could also have small positive effect on numbers. • A Levels now a 2-year syllabus. <p>There were no further questions.</p>	
6.0	<p>Annual Review of the risk register</p> <p>DA presented the new, improved risk register. SLT had reviewed recently.</p> <p>MD noted this was more user-friendly. Were all high risks covered by the Assurance Auditors? MD No, as budget was not sufficiently high. Chair, Principal and Chair of Audit had met to ensure substantial risks were covered.</p> <p>Failure to achieve numbers (MG) 40 learners less – what actions were taken to improve forecasting to mitigate? Learners reviewed on a weekly basis, marketing. Previous FD had surveyed other Colleges and ascertained most Colleges struggled. ESFA couldn't suggest a system. CC noted geographic area makes difficult as schools have sixth forms. Early applicants stronger, weaker more likely to leave. DC noted pessimism was important. PHS observed that many students wait until late August to make decisions</p>	

	<p>(i.e. results). AS stated that forecast numbers were always adverse. What are remedying factors to make up income/reduce costs? SLT reviewing. MD explained that Resources regularly reviewed this area. PMN CC asked Berkshire Principals about their own methods of forecasting. Similar techniques employed. EBC (now merged with Strodes to form Windsor Forest Colleges Group) had a strike rate of +/- 40. WFCG Principal's response: "It's never an exact science and we have never got it bang on but we are normally in the ball park + /- 50"</p>	SLT
7.0	<p>Assurance audit plan 2017-18 - approval DA explained that the assurance auditors had provided a list of possible areas for focus by them in 2017-18, and a meeting was held to select. The FE Commissioner had also made suggestions. The final list was now presented to the Corporation.</p> <p>This report also highlighted the previous year's audit of three areas and management actions rated by priority.</p> <p>The Corporation approved the Assurance Audit plan 2017-18.</p>	
8.0	<p>English Code of Governance/ESFA letter to note CC shared a correspondence from Peter Lauener (CEO, ESFA) written to him as accounting officer in April 2017 which he was requested to share with the Board. This highlighted problems which poorly performing Colleges had with weak governance, poor leadership and self-assessment. The Corporation should be critical in setting budgets and use the Code of Good Governance for English Colleges as a resource – this was adopted in July 2015 and a reminder included as a paper for Governors.</p> <p>How was Equality & Diversity addressed? DC GP noted this was a standing item for all C & Q meetings, and any issues would be brought to the Corporation's attention via the C&Q Cttee Chair's report at Full Corporation meetings.</p>	
9.0	<p>Governor Link KN presented an update. She had attended the Open Event in September and got very positive feedback from parents and students.</p> <p>She had been advised by CC (as part of her link responsibilities) to look at strategic level information, achieving student potential and V5I. She had attended team meetings for adult literacy and numeracy and ESOL this term and had been impressed by their utilisation of adult Maths & English Volunteers. In ESOL, she was impressed by efforts made to meet each student's needs leading to good retention.</p>	

	<p>WBC utilise BWC to provide ESOL in the community (Children's Centre courses) helping to grow reputation. DC noted visibility was key.</p> <p>AS remarked that access to staff could be problematic. KN noted she took the opportunity to speak to staff and build relationships. JT to circulate link list to management team.</p>	<i>JT</i>
10.0	<p>AOB</p> <p>Governors were reminded to send their updated declarations of interest to the Clerk if they hadn't already done so.</p>	<i>All</i>
11.0	<p>Future Meetings:</p> <p>C & Q - 11th October 2017</p> <p>Resources - 17th October 2017</p> <p>Audit - 28th November 2017</p> <p>Resources 2 - 6th December 2017</p> <p>Corporation 13th December 2017 - DC noted full attendance was ideal as SPA results would be presented and a decision would be required by Corporation.</p>	