

MEETING MINUTES

<p>LOCATION & TIME Church Rd Conference Centre 13.30 am</p> <p>MINUTES PREPARED BY: Fiona Chalk</p>	<p>COMMITTEE Full Corporation Meeting PART 1</p> <p>MEETING DATE 11th July 2018</p>	
<p>PRESENT:</p> <p>David Cook (DC) – Chair Malcolm Dudson (MD) – Vice Chair Janet Hughes (JH) Kirsten Miller (KM)</p>	<p>Peter Hill (PH) Kathleen Nugent (KN) Andrew Stone (AS) Michael Gbdedo (MG)</p>	<p>IN ATTENDANCE:</p> <p>Dominic Asater (DA) - Finance Director Saskia Larsen (SL) – Head HR&D James Taylor (JT) – Vice Principal Curriculum & Quality Paul Newman – Activate Learning – Head of Campus B&W Fiona Chalk (Interim Clerk)</p>
ITEM NO:		ACTION
1.0	<p>Apologies Apologies were received from Susan Cornish, Michael Few, Hilary Doyle and Stephen Haydon. Welcome to Paul Newman, Head of Campus at B&W.</p> <p>PN spoke about governance for B&W, what this will look like in the future and how it will form going forward. AL are considering governors to sit on local boards, particularly to input into curriculum and to represent local interests.</p>	
2.0	<p>Declarations of Interest Paul Newman is seconded to B&W through a SLA from Activate Learning. DC governor of Winchester University.</p>	
3.0	<p>Minutes of 16 May 2018 The minutes were approved as a correct record and signed by the Chair.</p>	
4.0	<p>Matters Arising All matters arising were incorporated into the agenda.</p>	
5.0	<p>Student Governor No report.</p>	
6.0	<p>Head of Campus Update PN advised that he started on 4th June and met with the Chair. He advised that his first priority is merger, and his second priority was to ascertain if the college is coasting.</p> <p>He advised that his first impressions from the handover day and meeting the team, and commented as follows:</p>	

- governors should be incredibly proud that the college is warm, friendly, capable, talented, committed team with a desire to do more for the college and the students.
- Managers are competent, but there is little collaboration and lacking management controls from the top down.
- Union meetings on consultation have been challenging.
- Achievers awards demonstrated students the college should be very proud of and it would be good to see as many governors as possible at future events.
- The Development day for staff, plus Chair and Vice-Chair resulted in PN feeling very welcome and supported.
- There is positive evidence of the future being different but bright, and staff are following current leadership.
- The philosophy of Activate was shared at the Development day.
- Rockborn consultants are mapping out values and cultural positions at B&W, Guildford and Activate Learning – awaiting feedback.
- There is a lot of desire by staff to work towards an outstanding offer at B&W
- Meet with local stakeholders including employers. Everyone wants more from B&W and they want the college to listen to them, not to be told what they can have.
- Curriculum opportunities are important. If students can see a pathway to a HE offer, they are more likely to choose the college as they don't like change.
- Looking at an Honours degree in Policing, lifelong learning HE etc. B&W become another outlet for HE provision. Universities are keen to work in partnership to progress students.
- AL are looking to develop relationships with employers around T Levels and Higher Level Apprenticeships.
- The college needs to be more outward facing and provide solutions for developing provision according to demand. This has started but it needs to become more developed at manager level.
- The college needs to do more of the things that will have a bigger impact.
- Need to better filter information up and down the college structure.

Next priorities:

- Focus on staff and culture to get positive outcomes of merger confirmed.
- Student recruitment against target is essential

	<ul style="list-style-type: none"> Engaging meaningfully with our community, transitional engagement with employers to listen and understand them, so we can then deliver on these. Governance is key to this, so please do not give up on B&W college – keep attending meetings up until merger. <p>Governors agreed that the college needs to be more entrepreneurial and outward looking. This is a new approach and require management to think differently by engaging with employers to have them help design the curriculum and then deliver it. This is far more appealing to students. There is need for a mindset change to make FE the first choice for students.</p> <p>Governors noted that a lot of students come to the educational provider requesting a degree apprenticeship – the employer is the route in and therefore the provision has to be employer led. SMEs are really struggling so co-production is key. The biggest cohort are 25+ going into higher apprenticeships, but in the south-east, where there is more of a service economy, companies don't yet understand this.</p> <p>Governors thanked Paul for his work. He stated it was the work of the team.</p> <p>Governors asked why there is no such apprenticeships for digital marketing and tech being offered, given the local companies locally that are looking for this. Governors noted the college is in early talks with the LEP for a proposal around Tech, but other employers such as Thames valley police, are 120 new entrants short each year.</p>	
<p>7.0</p>	<p>Year End Curriculum Outcomes</p> <p>Governors noted:</p> <ul style="list-style-type: none"> compared to last year, Maths and English are slightly higher this year 300 students sat E&M with about 99% attendance at recent exams retention is above this time last year. assumption is that the pass rate would be at the same level as last year, so achievement rates should meet or exceed last year Apprenticeship outcomes will be affected by the loss of South West trains contract. If their results are excluded from the overall results, the college is doing better than last year. The college internal provision is exceeding last years results. The ESFA are aware of the reduced outcome figures resulting from the loss of the contract. The performance tables on outcomes will be published next January. Learner survey is 2% stronger than last year. Employer satisfaction survey is 0.5% lower than last year. There were some new questions on there about the Levy, so this may have impacted the outcome. 	

	<p>The college will wait to see the national trends when the results are published about September time.</p> <ul style="list-style-type: none"> • B&W will be shown separately from AL in the next lot of published figures • No loss of performance has been experienced in the run up to merger. 	
<p>8.0</p>	<p>Committee reports</p> <p><i>a. Resources</i></p> <p>Governors noted the requirement to approve a budget for next year and forecast for the year after, despite being on track for merger.</p> <p>A £661k deficit is predicted at year end. After exceptional items, the underlying figure is £330k which forms the basis going forward for the next 2 years. 2018/19 shows a deficit of £222k and for 2019/20 a worsening figure of £359k. Equally, cash figures are also poorer, with the deficit reaching over £1m in-year for 2018/19. Management advised that should the college not merge with AL, then the college will have to look for another merger partner. It was noted that the Resources committee interrogated the budget thoroughly and therefore recommend it to the Corporation.</p> <p>It was resolved that the budget for 2018/19 be approved.</p> <p>Governors noted the issue arising from TUPE and that the merging of pay scales has caused some dissent amongst staff. The Unions have rejected the third merger principal from AL, so the pay scales between B&W and AL will not be aligned post-merger. However, individuals may choose to opt into AL’s pay scales.</p> <p><i>b. Audit</i></p> <p>Governors noted that the key issue is the transition of accounts and the practical issues about how this happens with AL having to sign off B&W’s year-end accounts. There is not another audit committee meeting planned, but the committee will provide an annual audit report to AL. It was noted that there can be an extension of the financial period to 1st October so if merger is on 1st October, the college can probably extend the accounting period to make it a 14-month process and submit financial statements by 31st December 2018. If merger is delayed and the college has to move into a second financial period, it needs clarification on whether the college can clear it early to get a final reconciliation statement, rather than wait for another year.</p>	

	<p>c. C&Q</p> <ul style="list-style-type: none"> • E&D and Safeguarding monitoring were discussed in details, so no concerns to report to the Corporation by the committee. • Retention of At Risk learners is good, and up from last year. • Achievement rate is up and above national average • Lesson observations are being aligned with Activate Learnings' process. • Curriculum planning decisions were noted for courses not in demand. • Consolidation is taking place across the campuses on curriculum i.e. teacher training at Reading. If there is no merger, Governors noted that the curriculum planning can be undone. • Stress of students in education was noted as being in the public arena. Governors asked if the college is experiencing this? Management advised that outside factors affecting mental health issues amongst students are rising. The college does undertake referrals to Camhs, but this can take a year. The college has a hotline number that students can call and this is well managed within the college. 	
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