



THE CORPORATION OF WALTHAM FOREST COLLEGE

MINUTES OF THE MEETING HELD ON

11 OCTOBER 2022

MEMBERS OF THE CORPORATION

Youness Abidou	present	Member, Vice Chair of the Corporation, Chair of F & R
Antoinette Beekye	present	Staff Member
Paul Butler	present	Member, Chair of the Corporation, Safeguarding Champion
Gary Davies	present	Member, health & safety champion
Omur Derelikyu	present	Staff Member
Michael Eichhorn	present	Member, Chair of A & R
Janet Gardner	present	Member, Principal & Chief Executive Member
Andrew Hall	present	Member, sustainability champion
Susannah Hume	present	Member
Alison Morris	present	Member, Vice Chair of the Corporation, Chair of C & Q, Careers Champion
Renatta Nzomono	present	Member,
Amir Seyyad	present	Member
Gbeminiyi Soyinka	present	Member
Neil Taylor	apologies	Member
Jacqueline Young	apologies	Member

CLERK TO THE CORPORATION

Naomi Shoffman Director of Governance (DoGov)

IN ATTENDANCE

Hassan Rizvi	Deputy Principal Curriculum & Quality (DPCQ)
Abena Rodman -Tay	Deputy Principal Finance & Resources (DPFR)
Amir Ahmed	Director of Learner Services, Marketing and Communications (DLSMC)
Jade Blackburn	Director of Human Resources and Organisational Development (DHRD)

Due to the Coronavirus pandemic (Covid-19) the Corporation agreed that meetings may be held using Teams videoconferencing as per the Waltham Forest College Instrument & Articles, Instrument 1 (g).

60.22 WELCOME AND APOLOGIES FOR ABSENCE

- The Chair welcomed all to the meeting.
- Apologies for absence were received from the following members: Neil Taylor due to family commitments, Jacqueline Young due to work commitments. Apologies for lateness were received from Gary Davies.

61.22 DECLARATION OF INTERESTS

The members of the Corporation confirmed that there were no other items on the agenda for the meeting in which they had a personal interest.

62.22 APPOINTMENTS TO THE CORPORATION

The DoGov on behalf of the SGR Committee provided some background to the recruitment, selection and recommendation for the appointment of a new independent governor. The DoGov also provided details of the recent nominations and election of the staff and student governors.

THE CORPORATION AGREED:

- **TO APPROVE THE APPOINTMENT OF MR DARREN TALBOT AS A MEMBER OF THE CORPORATION, THE FINANCE AND RESOURCES COMMITTEE AND ESTATES, PLANNING & PROPERTY WORKING GROUP FOR AN INITIAL ONE YEAR TERM OF OFFICE AS RECOMMENDED BY THE SEARCH, GOVERNANCE AND REMUNERATION COMMITTEE.**
- **TO RATIFY THE APPOINTMENT OF OMUR DERELIKOYLU AS STAFF GOVERNOR FOR 2 YEARS. HE WAS DULY INVITED TO JOIN THE MEETING AND WELCOMED BY THE CHAIR WHO WILL ARRANGE TO MEET WITH HIM IN DUE COURSE.**
- **TO RATIFY THE APPOINTMENTS OF ASHANTI ALEICA FRANCE AND ANGELINA KHAN TO THE POSITION OF STUDENT GOVERNORS FOR THE ACADEMIC YEAR 2022-23.**

63.22 MINUTES OF THE CORPORATION MEETING HELD ON 12 JULY 2022

The Part 1 and Part 2 Minutes of the Corporation meeting held on 12 July 2022, were agreed by the Corporation to be signed by the Chair as a true record, subject to the correction of several typos.

64.22 MATTERS ARISING

i. The DoGov went through the action list and confirmed that all had been completed in line with the agreed target date.

ii. Countryside - The Principal and DPFR advised that a further access agreement with Countryside will be required for moving the substation but at present the documentation is with the solicitors. It was agreed that the EPWWG will consider the detailed draft agreement as soon as it is available and then make a recommendation to the Corporation via email for approval.

iii. T Levels – The DPFR advised that WFC had accepted the grant and went back with a variation having looked at the impact of the increase matched funding. Members commended the planning scenario which had made the process and decision making much easier.

There followed a discussion around the T level courses and capacity. The Principal advised that some areas have not gone well but T Levels continue to be a national priority which will need additional expertise which continues to be challenging in the current market.

iv. Utilities – The DPFR advised that the contract tendered for was for one year as per DfE guidance. A discussion ensued around the government relief package – the Principal said that it is not yet clear what support is being offered so at present we are being prudent and should any funds be forthcoming this will be a bonus. The entire sector is lobbying across the board on this issue. It may be that the government is waiting to see if colleges are reclassified by the ONS.

At present we will be looking at a deficit as a result of the significant increase in energy costs (+524%) if we do nothing, however there is a financial action plan in place to mitigate some of this risk. The Principal also advised that we are looking at growth to increase the allocation for next year but will do some financial modelling on this.

The Principal thanked the Chair and the Chair of the F & R Committee for their advice and support on this contract as WFC had to respond very swiftly. There are high exit costs to this contract, but the contract is only for one year.

A Governor asked if the deficit would potentially result in FEC intervention. The Principal assured members that the position with the utilities would not lead to financial intervention in itself, if it's only the utilities cost impacting on financial health.

65.22 PRINCIPAL'S COLLEGE REPORT

The Principal presented her report stating that the College has made a good start and is on a good trajectory with strong student recruitment and it is important to state that in the backdrop of what's happening in the sector. In the interest of time the Principal said she would take the report as read and then highlighted the following key points:

- Recruitment - 16-19 growth accounts for 50% of our income and provides a cushion because of the lagged funding model. This also means we are more likely to get progression and rebases the College for higher levels growth. As previously mentioned, we will be putting in some business cases for growth. Adults – recruitment is 10% higher than at the same point last year. WFC is being responsive to local needs and delivering provision to Ukrainian refugees.
- ONS review – the decision has been delayed but it is expected that colleges will be reclassified but with a light touch. This will mean we will have to report in two different financial periods. As soon as we have more information we will report back.
- Adult Education Budget (AEB)- The Greater London Authority (GLA) has recently announced that it will be increasing the AEB by 3.5% for those providers in London in receipt of devolved funding. This has not happened in all devolved administrations but reflects London costs and is something that the sector has been lobbying.
- WFC has been sharing good practice around cultural change with Hull College who were recommended by Ofsted to visit us.
- Curriculum and Quality –the information in this report is now outdated. This will be looked at in more detail in the next item. WFC has been making steady progress and despite some challenges we have made improvements within the window of predictions made.
- The full Matrix standard report is attached to the report for information and is a highly positive report.
- Higher Education - WFC has been working with London Metropolitan University (LMU) on this. WFC will be validated as a centre and is talking to other universities as well as LMU.
- London Living Wage- Waltham Forest College is an accredited London Living Wage Employer. The Living London Wage has recently further increased and the college has implemented this from November 2022 rather than the May 2023 deadline in order that staff impacted will benefit immediately. The budgeted annual salary increase agreed previously with Corporation was implemented for all staff in September 2022.
- Mayor's Good Work Standard - WFC has submitted an application for accreditation with the Mayor's Good Work Standard. The application for formal recognition is pending. We are also looking at how to retain and develop own staff.
- Financial performance was strong in 2021-22 and WFC continues to be **Outstanding** in its health score. We anticipate we will drop this year to **Good** because of the decision to award staff a pay increase and the increase in utilities costs.
- Transformation project – this is progressing and going out to tender in December /January. WFC will not bid for every opportunity, only those of strategic priority.
- The DfE has just released a 16-19 increased capacity fund which we will bid for as we are continuing to grow and need the additional capacity. Therefore, we need to fully utilise the current estate by repurposing mothballed areas. The Corporation approved the proposal in principle and agreed it should be scrutinised by the Finance & Resources Committee before approving through Chair's action due to the timescales of the bid.

THE CORPORATION:

- **NOTED THE STRONG STUDENT RECRUITMENT SO FAR FOR 2022/23.**
- **NOTED THE PROGRESS AGAINST FINANCIAL AND QUALITY KPIS FOR 2021/22.**
- **NOTED FOR MONITORING THE ONGOING CHALLENGES TO THE FINANCIAL POSITION FOR 2022/23.**
- **APPROVED THE SUBMISSION OF 16-19 CAPACITY CAPITAL GRANT SUBJECT TO SCRUTINY, APPROVAL AND MONITORING BY THE FINANCE AND RESOURCES COMMITTEE AND ESTATES PLANNING GROUP.**
- **NOTED THE IMPACT OF STRATEGIES TO CONTINUE TO DEVELOP EFFECTIVE PARTNERSHIPS TO MEET LOCAL NEEDS.**

66.22 UPDATE ON CURRICULUM AND QUALITY

The DPC&Q spoke to the Curriculum and Quality Report and QIP and highlighted the following:

- The overall achievement.
- GCSE English and Maths pass rates.
- Overall Apprenticeships achievement.
- The overall College attendance for 2021-22 and engagement strategies to improve attendance.
- 100% of study programme learners completed placement hours for work experience.
- There has been a 12.5% overall increase in study programme enrolments in comparison to the previous year with significant growth in ESOL, Business, ACEE, Travel and Tourism.
- Three Year Trends and Projected Achievements, noting there are still some outcomes to be confirmed.

A discussion ensued around growth, challenges on recruitment, and slowdown in achievement and the areas where quality will be impacted - stem, construction engineering green technologies areas of concern, capacity and delivery of T levels numbers. The DPCQ explained how the teams deal with targets and achieving numbers, and that they are very swift in responding to numbers as patterns emerge as well as aligning to business planning, skills needs and LMI demand.

In response to a query as to how engaged WFC is with LSIP, as we need to be able to show how we meet local needs, the Principal said that she is a member of business London who are leading on the LSIP, the College is working with the London chamber of commerce and Local London and she also sits on a several of strategic committees so we are involved as can be to help shape that.

THE CORPORATION:

- **NOTED THE GOOD PROGRESS IN THE MAJORITY OF THE ASPECTS OF CURRICULUM AND QUALITY FOR 2021-22.**
- **NOTED THE PROGRESS MADE IN ADMISSIONS AND ENROLMENT FOR 2022-23.**
- **AGREED TO CONTINUE TO CLOSELY MONITOR THE COLLEGE PERFORMANCE.**

67.22 SAFEGUARDING/PREVENT

The DSFS presented the updated Safeguarding Policy and highlighted the revisions. A member asked the DSFS whether there was any support the Corporation could give him in his role of DSL. The DSFS responded that he and his team are very well supported by the SLT and lead safeguarding champion. There is more work for the team around well being and support for refugees, which is a challenge as there is an increase in cases here in this demographic. The recently held safeguarding week provided workshops to ensure students feel safe.

A member asked if safeguarding as a risk is recorded on the Risk Register, and the Principal responded not specifically but it is discussed if it impacts on strategic objective.

The Chair thanked the DSFS and his team for ensuring the safety and security of students and staff.

THE CORPORATION APPROVED THE REVISED SAFEGUARDING POLICY.

68.22 SUBCONTRACTING UPDATE

The Principal presented the update on subcontracted provision on behalf of the DoBIP, summarising the end of year position, achievement rates, and planned subcontracted activity, contracts issued and confirmed for 2022-23.

THE CORPORATION:

- **APPROVED THE PLANNED SUBCONTRACTED ACTIVITY AND VALUE FOR THIS ACADEMIC YEAR.**
- **APPROVED THE SUBCONTRACTING FEES AND CHARGES POLICY FOR THE YEAR 2022/2023.**
- **NOTED THE MECHANISMS USED BY THE COLLEGE TO MONITOR AND SUPPORT THE QUALITY AND COMPLIANCE.**

69.22 HUMAN RESOURCES ANNUAL REPORT

The DoHR presented the background to the report and context of the sector. The report provides information on key HR activities during the 2021-22 academic year, progress and key priorities for the new year.

Members thanked the DoHR, who is leaving the College, for all her good work during her time in post and wished her every future success in her new role.

THE CORPORATION NOTED THE REPORT.

70.22 INCOME AND EXPENDITURE 2020-21 – MONTHLY MANAGEMENT ACCOUNTS FOR 31 JULY 2022

The DPFR spoke to the Management Accounts to 31 July 2022 She then highlighted the following key points:

- The draft result shows a very good surplus.
- The draft Financial Health Score is 'Outstanding'.
- Further adjustments from the current position to the year-end result will arise from any clawback identified through on-going funding audits or R14 submission, the annual pension valuation adjustment, the staff holiday accrual, provision for bad debt and any further ad hoc invoice accruals.
- All the KPI's have been achieved.
- The College finances remains securely within the terms of the bank covenant.
- The financial indicators demonstrate that the College has significantly improved its cash position and solvency by strengthening performance through a closer scrutiny of staffing and non-pay costs, and closer monitoring of income.

The Chair of Finance and Resources Committee asked about pensions and the DPFR said that they are moving into a positive position and we will start to see the benefit.

The Corporation commended the DPFR and the team on the good outcome.

THE CORPORATION:

- **RECEIVED AND NOTED THE MANAGEMENT ACCOUNTS TO 31 JULY 2022 RELATING TO THE FINANCIAL POSITION OF WALTHAM FOREST COLLEGE.**
- **NOTED THE KEY FINANCIAL RISKS BEING MANAGED AND THE MITIGATING ACTIONS BEING TAKEN BY THE COLLEGE.**

71.22 RISK MANAGEMENT ANNUAL REPORT

The DPFR presented the annual report and highlighted the key points:

- There has been Key work throughout the year on formatting of the Risk Register and Board Assurance Framework.
- Risk management is a WIP and once the risk appetite has been agreed it will show how the base line changes and links in with risk appetite.

There followed a discussion around the risks related to the delivery of T Levels.

It was suggested and agreed to add to the report the fact that the Risk Register is reviewed by each Committee at every meeting.

THE CORPORATION APPROVED THE ANNUAL RISK MANAGEMENT REPORT SUBJECT TO THE AGREED CHANGES.

72.22 REVIEW OF RISK REGISTER

The DPFR presented the updated risk register and highlighted the following:

- The key risks as already discussed around ONS reclassification.
- New and emerging risks around higher needs.
- Erasmus funding - covid delayed delivery, this needs to be reviewed for viability.

A Governor asked how and at what point will residual risks move to green and the DPFR explained the process.

THE CORPORATION NOTED THE RISK REGISTER AND THE MITIGATING ACTIONS BEING TAKEN.

73.22 GDPR ANNUAL REPORT

The DPFR presented the GDPR Annual Report. Ongoing actions include use of MFA and mandatory training.

THE CORPORATION NOTED GDPR ANNUAL REPORT.

74.22 HEALTH AND SAFETY ANNUAL REPORT

The DPFR presented the report which provides a summary of the Health and Safety performance for the academic year 2021/22 including COVID 19 plans, internal audits, incidents and accidents and the work of the Health and Safety Committee. There were no RIDDOR reportable incidents in the period.

THE CORPORATION:

- **NOTED THE CONTENTS THIS REPORT.**
- **NOTED THE KEY RISKS BEING MANAGED BY THE COLLEGE AND ACTIONS TAKEN.**

75.22 ANNUAL GOVERNANCE REPORT

Members considered and discussed the content of the draft Annual Governance Report. Members noted the highlighted strengths and areas for improvement which will feed into the overall College SAR and the Governance action plan for 2022-23. The DoGov advised that the action plan will be brought to the next meeting for approval. She also advised that the SGR committee had suggested and agreed to include the Governance KPI's in the narrative of the final report along with the new requirements that the Board must oversee and monitor how well the college is meeting local needs

THE CORPORATION APPROVED THE REPORT SUBJECT TO THE ABOVE ADDITIONS AND THE PROPOSED GRADE OF 2-GOOD.

76.22 ANY OTHER ITEMS OF URGENT BUSINESS

The Chair said he was extremely pleased with the performance and thanked the Principal and the Senior team, acknowledging their hard work and continued and valuable commitment to the College.

Governors were also thanked for their noticeable engagement with the Senior Team and encouraged to attend events and be more visible.

A brief Reflection session on the meeting ensued.

77.22 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 13th December 2022.

The meeting closed at 21.30

These minutes have been approved by the Corporation as a correct record.	
CHAIR: Paul Butler	DATE: 13 December 2022
	REMOTE CONFIRMATION: Paul Butler OR SIGNED: