

THE CORPORATION OF WALTHAM FOREST COLLEGE

MINUTES OF THE MEETING HELD ON 22 MAY 2018

MEMBERS OF THE CORPORATION

Youness Abidou	present	Member
Steve Besley	present	Member
Paul Butler	present	Member, Chair of the Corporation and Safeguarding Champion
Joy Kettle	present	Member, Principal and Chief Executive
Alison Morris	present	Member
Renatta Nzomono	present	Member
Frank Royle	present	Staff Member
Anxhela Sejdini	<i>apologies</i>	Student Member
Jacqueline Sheehy	<i>apologies</i>	Member and Safeguarding Champion
Terri Stacey-White	present	Student Member
Tim Strong	present	Member
Kalim Uddin	present	Staff Member
Kapil Wadhvani	present	Member
Terry Wheeler	<i>apologies</i>	Member
Graham Woolnough	present	Member and Vice Chair of the Corporation

CLERK TO THE CORPORATION

Val Bartlett Clerk to the Corporation

IN ATTENDANCE

Lynda Croft Interim Deputy Principal Corporate Resources

Amir Ahmed Director of Services for Students
Stella Fleming Assistant Principal Learning & Quality
Nadeem Khalifa Director of Business Development Unit (BDU)
Maxine Smith Assistant Principal Adult Learning
Peter Stone Assistant Principal Curriculum & Innovation

31.18 APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:

Anxhela Sejdini - study commitments
Jacqueline Sheehy - personal commitment
Terry Wheeler - previous commitment

32.18 DECLARATION OF INTERESTS

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

33.18 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 20 MARCH 2018

The Minutes of the Corporation meeting held on 20 March 2018 were approved by the Corporation and signed by the Chair as a correct record.

34.18 MATTERS ARISING

There were no matters arising which were not already on the Agenda.

35.18 SENIOR POST HOLDER RECRUITMENT

The Principal outlined the rationale for the recruitment of a Deputy Principal Curriculum and Quality.

The Corporation approved the recruitment of a Deputy Principal Curriculum and Quality and that this will be a Senior Post Holder appointment.

The Job Description, associated salary, the appointment of a recruitment agency to manage the full process, and the arrangements for a Selection Panel were agreed.

19:30 TS-W, FR, KU, AA, SF, NK, MS, PS joined the meeting

36.18 PRINCIPAL'S REPORT

The Corporation received and noted the Principal's update report and the following points were highlighted in particular by the Principal.

The ESFA has written to inform the College that it is no longer in early intervention. This news was welcomed by the Corporation.

The main areas of risk giving cause for concern:

- The imperative to improve Level 2 achievement rates especially for English and maths and GCSE grades
- Implementation of ProSolution has encountered some technical issues which need to be resolved
- Implementation of a new H.R. system is still at an initial stage
- Student attendance

Governors then focussed on concerns around the attendance data and its impact on student performance, retention and achievement. The Assistant Principals all outlined the strategies which are being adopted to address poor attendance including making learning 'unmissable', focus groups, timetable changes and better use of Tutorials. The Principal is meeting with Learning Managers to review attendance and ensure there is ownership, accountability and that a positive stance continues to be taken regarding student attendance.

Whilst acknowledging the above, the point was made by a Governor that attendance is RAG rated 'red' across all areas and is not just related to some small groups but is more systemic which may be related to low expectations. Incentives, aspirations, routes to employment – including getting more employers involved in the College – with a clear line of sight to work, timetabling of classes, and structured learning are some of the strategies which may be used to help towards improving the known attendance issues.

The Director of BDU provided Governors with an update on current projects including 19+ Student Loans Partnership, ESF Youth Talent, ESF Pre-Entry ESOL and ESF Digital Futures. Information on the work of each project, student numbers and income generation was also provided. In addition, the College has also been successful in securing an Erasmus project which provides funds to support learners with European work experience.

The successful and hard work of the BDU Team was acknowledged by Governors.

The Assistant Principal Adult Learning informed the Corporation that the Office for Students – OfS – is now the UK’s regulator of Higher Education. It is now a requirement that the College registers with the OfS by 23 May 2018 in order to guarantee H.E. courses will have OfS approval for September 2018.

The documents required by the OfS were duly noted.

The Corporation approved the submission of an application to the Office for Students for Higher Education at Waltham Forest College.

The Corporation was then updated on quality support meetings including an analysis which shows an increase in predicted achievement against this time last year and an increase in the number of students predicted to progress internally.

Detailed feedback from the learner voice had been provided in the Principal’s report including the results from the College On-Programme student satisfaction survey which had a very high return rate of 71% compared to 58% last year. Student knowledge about the dangers of extreme violence had improved by +9 whilst feeling safe at the College had gone down by -2. Each Learning Manager is to analyse their respective area’s responses to the survey to produce ‘You said, We did’ posters highlighting how they have addressed specific student concerns. Discussion then took place over safety concerns, gang related incidents and security in the College.

The data relating to courses designated for special support and review – Intensive Care Courses – was noted and that the majority of these courses continue to show a positive improvement and are above the national average with regard to retention.

The current position for data regarding English and maths was noted and that targets are being met across the board. However, Study Programmes still require a continued and robust focus.

The Director of Services for Students then updated Governors on Safeguarding for Term 2. It was noted that the number of referrals has increased by 28% but that this is an indication that staff and students know the Safeguarding processes which was also recognised by Ofsted. The highest level of referrals received were for non- safeguarding categories.

A Governor requested further data on Looked after Children (LAC) including achievement, progression and the relevant support strategies in place for this cohort.

Governors then returned to discuss at length the issues of gang warfare and youth violence and the following was noted in particular:

- Cambridge and Kent University is working on a research project with the College on the topic of Youth Violence and Joint Enterprise
- Workshops on gang awareness delivered by the MET Police
- Student Conference held today included the theme of violence and gangs
- The College BeSafe Team has undergone specific bespoke training including on mental health awareness and Safeguarding
- A press release detailing how the College has teamed up with Safer London and Sparks4Life to deliver a series of workshops on youth violence topics that directly affect young people

The Corporation acknowledged the amount of positive work the College is undertaking around these serious issues.

The data on current applications for 2018-19 Study Programmes was noted and that, overall, the number of acceptances is up on last year. Schools now have a duty to allow colleges in to provide information on their courses and school liaison activities will commence again in September. Meanwhile, numerous other marketing activities continue to take place including the launch of a new College website at the end of May.

The Corporation noted the Principal’s report.

37.18 INCOME AND EXPENDITURE 2017-18 MONTHLY MANAGEMENT ACCOUNTS 30 APRIL 2018

The Deputy Principal Corporate Resources provided the Corporation with a position statement on the financial performance of the College up to 30 April 2018.

The College is continuing to forecast an operating surplus of £84k for 2017-18 against a budgeted deficit of £175k. All income streams, pay and non- pay expenditure have been reviewed and several changes have been made to individual expenditure items, however, the forecast operating surplus remains unchanged at £84k.

The College submitted a second growth application to the ESFA on 2 May 2018, requesting an increase in its AEB funding allocation for 2017-18 of £600k. Much of this would be sub-contracted for delivery of short courses in-year. If awarded and fully delivered, this would generate an additional contribution of c. £198k in 2017-18. It was acknowledged that the 2017-18 forecast out turn does not include this recent growth application.

The forecast is for the financial health score to increase and move further into the 'good' banding.

The Management Accounts for April 2018 reflect the increase in pay costs of both pay awards for the year to date.

The continuing close management of several key risks was noted.

The re-profiling of the ESFA Adult Education Budget due to the increase in allocation by £975k has eased the College's cash flow considerably and the current forecast is for a closing cash balance of £1,437k in credit as at 31 July 2018.

The Corporation:

1. Received and noted the Management Accounts relating to the financial performance of the College in 2017-18 as at 30 April;
2. Noted the key financial risks being managed by the College

38.18 GENERAL DATA PROTECTION REGULATIONS – GDPR

The Corporation was informed that the Audit Committee had met on 1 May 2018 and received an update on progress to date regarding the implementation of GDPR, reviewed a GDPR draft policy, received feedback from an internal audit of GDPR and discussed at length the implications around GDPR for the College including the relevant training for all staff.

Governors were informed that c.95% of staff have now completed the compulsory on-line GDPR training.

The Corporation approved the General Data Protection Regulation Policy for immediate application.

39.18 GOVERNANCE ISSUES

The Corporation noted the following:

The Search Committee Minutes of the meetings held on 16 January 2018 and 1 May 2018 including recommendations regarding re-appointments.

The Corporation approved the re-appointments of Paul Butler and Kapil Wadhvani for a further four (4) year term to 31 May 2022.

The unconfirmed Audit Committee Minutes 1 May 2018.

As a result of the implementation of GDPR, all Governors signed a Privacy Notice in order for their personal data to be collected and/or shared where necessary for Corporation business and the function of the College.

The Corporation approved the Committee membership for 2018-19, Corporation and Committee meeting dates for 2018-19 and associated schedule of business.

It was agreed to also set up two 'Round Table Working Groups'; one for Curriculum and Quality and another for Strategy. The Clerk is to contact all Governors about membership of these groups and it was agreed that external 'specialists' may also join these groups where appropriate.

40.18 ANY OTHER BUSINESS

It was agreed to bring forward the July Corporation meeting date to Tuesday 10 July 2018.

The meeting closed at 20:30

These minutes have been approved by the Corporation and signed by the Chair as a correct record

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SIGNED

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DATE



ACTION POINTS ARISING FROM MEETINGS OF THE CORPORATION

Minute No.	Issue and Action	Target Date	Achievement Date
6.18	<p>LBWF – TOWN HALL CAMPUS REDEVELOPMENT</p> <p>The Chair thanked Aiden McManus for this presentation and that in order to ensure continuity, invited the LBWF to come back with a further update in April or May 2018.</p>	May 2018	
10.18	<p>STRATEGIC PLAN</p> <p>The Corporation agreed the additional emphasis as set out in Interim Priorities above be added to the current Strategic Plan and that the Chair, Principal and Clerk start to plan the process for a full revision of the current Strategic Plan.</p>	April 2018	20 May 2018
36.18	<p>LOOKED AFTER CHILDREN</p> <p>A Governor requested further data on Looked after Children (LAC) including achievement, progression and the relevant support strategies in place for this cohort.</p>	July 2018	
39.18	<p>ROUND TABLE WORKING GROUPS</p> <p>It was agreed to also set up two 'Round Table Working Groups':</p> <ul style="list-style-type: none"> - Curriculum and Quality working group - Strategy working group <p>The Clerk is to contact all Governors about membership of these groups and it was agreed that external 'specialists' may also join these groups where appropriate.</p>	July 2018	