

THE CORPORATION OF WALTHAM FOREST COLLEGE

MINUTES OF THE MEETING HELD ON 16 JANUARY 2017

MEMBERS OF THE CORPORATION

Youness Abidou	present	Member
Steve Besley	present	Member and Vice Chair of the Corporation
Paul Butler	present	Member, Chair of the Corporation and Safeguarding Champion
Elaine Colquhoun OBE	present	Member
Danelio Gjoka	present	Student Member
Alison Karahan	present	Student Member
Fenella Magnus	present	Staff Member
Saher Nijabat		Member
Renatta Nzomono	present	Member
Jacqueline Sheehy	present	Member and Safeguarding Champion
Tim Strong	<i>apologies</i>	Member
Kalim Uddin	present	Staff Member
Kapil Wadhvani	present	Member
Terry Wheeler	present	Member
Graham Woolnough	present	Member and Vice Chair of the Corporation
Penny Wycherley	present	Member, Principal and Chief Executive

CLERK TO THE CORPORATION

Val Bartlett Clerk to the Corporation

IN ATTENDANCE

Peter Doble	present	Director of Finance
Graham Guest	present	Deputy Principal
Nadeem Kalifa	present	Head of Commercial and Business Development
Kevin Rennie	present	Project Manager

1.17 APOLOGIES FOR ABSENCE

Apologies had been received and accepted from:

Tim Strong – holiday

2.17 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.

3.17 MINUTES OF THE CORPORATION MEETING HELD ON 12 DECEMBER 2016

The Minutes of the meeting held on 12 December 2016 were approved by the Corporation and signed by the Chair as a correct record.

4.17 MATTERS ARISING FROM THE MINUTES WHICH ARE NOT THE SUBJECT OF SEPARATE REPORTS

72.16 Sainsbury Review. The Principal informed the Corporation that consultation is currently taking place and that in the light of the proposed date of the merger, the extent to which the current College will be involved is uncertain. This item will be brought back to the Corporation for further discussion when appropriate.

82.16 - Jacqueline Sheehy and Kapil Wadhvani have both now returned from their respective sabbaticals.

109.16 Big Creative. The Director of Finance provided Governors with a verbal update. Big Creative is awaiting formal notification from Greater London Authority (GLA) regarding the grant funding and as further information is now being sought by GLA, this could take some time. Meanwhile, Buzzacotts (auditors) are ready to undertake due diligence when needed. Big Creative has also requested an extension of the lease on Uplands House to April 2019 and this has been agreed, thereby providing the College with additional rental income.

There were no other matters arising.

The Corporation noted that agenda item 9, Franchise, will now be considered in February and agreed to move immediately to agenda items 8 and 7

8.17 BUSINESS DEVELOPMENT (BDU) UPDATE

The Corporation received an update on business development at the College and how it is contributing to addressing the needs of the local community and meeting the skills gaps demand regionally.

The report informed Governors of the Labour Market Intelligence available regarding economic activity within the Borough, skills gaps including areas such as Health and Social Care, Construction, STEM Creative and Digital and the future direction of travel. The College is also a partner in a recently launched Construction Academy which will focus on the regeneration of Haringey.

A briefing on the Apprenticeship Levy was provided including the College's strategy in response to the Levy which comes into effect from May 2017.

Governors noted that the BDU continues to monitor the quality of all subcontracted provision.

An update on Apprenticeships was provided and it was noted that the College continues to grow this provision, predicting a growth of 850 by the year end.

A question and answer session then took place and the following was noted in particular:

- There should be no assumptions made that apprenticeship numbers will immediately grow as a result of the levy
- Consideration to be given to utilising the work on adult skills and apprenticeships being undertaken by the London Mayor's office
- May be an opportunity for the College to offer training, information and support regarding the levy to employers
- Merger discussions include looking at the possibility of setting up a Business Information Unit
- The College has very recently been successful in its bid for additional Adult Apprenticeship funding of £150k
- The College was awarded Grade 2 by Ofsted for its Apprenticeships' provision. In order to improve it is acknowledged that development of English skills needs to be further embedded into the provision
- Governors who have connections with employers and industry are encouraged to liaise with BDU

The Corporation thanked Nadeem Kalifa and noted the update report on Business Development.

19:35 NK left the meeting and KR joined the meeting

7.17 MERGER UPDATE

The Project Manager provided the Corporation with an update on the good progress being made towards the merger of Waltham Forest College and Barnet and Southgate College (BSC) including a high level timetable of actions.

The Corporation was then updated on the Shadow Board meeting held on 10 January 2017 where the Terms of Reference and delegated authorities for the Shadow Board had been finalised for Corporation approval; the draft merger consultation document had been considered and commented upon; key decisions and priority areas of work discussed and how progress will be monitored.

The Corporation then provided comments on the draft merger Consultation Document and noted that the two Principals will begin to finalise this document as from 20 January with a view to it being published by the end of the month for the required 4 week consultation period. A copy of the finalised version is to be circulated to all Governors for their information. All responses will be collated and presented to the Shadow Board and both Corporations for information.

Governors acknowledged that both the recent Ofsted inspection and the work which is now being required for the proposed merger is placing an additional burden on some staff. Staff morale and concerns regarding the merger were discussed and it was noted that that once there is a firm decision about structures in particular then the Principal Designate will be in a position to reassure staff directly. Meanwhile, the Principal reminded Governors that there is a merger FAQ facility for staff to access and that the recent staff development day had included a session regarding merger.

The Principal reiterated that the Principal Designate is very clear that this merger is a partnership of equals and that merger is about what we can do better for our students to enable them to achieve. The core business of the College will continue and no dramatic changes are imminent

The Corporation noted the progress being made towards merger.

The Corporation approved the Terms of Reference for the Shadow Board.

20:10 KR left the meeting

5.17 OFSTED INSPECTION REPORT OF WALTHAM FOREST COLLEGE 8-11 NOVEMBER 2016

The Corporation received the Ofsted Inspection report of Waltham Forest College.

The Principal informed Governors that the extremely favourable comments within the report are being put onto banners to be placed outside the College entrance.

The Principal then informed the Corporation that an appeal is to be made this week regarding the judgement for Adult Learning. This challenge is based around proportionality and the relevant evidence and data to substantiate this appeal is currently being assembled for submission. The desired outcome from this appeal is for a Grade 2 'Good' to be awarded for Adult Learning.

The Corporation concurred with the decision to lodge an appeal and the Principal will provide an update in due course.

6.17 COLLEGE POST INSPECTION ACTION PLAN (PIAP) 2016-17

The Principal reported on the Post Inspection Action Plan (PIAP).

Following scrutiny of the Ofsted report for identified areas of improvement and the matching of these areas to the actions identified in the QIP's, the PIAP has now been updated accordingly.

The Corporation noted the Post Inspection Action Plan and that updated progress reports will be provided on a regular basis.

9.17 MONTHLY MANAGEMENT ACCOUNTS – DECEMBER 2016

The Director of Finance provided the Corporation with a position statement on the financial performance of the College up to 31 December 2016.

The accounts continue to reflect a projected deficit of £400k on a turnover of £19.460 million. This would place the College back into "satisfactory" financial health. The main cause of this is under-recruitment on advanced learner and Higher Education loan funded provision in August and September.

Meanwhile, there has been unexpected receipt of some additional funding body income, the College is participating in three ESF projects, there is on-going tight management of costs and also the management of the risks relating to securing the SFA adult and apprenticeship funding targets.

It was noted that the main day to day operating risk remains around the tight cash flow. This is exacerbated by the STEM project and deferred payments of capital grant by GLA. The College will be overdrawn in April and May by up to £700k and will therefore need to make use of the £1m overdraft facility agreed with Barclays. In response to a Governor's question regarding the potential to increase this overdraft facility if necessary, the Director of Finance indicated that this may well be possible as the facility is necessary solely on account of the issue with GLA payment procedures. It was reported that the STEM building project is currently on time and on budget.

Attention was then drawn to the Financial Performance Indicators and their associated risks rating with 9 of the 17 risks currently 'red'. Reference was made in particular to the EFA enrolment target for 2016-17 as being highly unlikely to be achieved and the associated implications for funding in 2017-18.

The Corporation was advised that relevant financial information is currently being provided to inform the Business Plan for the merger. The College will be subject to another due diligence audit by KPMG, for the benefit of Lloyds Bank, and this will provide an indication as to how robust the 'new' college will be going forward. Both colleges are also working together on a 5 year Financial Forecast.

The Corporation:

1. Received and noted the Management Accounts relating to the financial performance of the College as at 31 December 2016;
2. Noted the key financial risks being managed by the College; and
3. Noted the current status of the Financial Performance Indicators

10.17 GOVERNANCE SELF ASSESSMENT ACTION PLAN 2016-17

The Corporation approved the Governance Self- Assessment Action Plan.

11.17 ITEMS TO NOTE

- Draft Audit Committee Minutes 29 November 2016
- Governor attendance at College events

12.17 ANY OTHER BUSINESS

There was none.

The meeting closed at 20:35

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

ACTION POINTS ARISING FROM MEETINGS OF THE CORPORATION

Minute No.	Issue and Action	Target Date	Achievement Date
72.16	Sainsbury Review Update on consultation	Spring 2017	
109.16	BIG CREATIVE Draft due diligence report to be presented to the Corporation meeting, potentially on 16 January 2017.	January 2017 Now March 2017	
7.17	MERGER A copy of the finalised version of the Consultation Document is to be circulated to all Governors for information.	February 2017	