

Minutes of the Corporation meeting held at the Watford Campus at 1700hrs on 24 April 2019

<b>Present</b>	Guy Ainsley	Phil Berry	Richard Lewis
	Matt Luheshi	Matthew Messenger	Richard Patmore
	Ben Stapleton	Phil Thompson (Chair)	Paul Thompson (75/18b on)
	Joan Viall (Vice-Chair)	Graham Wood	Gill Worgan (Principal)
<b>In Attendance</b>	Ralph Devereux (Clerk)	Gary Dixon (Interim DPQ)	Cath Gunn (Principal, Barnfield)
	Sarah Knowles (DP (P&D))	Eamonn McCarrol (DoF)	Chris Pearson (Dir (SCA))
<b>Apologies</b>	Lavinia Chelaru	Faheem Mir (Deputy Chair Central Beds College(CBC))(Observer)	

## PART ONE

**The Chair welcomed all and explained that Agenda Item 2c would be taken at the start of the meeting to allow consideration of the Search Committee recommendations.**

### 74/18 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

The apologies were accepted. No notice had been received of any Member becoming ineligible to hold office, the meeting was quorate and there had been no interests declared.

### 75/18 STANDING ITEMS

- a. Search Committee (SC). The processes leading to the SC consideration of prospective Corporation members were described by the Committee Chair; the incorporation of Luton expertise into the Board was well advanced with only one additional member still being sought and that was progressing well. (See also Minute 64/18) The SC Minutes were then considered; two recommendations had been made for appointment to the Corporation, full details were in the minutes:

(i) Chris Nicholls; and

(ii) Paul Thompson.

were then appointed for initial terms of 2 years. **(Action 1)**

**Paul Thompson then joined the meeting;** Chris Nicholls had not been able to attend and had sent an apology (on the assumption that he would be appointed). The Chair welcomed Paul to the meeting and the Corporation and all introduced themselves, Paul verbally declared an interest, as he presently was the Employer and Skills Manager for the South East Local Enterprise Partnership (SEMLEP). **(Action 2)**

- b. Minutes. re Attendees; Phil Berry was added to the list of attendees and the Minutes (Part 1 & 2) of the meeting held on 13 March 2019 were confirmed for electronic signature; the Clerk to Action. **(Action 3)**

- c. Outstanding Actions. All actions from the last meeting had been implemented or were in progress, a list to satisfy Action 2 was circulated.

Action 1	46/18. Last minutes (12.12.18) confirmed for signature.	<b>75/18a</b>
Action 2	67/18. Full detail of Luton contacts to members.	<b>75/18c</b>

- d. Matters arising. There were no matters arising from the minutes.

- e. Urgent Business. There was no urgent business requested.

**a. The information was received and noted.**

**b. Actions had been identified. (Register 83/18 below)**

## **76/18 PRINCIPAL'S REPORT**

The Principal's report covered detail outside the scope of the agenda, it had been circulated in advance and was received; there were no items for approval. During discussions, several points were further considered:

- a. Performance Dashboard. Details on the Dashboard were noted, in particular and in response to questions, the comments around English and Maths (EAM);
- b. Barnfield Staffing. The restructuring of support and curriculum management provision at Barnfield was currently underway with little turbulence and effect on normal college operation, in particular the student experience was confirmed as unaffected. Whilst some redundancies were unavoidable, they had been significantly reduced by relentless focus on other means of achieving the necessary savings (c£1m); full and robust Human Resources (HR) support was in place. Although the Unions had not been directly involved in the process they had been informed of outcomes.
- c. Higher Education (HE). The Association of Apprenticeship and Learning Providers (AELP) had raised concerns that the levy had not been aimed at the increasingly prevalent use to fund L6&7 provision, a suggestion that was being challenged by HE Agencies who were suggesting that alternatively, lower level (L2) provision should be discontinued. A relevant letter from the Office for Students (OfS) was at Annex. This was a contentious area and members would be kept informed of developments.
- d. Strategic College Improvement Fund (SCIF) The partnership with Central Bedfordshire College (CBC) had been successfully completed with the collateral benefit of improved relationship between CBC and Barnfield. WHC continued to be open to closer collaboration with CBC should that suggestion be raised; that was noted.
- e. Luton Links. Progressive and proactive involvement with Luton personalities and agencies continued (75/18c also refers). There was a strong appetite for collaboration, evidenced for example, by supportive responses during high-level meetings and the recent successful involvement with local secondary schools careers advisors. Other contacts, listed in the accompanying paper, were individually considered and members took comfort from the activity.

**The information was noted and received**

## **BUSINESS ITEMS**

### **77/18 NEW COLLEGE BRANDING**

The Dir (SCA) delivered an electronic presentation explaining the development of an appropriate branding methodology for the enlarged relationships between WHC, Barnfield College and Together Training (TT), which it was suggested, should form the "WHC Group". This generic title would then allow individual partners to identify locally whilst showing the familiar WHC Logo, the favoured result indicated by local canvassing, which motivated against separate rebranding. Comparisons with college and industrial logos confirmed continuing appropriateness of the design with five petals depicting the elements of college life, with some small amendments. The interactive presentation facilitated questions and the appropriateness of the "WHC Group" name, with geographic implications was discussed, it was agreed that this, as the umbrella

organisation, indeed represented the “Head Office”. Examples of the intended designs for Group and individual element stationery were presented and discussed. The timeline for introduction of the new branding and any consequent legal implications was noted and the concept generally was approved. **(Action 4)**

- a. **The information was received.**
- b. **Actions had been agreed. (Register at 83/18)**

## **78/18 MONITORING**

- a. Capital Developments. An update on progress with the current capital projects was discussed:
  - (i) Hemel Hempstead (HH) Phase 2. Essentially the work was on time for completion in June 2020 and was within the £12.6m budget (based on the tendering outcome). Several organisational challenges had arisen and had been satisfactorily resolved, in particular the dealings with the Environment Agency (EA) detailed in the accompanying paper were noted. Members took comfort from the relationship that had been established with the contractors and the willingness to welcome students on organised site visits was welcomed. In response to a comment, it was confirmed that care was taken generally to avoid any disruption to existing student experience. Draw down of funds from the LEP had progressed as forecast, with a welcome and additional windfall of £185k.
  - (ii) Sale of Kings Langley Campus. Recent developments included confirmation that financial receipts would be maximised and, after it had been vacated, the site would be sold asap (subject to Corporation approval). Planning permission had now been granted with no requirement for affordable housing, which would maximise the return. Work with the property agent to develop the marketing strategy would be presented to the Corporation to inform the decision on disposal. **(Action 5)** Members were reminded that planning permission was time limited and close attention would be required to this aspect.
- b. Together Training. TT had steadily increased the number of levy paying partners, now 51 including some national agencies such as TKMaxx, who had appointed TT after a tough competitive process; an increase to 55 such partners was possible by year-end. The addition of Barnfield into the provider picture could, in due course widen the number of locations for potential clients and preliminary meetings with Luton employers including the airport had already taken place, this was recognised as a potentially important source of future business. Marketing material had been revised accordingly. The total number of apprentices was 114 spread amongst 11 apprenticeship standards and 2 frameworks (there had been only 2 withdrawals); in all representing c£800k income against the end of year target of £1m. Members took comfort from the strong performance and noted that the successful intensive and reactive approach towards widening the client base was being maintained and in response to a challenge, assurance was received that robust attention was given to all aspects of quality assurance.
- c. Post-Merger Integration Plan (PMIP). A comprehensive plan had been developed to implement and co-ordinate necessary arrangements for the integration of both colleges. Assurance was given, evidenced by the accompanying RAG rated and detailed information that there were no areas of concern, there were only two minor delays both with good reasons.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 83/18 below)**

## **79/18 POLICIES.**

- a. Safeguarding Policy. The Safeguarding Policies relied on statutory guidance from the DfE (Keeping Children Safe in Education 2018, Education Act 2002) together with the Hertfordshire Safeguarding Children’s Partnership (HSCP) and, since merger, the Central Bedfordshire Safeguarding Children Board (CBSCB); the Policies applied across WHC Group including the specific early years’ regulations for the nursery at New Bedford Road, Luton. All

changes within the documents were clearly explained and the Safeguarding and Nursery Safeguarding Policies were approved for immediate implementation. **(Action 6)** The nominated Safeguarding Member was confirmed as the Corporation Vice-Chair.

- b. Annual Report. The Annual Report covered activity from August 2018 until March 2019 and included both pre and post-merger detail. The information included, but was not limited to details of:
- (i) safer staff recruitment;
  - (ii) management of allegations against staff;
  - (iii) staff training;
  - (iv) process for keeping children and students safe; and
  - (v) standardised practices.

Each of the areas was fully explained and discussed and searching questions were satisfactorily answered. There was no specific sector-wide response to the surge in knife crime although locally, valued advice from the police and local specialist agencies was readily available. There was no mechanism for "DBS" type checks for students although a small number had been refused enrolment. Some discussions emerged regarding increased mental health issues and this had probably resulted from the growing positive reputation as a trusted agency for such cases. The Report was received and approved. **(Action 7)**

- a. The information was received and noted.
- b. Actions had been identified. (Register 83/18 below)

#### 80/18 MEMBERS

- a. There had been no arranged learning walks or associated activities since the last meeting, the next planned walk would be on 10 May, at Enterprise Way; details would be recirculated. **(Action 8)**
- b. The next meeting would be a strategic planning session including presentations by the architects on plans and developments at the Barnfield Campus.

**The information was received and noted.**

#### 81/18 URGENT BUSINESS.

There had been no urgent business requested.

#### 82/18 DATE OF NEXT MEETING

The next meeting would be at the Barnfield Campus at 1700 on 8 May 2019.

#### 83/18 ACTION REGISTER

Action 1	75/18a. CN & PT appointed as External Members for 2 years.	Clerk	wie
Action 2	75/18a. PT interest declaration noted.		
Action 3	75/18b. Last minutes (13.03.19) confirmed for signature.	Dir (SCA)	asap
Action 4	77/18. Rebranding concept approved.		
Action 5	78/18a(ii). Latest info to inform members on sale of KL	GW	
Action 6	79/18a. Safeguarding Policies approved.	Dir (P&D)	wie
Action 7	79/18b. Safeguarding Annual Report approved.		
Action 8	80/18a. Recirculate Learning Walk (10.05.19) details.	CG	asap

*Ralph Devereux (Clerk) for Phil Thompson (Chair)*

Ralph Devereux (Clerk) for Phil Thompson (Chair) (Jun 14, 2019)




# 6b. CorpMins24.04.19 PT1RDPTGW

Final Audit Report

2019-06-14

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