



Minutes of the Corporation meeting held at the Watford Campus at 1700hrs on 9 October 2019

<b>Present</b>	Phil Berry	Irina Kendix	Richard Lewis
	Matt Luheshi	Matthew Messenger	Chris Nicholls
	Ben Stapleton	Phil Thompson (Chair)	Paul Thompson
	Joan Viall (Vice-Chair)	Gill Worgan (Principal)	David York
<b>In Attendance</b>	Ralph Devereux (Clerk)	Gary Dixon (DPQ)	Cath Gunn (Principal, Barnfield)
	Sarah Knowles (DP (P&D))	Eamonn McCarrol (DoF)	Tammy Nuthall (DP, Barnfield)
	Chris Pearson (Dir (SCA))		
<b>Apologies</b>	Guy Ainsley		

**PART ONE**

**01/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS**

The apology was 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.

**02/19 STANDING ITEMS**

- a. Minutes. The Minutes (Part 1 & 2) of the meeting held on 10 July 2019 were confirmed for electronic signature; the Clerk to Action. **(Action 1)**
- b. Outstanding Actions. All actions from the last meetings had been implemented or were in progress.

See referenced minute for full detail.		Status
Action 1	107/18a. Last Minutes (12.06.18) confirmed for signature.	<b>02/19a</b>
Action 2	107/18d. AC recommendations agreed and approved.	<b>02/19d</b>
Action 3	110/18 Structure diagrams to be electronically circulated.	<b>Complete</b>
Action 4	110/18c. Gender pay details to be clarified in future.	<b>Pending</b>
Action 5	111/18. RR to be amended.	<b>In progress</b>
Action 6	112/18a Circulate approved (Amended) meeting schedule.	<b>Complete</b>
Action 7	112/18b. Committee membership approved.	
Action 8	116/18. Detail of cash variances to be electronically circulated.	
Action 9	117/18b. Budget 19/20 and FP 19/22 approved.	
Action 10	117/18c. IT arrangements at para 9.2 (£810k) approved.	

- c. Matters arising. There were no matters arising from the minutes.
- d. Audit Committee. (02.07.19 unconfirmed). The minutes of the last AC meeting were explained by the Chair: re 04/19b. Members notice was particularly drawn to minute 05/18a. which considered the Bourneville letter and explained the Committee response (see also 03/19c).

The R&A Annual Report 2018/19 had been recommended for acceptance and approval, that was noted and accepted: **(Action 2)**

e. Urgent Business. It was agreed to consider the Corporation Register as urgent business.

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 9/19 below)**

### **03/19 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. Before consideration of the Report the Principal explained that the Teaching Excellence Framework (TEF) had recently been reviewed as a result of the merger with Barnfield College; these Higher Education (HE) awards were rated as Gold, Silver, Bronze and Provisional. Participation was voluntary. The College had been holding the "Gold" standard (consistently delivering outstanding teaching, learning and outcomes) and had felt that the incorporation of Barnfield College (BC) generally less robust results into the portfolio could reduce the level to "Bronze". The excellent news was that the TEF had awarded "Silver" (delivering high-quality teaching, learning and outcomes and consistently exceeds rigorous national quality requirements for higher education in the UK) to the WHC Group; this was warmly welcomed.
- b. Performance Dashboard. Details on the Dashboard and the Key Performance Indicators. (KPI) were noted;
- c. Enrolments to be fully considered in the next item had been strong and were welcomed and it was clear that improvements to the Barnfield College (BC) estate (See Appendix 1) had been worthwhile with marked improvements to student behaviour and study commitment. Last year's WHC SAR was proving invaluable in work in several areas across the Group and the coming Group SAR would inform the performance dashboard. The additional £400m additional funding promised for the coming year would be warmly welcomed if it actually emerged. Appendix 1 included images of capital improvements to BC. The CEO of the Education and Skills Funding Agency (ESFA) had written to all Corporation Chairs (Appendix 2) detailing dubious practices at Bourneville College in 2015.16, the AC had considered the matter and provided the necessary assurances (Also attached to Appendix 2).

**The information was noted and received**

### **BUSINESS ITEMS**

#### **04/19 STUDENTS – ENROLMENTS AND COLLEGE REACH**

Enrolments of 16-18 students, the main income stream for the Group was detailed in the accompanying paper, information for other provision would be included in future reports. To date 5836 students had been enrolled against a target of 5624 (2018; WHC 4433 & BC 1191) this built on WHC 400+ growth over the last 2 years, it was necessary to recruit above target to allow for number attrition after the 6-week qualification period before the first census point; numbers for departments and campuses had been tabulated and were discussed. Key Observations had been drafted:

- a. the Group was on track to meet the ESFA allocation;
- b. performance at BC was similar to last year although a post-merger surge had been noted;
- c. level 3 Applied Psychology had been tremendously popular, HH Construction provision and Business and Engineering had also achieved well.

Enrolment by level across the Group had been tabulated and the differences in cross-college patterns was discussed and noted as were results for each of the 5 campuses. The increase in L1/2 enrolments clearly implied progression numbers, which would be useful next year. The discussions then moved on to discuss the geographical reach, the origin or home bases of the

students. HE adult enrolments in English and Maths (EAM) and Counselling had been strong and would be reinforced during the next phase. Realistically it was unlikely that generally HE enrolments would improve significantly over the next few years since Universities had considerably eased their entry requirements. BC HE numbers had been generally similar to the previous year. The information had been welcomed as informative and all were thanked for their commitment to the enrolment process.

**The information was received.**

## **05/19 MONITORING**

- a. Barnfield College (BC) Nursery. The Principal delivered an electronic presentation explaining the requirement for Corporation oversight of the BC Nursery environment, which had 120 enrolled pupils, of which 74 were on site at any one time and had been Ofsted graded "Good" at the last inspection. "Strengths and Weaknesses" from that inspection were discussed and noted, good progress was being made with implementation. The detailed presentation reminded of specific statutory responsibilities and assured that these were being met. Members would receive:
- (i) termly operational updates;
  - (ii) an annual Health and Safety (HAS) Report;
  - (iii) an annual Safeguarding Report<sup>7</sup>
  - (iv) a periodic estate and services update; and
  - (v) any other updates requested by Members.

The remit of the Designated Safeguarding Member (Matt Luheshi) included the Nursery; a planned tour is expected to be carried out on 4<sup>th</sup> December 2019.

- b. Together Training (TT) Update. The Group Joint Venture (JV) TT had recently completed the necessary "New Provider" monitoring visit, which had been positive and the consequent comments were receiving active attention, full detail was included in the Annexes. TT had, and continued to, exceed target growth and had made sound contribution to date. The TT Board had met on the previous Monday and had not brought anything to the Corporations' attention. There was no doubt that the JV was an asset to the partners and the community and was likely to improve on the present processes as the BC community became more involved. The present arrangements were working and would continue to do so. The Unique Selling Point (USP) was the personal, speedy and single point of contact with individual employers, which was scrupulously observed.
- c. Capital Projects Update. As part of the continuing capital developments and improvements (>£100m) of the estate to create environments to serve the local community needs there were 3 current projects:
- (i) Hemel Hempstead (HH) Phase 2, the project was on time and budget with practical completion in March 2020. A link to a "time-lapse" video of progress was included in the report. The decant plan from Kings Langley (KL) was being streamlined to facilitate a smooth transition.
  - (ii) KL disposal. The transition of operations at KL to HH had prompted the submission of a Planning Application for a residential development on the redundant site, the issue had been considered by the Corporation on several occasions. Having paid due regard to the included "Viability Impact Assessment" (VIA) the Three Rivers Planning Authority granted the necessary permission (without affordable housing) on August 19. It was likely that the optimum time to market the site would be 1 November 2019; Members would be informed of the outcome to inform the necessary decisions. **(Action 3)**
  - (iii) BC. The redevelopment of the BC New Bedford Road was considered and the Masterplan comprising four elements was approved by the Corporation during May

2019 and a budget of £650k was set to prepare the necessary planning application; necessary consultants had been appointed (listed in the document) to form and submit the submission in December 2019. Instructions had also been given to complete a VIA if permission included a requirement for affordable housing. A pre-planning application with Luton Borough Council and influencing issues, the amount of land to be allocated for residential purposes and number of sports pitches, were also considered. Informing diagrams were included. Members were reminded that, part of the financing considerations In May included an application for funding from South East Midlands Local Enterprise Partnership (SEMLEP) and that process was underway with an initial exploratory private meeting during the following week; the application was expected to be submitted in November with a response by the end of the year.

- d. English and Maths (EAM) Outcomes. In response to a request from members a comprehensive examination of the College EAM environment had been prepared. The document was designed for individual study but general matters were discussed to inform that process. Performance was above National Average (NA) with English stronger than Maths, an essential challenge was the 30% of students who would not attend EAM classes. This could be partly understood from their point of view, they had not had positive experiences of the subjects in the past. Consideration included the provision of vocational embedding and the practical reasons against that were explained. This was indeed a complex area. This was an excellent report and thanks were recorded to the Principal

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 9/19 below)**

#### **06/19 MEMBERS**

Several Members had been on Learning Walks and visits since the last meeting:

- a. Chris, Richard and Irena had visited, and had been impressed by, the Nursery;
- b. Several Members had been involved in the Self Analysis process; and
- c. Special mention was made of the Employers' Awards Ceremony and the HE Graduation held at the end of last term, particularly the Awards morning on 12<sup>th</sup> July which had been a superb event; the quality of the individualised citations had been excellent.

**The information was received and noted.**

#### **07/19 URGENT BUSINESS.**

It had been agreed to consider the Corporation Register;

- a. This had been the Vice Chair, Joan Viall's last meeting; sincere and grateful thanks for her commitment and application over four years were recorded, she had indeed been an invaluable and effective Corporation member and was wished every success in the future. The Principal presented Joan with a floral arrangement and Joan responded accordingly.
- b. David York had also drawn to the end of his term of office but as an elected member had announced his intention to run for another term; he was wished well in that process and he would be welcomed back. His contribution as a staff member was valued and important.
- c. Corporation Appointments. Joan's departure had left a vacancy for the Vice-Chair and volunteers were invited. The Chair of the Capital Project Steering Group (CPSG) was unanimously agreed as Guy Ainsley. **(Action 4)**

- a. **The information was received and noted.**
- b. **Actions had been identified. (Register 9/19 below)**

#### **08/19 DATE OF NEXT MEETING**

The next meeting would be at 1700 on 13 November 2019. **(BC)**

#### **09/19 ACTION REGISTER**

See referenced minute for full detail.		<b>Resp</b>	<b>Date</b>
Action 1	02/19a. Last Minutes (10.07.19) confirmed for signature.	<b>Clerk</b>	<b>wie</b>
Action 2	02/19d. AC recommendation agreed and approved.	<b>DoF</b>	
Action 3	05/19c(ii) KL marketing outcomes to be decided.	<b>Chair</b>	<b>asap</b>
Action 4	07/19c. GA to Chair the CPSG.		<b>wie</b>

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

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

# 1.CorpMinutes 09.10.19RDGW

Final Audit Report

2019-11-14

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