

Waltham Forest College



THE CORPORATION OF WALTHAM FOREST COLLEGE

MINUTES OF THE MEETING HELD ON

21 MARCH 2023

MEMBERS OF THE CORPORATION

Youness Abidou	apologies	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
Omur Derelikoylu	apologies	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	apologies	Member
Amir Seyyad	present	Member
Gbeminiyi Soyinka	present	Member
Darren Talbot	apologies	Member
Ashanti Aleica France	present	Student Member
Angelina Khan	present	Student Member

CLERK TO THE CORPORATION

Naomi Shoffman Director of Governance (DoGov)

IN ATTENDANCE

Hassan Rizvi Deputy Principal Curriculum & Quality (DPCQ)
Amir Ahmed Director of Services for Students and DSL (DoSS)
Nadeem Khalifa Director of BIDU (DoBIDU)

04.23 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting.

Apologies for absence were received from the following members:

Mr Abidou and Ms Nzomono for illness, Mr Talbot due to work commitments, Mr Derelikoylu who is on parental leave.

05.23 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.

06.23 SEARCH, GOVERNANCE AND REMUNERATION COMMITTEE MEETING ON 14 MARCH 2023

The Vice Chair of the Committee presented the draft minutes of the Search, Governance and Remuneration Committee meeting of 14 March 2023 and reported on the items and discussions covered at the meeting. The Vice Chair then went through the recommendations made by the Committee which members discussed.

THE CORPORATION AGREED TO:

- **APPROVE MR SEYYAD'S APPOINTMENT FOR THE FULL FOUR-YEAR TERM.**
- **APPROVE MR WOOLNOUGH APPOINTMENT AS A CO-OPTED MEMBER OF THE AUDIT AND RISK COMMITTEE TO BE REVIEWED ON AN ANNUAL BASIS.**
- **APPROVE THE RECOMMENDATION THAT THE EPPWG IS STOOD DOWN.**
- **NOTE THE GOOD PROGRESS BEING MADE WITH THE GOVERNANCE ACTION PLAN.**

07.23 MINUTES OF THE CORPORATION MEETINGS HELD ON 13 DECEMBER 2022 AND 26 JANUARY 2023

- The Minutes of the Corporation meeting held on 13 December 2022 and 26 January 2023, were agreed by the Corporation to be signed by the Chair as a true record.
- The Corporation ratified the following:
 - Chairs Actions
 - Utility Contract –22 February 2023.
 - Appointment of Capital Project contractors.
 - Activity centre contract.
 - Use of the Corporation Seal - Deed of Grant with London Power Network for Easements of underground electric lined at WFC – sealed and signed 10 March 2023.

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

The Principal confirmed that the Access agreement had been circulated as agreed.

09.23 SAFEGUARDING AND PREVENT REPORT

The DoSS presented his report updating the Corporation on the College's safeguarding arrangements, analysis of safeguarding data trends and the agreed actions to mitigate risks to students, staff and visitors. He highlighted the following points:

- In the academic year 2022-2023 for term 2, up until the half term period, overall safeguarding referrals increased compared to the previous year.
- Top three themes for safeguarding are mental health, inappropriate/ concerning behaviour, and victim of crime.

The DoSS invited Ms Khan, one of the Student governors, who had been chosen to help create a wellbeing club as a safe place to talk about the project. The team is also working with the Student Union to identify new platforms to connect with learners for example the upcoming mental health conference.

The Principal commented that the steep rise in referrals is reflective of what is going on in the wider society. Accordingly, the executive plans to increase capacity in the team next year. The increase in referrals is due to learners being more confident about reporting and better management responses. The College is responsive even when incidents take place off site. The activities being put in place are to help empower students.

The Principal explained how the impact of the support and effectiveness of interventions available is measured.

The Chair noted that the College is working with a broad range of external organisations and the DoSS confirmed that the College is connecting with over 190 organizations both national and regional.

THE CORPORATION AGREED TO NOTE THE:

- **SAFEGUARDING DATA TRENDS AND ACTIONS TAKEN TO MITIGATE RISKS.**
- **PREVENT NATIONAL AND LOCAL RISK THEMES.**

The DoSS withdrew from the meeting

10.23 PARTNER SUB-CONTRACTING

The DoBIDU presented his report which provides an update on subcontracted provision to date and highlighted the following points:

- Subcontracted delivery is broadly in line with expectations for this period of the year.
- All providers are currently on track to deliver to the agreed targets, there are no further changes to contract values planned for the remainder of the academic year.
- The College will continue to review subcontractor performance on a monthly basis and put in place interventions, if required.
- The Quality team will continue to conduct learning walks and quality reviews with a schedule of CPD put in place to address any identified areas of improvement.
- The extra allocation of in year growth in adult learning may need to be subcontracted if we cannot deliver it in house.

THE CORPORATION AGREED TO NOTE THE:

- **CURRENT SUBCONTRACTED ACTIVITY FOR THE YEAR 2022/2023 AS OF R07.**
- **THAT THE PROPORTION OF SUBCONTRACTED ACTIVITY BETWEEN PROVIDERS MAY VARY ACCORDING TO STAKEHOLDER DEMAND.**
- **THE MECHANISMS USED BY THE COLLEGE TO MONITOR AND SUPPORT THE QUALITY AND COMPLIANCE OF ALL SUBCONTRACTED ACTIVITIES.**

The DoBIDU withdrew from the meeting

11.23 PRINCIPAL'S COLLEGE REPORT

The Principal thanked all governors who were able to come to the strategy day as it had been a very valuable session and provided the executive with a good foundation for preparing the College's next three – five-year strategic plan. The Principal then presented her report, having taken her paper as read and highlighted the following points:

- Progress with both its finances and curriculum.
- The College is currently forecasting a small surplus, despite the impact of the increased energy costs, due to efficiency savings and in year allocations.
- Volumes of enrolments have increased due to a variety of factors; similarly, there is more retention, achievement and progress onto positive destinations.
- The continued growth of 16–18-year-old learners.
- Several successful growth bids for adult education, multiplier and level 3 free jobs for courses funding has contributed to the significant growth for the College in a relatively short period.
- Political changes and qualification reforms risk which have been added to the risk register and actions being looked at to mitigate this.
- Accountability agreements.
- New College Values and the work being done around behaviour to underpin these.

- FE national pay claim.
- The College's Gender Pay Gap report which shows an improved picture needs to be published by the end of March.
- Stakeholder engagement activities.

The Principal concluded her report saying that a celebration to mark the College's 85-year anniversary is planned for October.

Members raised and discussed the following points:

- Impact of qualifications reforms on learners and in particular the BTEC courses.
- The progress and timing of Accountability statements.
- Potential and options available for the College to work with HEI's in the borough and plans and strategy for growing higher level courses.

THE CORPORATION AGREED TO:

- **NOTE THE SIGNIFICANT PROGRESS IN MITIGATING THE FINANCIAL RISK OF HIGH ENERGY COSTS AND THE CONTINUED STRONG FINANCIAL PERFORMANCE.**
- **NOTE THE NEW LEGAL OBLIGATION REGARDING ACCOUNTABILITY AGREEMENTS.**
- **APPROVE THE STRATEGIC OPTIONS TO BE EXPLORED FURTHER BY THE EXECUTIVE.**
- **APPROVE THE PUBLICATION OF THE COLLEGE'S GENDER PAY-GAP DATA.**
- **NOTE THE PROGRESS OF PERFORMANCE AGAINST KPIS FOR 2022/23.**

FINANCE AND RESOURCES

12.23 FINANCE AND RESOURCES COMMITTEE MEETING 26 JANUARY 2023

The Vice Chair of the Committee presented the draft minutes of the Finance and Resources Committee meeting on 26 January 2023 and reported on the items and discussions covered at the meeting.

THE CORPORATION NOTED THE DRAFT MINUTES OF THE FINANCE AND RESOURCES COMMITTEE MEETING.

13.23 INCOME AND EXPENDITURE 2021-22 – MONTHLY MANAGEMENT ACCOUNTS FOR 31 JANUARY 2023

The Corporation received the Management Accounts to 31 January 2023 and noted the key points and progress against the financial plan and those issues that could impact on the College accounts.

The Chair observed that in terms of cash days and financial position the College's progress has been pretty remarkable in a short period of time. He suggested given the cash position that there is a need to review the reserves policy and that this be taken forward with the Finance and Resources Committee and brought to the next Corporation meeting. There followed a discussion around the College's experience in managing unforeseen events and building resilience as demonstrated with the way in which the recent increase in the College's utilities bill was managed.

THE CORPORATION NOTED THE:

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

14.23 HEALTH & SAFETY POLICY

The Corporation received the revised Health & Safety Policy which the F&R committee had recommended for approval. The policy has been amended to reflect changes in the organisational structure. All statutory and legislative information remain the same.

THE CORPORATION AGREED TO APPRIVE THE REVISED HEALTH AND SAFETY POLICY

15.23 UPDATE ON FURTHER EDUCATION CAPITAL TRANSFORMATION FUND (FECTF) AND T LEVEL UPDATE

The Principal presented the report. She advised that there are some larger contracts in the process of being procured but other than that there is not a lot of progress to report. As reported earlier in the meeting the appointment of contractors for the Sports Hall and T levels were made via Chairs Actions.

THE CORPORATION AGREED TO NOTE THE PROGRESS MADE IN THE FECTF PROGRAM AND T LEVEL CAPITAL PROJECT.

CURRICULUM AND QUALITY COMMITTEE

16.23 CURRICULUM AND QUALITY COMMITTEE MEETING ON 7 FEBRUARY 2023

The Chair of the Committee presented the draft minutes of the Curriculum and Quality Committee meeting on 7 February 2023 and reported on the items and discussions covered at the meeting.

THE CORPORATION NOTED THE DRAFT MINUTES OF THE CURRICULUM AND QUALITY COMMITTEE MEETING.

17.23 UPDATE ON CURRICULUM AND QUALITY

The DPC&Q spoke to the Curriculum and Quality Report for Term 2 and highlighted the following:

- The progress on the key aspects of curriculum and quality.
- The overall current retention rate which is in line with same time last year.
- An increased number of Learners sat the vocational external exams in January, compared to last year and results due are expected in March/April.
- Overall achievement predictions.
- The very successful 'Employer Engagement' event organised at the College in January 2023, to further strengthen the employer links with curriculum.
- The overall college attendance to timetabled sessions. Attendance strategies are starting to have an impact with improvements in attendance in many areas in more recent weeks.
- The significantly high satisfaction rates on the QDP Learner, Apprentice and Apprentice employers' surveys.

The DPCQ concluded his report by asking the Corporation to approve the apprenticeship delivery provision (in part or full), under sub-contracting arrangements, from 2023-24.

Members raised and discussed the following points:

- Potential for offering small courses on a commercial basis via the levy.
- Initiatives to engage different members from the community.
- The UCAS applications and the support offered to students applying for these places.
- Attendance.
- Issues with apprenticeships.
- Arrangements for monitors quality of the proposed subcontracted apprenticeships.
- Aspirations for and ways to improve the high satisfaction rates.
- Recognition that reports have been further amended to incorporate previous feedback from governors.

THE CORPORATION AGREED TO:

- **APPROVE THE APPRENTICESHIP DELIVERY PROVISION, UNDER SUB-CONTRACTING ARRANGEMENTS, FROM 2023-24.**
- **NOTE THE PROGRESS ON THE KEY ASPECTS OF CURRICULUM AND QUALITY.**

AUDIT AND RISK COMMITTEE

18.23 AUDIT AND RISK COMMITTEE MEETING ON 20 MARCH 2023

The Chair of the Committee provided a verbal report on the items and discussions covered at the meeting held on 20 March 2023.

In response to a member's query the Chair advised that the Committee is now responsible for scoping of audits and the IA annual plan. Also, it had been agreed that going forward the College will engage separate auditors to look at more specialist areas.

THE CORPORATION NOTED THE VERBAL REPORT OF THE AUDIT AND RISK COMMITTEE MEETING

19.23 EVALUATION OF AUDITORS' PERFORMANCE

The Chair of the Audit and Risk Committee advised that the Committee had discussed the assessment of both sets of auditors at length. In both cases the Committee had agreed they were happy to recommend their continued appointment with the College.

THE CORPORATION AGREED TO:

- **EXTEND THE APPOINTMENT OF WYLIE BISSET INTERNAL AUDIT SERVICE FOR A FURTHER TWO YEARS IN LINE WITH THE TERMS OF THE CURRENT CONTRACT.**
- **NOTE THAT MCINTYRE HUDSON WILL CONTINUE AS THE COLLEGES FINANCIAL STATEMENT AUDITORS IN LINE WITH THE CURRENT THREE-YEAR CONTRACT.**

20.23 DATA PROTECTION POLICY

The Corporation received the revised Data Protection Policy which the Audit & Risk Committee had recommended for approval. The policy has been reviewed and updated in line with Brexit and the move towards UK GDPR. The only particular section that has been updated is Section 8 which covers the international transfer of data. The UK GDPR restricts the transfer of personal data to countries outside the UK or to international organisations. These restrictions apply to all transfers, regardless of the size of transfer or how often data is transferred.

THE CORPORATION AGREED TO APPROVE THE REVISED DATA PROTECTION POLICY.

21.23 REVIEW OF RISK REGISTER

The Corporation received the College Risk Register showing pre and post mitigation scorings, and controls in place to mitigate risks. All key risk areas have been updated with recent controls and management activities.

The Audit & Risk Committee had agreed that a summary of the top risks would be put in the Risk Register cover sheet. The next step could be to explore uncertainties on the back of the Risk Register and look at opportunities as these are related.

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

22.23 ANY OTHER ITEMS OF URGENT BUSINESS

None

23.23 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 11th July 2023.

Members of Staff/ Staff and Student Governors left the meeting

A brief session ensued for corporation members to discuss their reflections on the meeting.

The meeting closed at 20:15

These minutes have been approved by the Corporation as a correct record.	
CHAIR: Paul Butler	DATE: 11 July 2023
	REMOTE CONFIRMATION: OR SIGNED: