

# Waltham Forest College



THE CORPORATION OF WALTHAM FOREST COLLEGE

MINUTES OF THE MEETING HELD ON

8 May 2024

## MEMBERS OF THE CORPORATION

Youness Abidou	present	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	present	Staff Member
Michael Eichhorn	apologies	Member, Chair of A & R
Janet Gardner	present	Member, Principal & Chief Executive Member
Andrew Hall	present	Member, sustainability champion (via Teams)
Susannah Hume	present	Member, SEND Champion
Remi Iyun	present	Member, EDI Champion
Bryan Johnston	present	Member
Alison Morris	present	Member, Vice Chair of the Corporation, Chair of C & Q, Careers & Skills Champion
Renatta Nzomono	apologies	Member
Amir Seyyad	present	Member, Health & Safety Champion
Leon Smith	present	Member
Gbeminiyi Soyinka	present	Member
Kwasi Owusu-Mensah	present	Student Member

## CLERK TO THE CORPORATION

Naomi Shoffman Director of Governance (DoGov)

## IN ATTENDANCE

Hassan Rizvi	Deputy Principal Curriculum & Quality (DPCQ)
Abena Rodman -Tay	Deputy Principal Finance & Resources (DPFR)
Amir Ahmed	Director of Services for Students and DSL (DepDSL)
Rob Winter	Deputy DSL (DoSS)
Nadeem Khalifa	Director of BIDU (DoBIDU)
Melanie Price	Director of Human Resources (DoHR)

#### **06.24 WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all to the meeting.

Apologies for absence were received from the following members:

Ms Nzomono for illness, Mr Eichhorn due to work commitments.

#### **07.24 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.

#### **08.24 MINUTES OF THE CORPORATION MEETING HELD ON 19 DECEMBER 2023**

- The Minutes of the Corporation meeting held on 19 December 2023, were agreed by the Corporation to be signed by the Chair as a true record.
  - The Corporation ratified the following Chairs Actions
    - Approval of the Swimming Pool Contract –28 March 2024.

#### **09.24 MATTERS ARISING FROM THE MINUTES WHICH ARE NOT THE SUBJECT OF SEPARATE REPORTS**

NONE

#### **10.24 STUDENT GOVERNOR REPORT**

Mr Owusu-Mensah, the Student Governors, presented his report and highlighted the following:

- The Activities and Engagements offered for learners in Term 2/3
- The Student Conferences in term 2 and 3 - the theme were: Term 2 - Financial Literacy and Student feedback and in Term 3 – Social Sustainability.
- Student Union Contributions and impact

Members commended the excellent report and were pleased to see the focus given to financial literacy. A member suggested sending the Financial Literacy Student feedback findings to the DfE This was agreed and will be followed up.

The Chair thanked and congratulated the student Governor for his report.

#### **THE CORPORATION NOTED THE STUDENT GOVERNOR REPORT.**

#### **11.24 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:

- The broad range of external organisations that the College is connecting with both nationally and regionally.
- The good feedback from learner voice survey
- Staff Training
- The Number of incidents are increasing.

Members raised and discussed the following points:

- The reason why some learners are not feeling safe.
- The number of referrals per head? The DoSS explained that there are spikes in referral after specific campaigns and confirmed that each case is coded to one category.
- The triggers that would identify trends and/or whether this is something the college has the contributed.
- How some of these issues are expressed on the risk register and what are the levers to impact?

The Board asked that future reports provide more detail around the incidents and a break down of different categories.

**THE CORPORATION AGREED TO NOTE THE:**

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

*The (DoSS) and (DepDSL) withdrew from the meeting.*

**12.24 PARTNER SUB-CONTRACTING**

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

- All providers are performing according to their planned delivery profile, all providers are expected to deliver according to their contracted value.
- 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 CORPORATION AGREED TO NOTE THE:**

- **CURRENT SUBCONTRACTED ACTIVITY AND PROGRESS IN YEAR AGAINST CONTRACTS, FOR THE YEAR 2023/2024 AS OF R08.**
- **PROPORTION OF SUBCONTRACTED ACTIVITY BETWEEN PROVIDERS MAY VARY ACCORDING TO STAKEHOLDER DEMAND BUT IS UNLIKELY TO INCREASE IN ITS OVERALL VALUE FOR THE YEAR.**
- **MECHANISMS USED BY THE COLLEGE TO MONITOR AND SUPPORT THE QUALITY AND COMPLIANCE OF ALL SUBCONTRACTED ACTIVITIES.**

*The DoBIDU withdrew from the meeting.*

**13.24 HR REPORT**

The DoHR presented her report showing key people data for the period September to March 2024 and highlighted the following:

- Sickness absence rates continue to improve, comparative to the same period last year. This presented a big challenge, and the HR team has worked really hard in mitigating the triggers and reducing the absence rates.
- The key achievements and initiatives undertaken to this academic year.
- The positive response rate to Staff survey.

Members raised and discussed the following points:

What is being done to support recruitment? The DoHR said the team is working on recruitment plans to mitigate that attrition in specific hard to recruit to areas.

What has been the impact of levelling up? The DoHR said no impact yet as too early to tell as only just been launched.

Are staff able to identify their own T and D opportunities? The DoHR confirmed they can via the appraisal process and there is a staff budget for it.

Discussion on themes arising from exit interviews and improving take up and process.

Discussion on challenges with paycales

The Staff governor commended the wrap around support provided by HR; the DoHR in response said there is a challenge with industry trying to poach staff so trying to address that.

## **THE CORPORATION NOTED THE HR REPORT.**

### **14.24 PRINCIPAL'S COLLEGE REPORT**

The Principal presented her report, having taken her paper as read and highlighted the following points:

- The positive Stakeholder involvement in the Ofsted inspection
- Staff have been really motivated by the outcome and want to sustain the grade.
- NARTs data show that WFC is 2<sup>nd</sup> overall in London and 1<sup>st</sup> for Adults – we need to maintain this.
- The Re-election of the London mayor is good for London providers as his manifesto highlighted support for skills and employment
- The status of Land negotiations which is ongoing.
- Discussion on A levels starting September 2025 and ongoing qualifications reform and impact

The Principal concluded her presentation by formally thanking the Ofsted nominee, quality lead and all the team and governors for their contribution to and support for the inspection process.

Members raised and discussed the following points:

What is the Marketing plan to celebrate our Ofsted achievement- The Principal explained what is being done and how we can measure the impact through student recruitment. She also advised what is being done re local recruitment and will bring this information to Governors periodically. And finally, how the College is maximising this opportunity to make A levels work for next year as timing will be key.

#### **THE CORPORATION AGREED TO:**

- **MONITOR THE CONTINUED STRONG PERFORMANCE AGAINST KPIS FOR 2023/24**
- **NOTE THE IMPROVED OFSTED RATING AND NART RANKINGS**
- **APPROVE CONTINUED NEGOTIATIONS OF THE LAND**

## **AUDIT AND RISK COMMITTEE**

### **15.24 AUDIT AND RISK COMMITTEE MEETING ON 5 MARCH 2024**

#### **THE CORPORATION NOTED THE DRAFT MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**

### **16.24 FREEDOM OF INFORMATION POLICY**

The Corporation received the revised Policy which the Audit & Risk Committee had recommended for approval. The policy has been reviewed and updated in light of recommendations made during the GDPR Audit. The DPFPR went through the key changes as highlighted and tracked in the document.

#### **THE CORPORATION AGREED TO APPROVE THE UPDATED FREEDOM OF INFORMATION POLICY.**

### **17.24 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 as part of the recommendations of the recent GDPR Audit where Auditors recommended that the Data Protection Policy is reviewed alongside the Freedom of Information Policy on an annual basis. There are no material changes other than the front sheet date and heading changes.

#### **THE CORPORATION AGREED TO APPROVE THE UPDATED DATA PROTECTION POLICY.**

## FINANCE AND RESOURCES

### **18.24 FINANCE AND RESOURCES COMMITTEE MEETING 19 MARCH 2024**

The Chair of the Committee presented the draft minutes of the Finance and Resources Committee meeting on 19 March 2024 and reported on the items and discussions covered at the meeting.

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

### **19.24 INCOME AND EXPENDITURE 2023-24 – MONTHLY MANAGEMENT ACCOUNTS FOR 31 MARCH 2024**

The Corporation received the Management Accounts to 31 March 2024 and noted the key points and progress against the financial plan and those issues that could impact on the College accounts.

Members discussed the risk of clawback for T level due to learner numbers. The DPFR advised that this is still a risk and this has been adjusted for in the current forecast.

**THE CORPORATION NOTED THE:**

- **MANAGEMENT ACCOUNTS TO 30 MARCH 2024 RELATING TO THE FINANCIAL POSITION OF WALTHAM FOREST COLLEGE.**
- **KEY FINANCIAL RISKS BEING MANAGED AND THE MITIGATING ACTIONS BEING TAKEN BY THE COLLEGE.**

The student governor withdrew for the meeting.

### **20.24 UPDATE ON PROGRESS WITH THE CAPITAL PROJECTS**

The DPFR presented the update on the following capital projects that the College is currently undergoing: The West Wing Project, T level capital project and Post 16 Capacity Funding. The DPFR advised that the Chair of the Finance and Resources Committee had thoroughly reviewed the report and risks ahead of this meeting.

#### **West Wing Project:**

- Overall, the project remains on target for completion by October 2024.
- Phase 1 was successfully handed over the College in January 2024.
- Phase 2 is on site and making good progress and due for handover at the end of May 2024.
- Phases 3 and 4 are being planned in greater detail with focus on how the works will integrate with the Colleges enrolment programme later in the year.
- The project remains within budget.
- West Wing refurbishment contract (excluding Sports Hall): 58 % of work complete and 32 % of the value of the contract sum.
- The Performance Bonds has been signed by all parties.

#### **T level capital project:**

- The capital works required to create the working environment for the Digital Media centre are practically complete and delivered within budget.
- Jigsaw who are appointed to install digital equipment are on site with their work on-going due to complete by July.

#### **Post 16 Capacity Funding:**

- The College has successfully grown post 16 learners year on year leading to a capacity issue.
- The College's proposal to develop unused swimming pool area and adjoining storage space and transform this area to an open plan flexible teaching space and a computer suite has been approved by the DFE.
- The tender process and evaluation concluded in March 2024 and a contractor has been appointed. The final Contract terms are currently being concluded with the Contractor with an anticipated Contract signing by early

May.

- The start on site is confirmed as the 10th of May and the anticipated Practical Completion date is November 2024

A member asked what mechanisms are in place to provide assurance that the progress reported is actually what is happening – is there a third party reporting on this-The DPFR advised that she and her team are able to visibly see the work and physically check on the progress. Quality is being overseen by the Project manager. The key issue will be how this is managed over the summer period. There have been some issues with the project which have been exacerbated by all teams having a change of staff.

A discussion ensued around the capacity in place to support the project.

### **THE CORPORATION NOTED THE PROGRESS MADE IN THE FECTF PROGRAMME, T LEVEL CAPITAL PROJECT AND POST 16 CAPACITY PROJECTS.**

#### **21.24 HEALTH & SAFETY UPDATE**

The DPFR presented the Health & Safety Report Updating the Corporation on the Health and Safety arrangements for term 2 academic year 2023/24. This report which was scrutinised by the Finance and Resources Committee at their meeting on 19 March 2024.

#### **THE CORPORATION AGREED TO:**

- **NOTE THE KEY RISKS BEING MANAGED BY THE COLLEGE AND ACTIONS TAKEN**
- **NOTE THE REPORT**

### **CURRICULUM AND QUALITY COMMITTEE**

#### **22.24 CURRICULUM AND QUALITY COMMITTEE MEETING ON 26 MARCH 2024**

The Chair of the Committee presented the draft minutes of the Curriculum and Quality Committee meeting on 26 March 2024 and reported on the items and discussions covered at the meeting.

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

#### **23.24 UPDATE ON CURRICULUM AND QUALITY AND COLLEGE QIP**

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

- The Ofsted process and outcome
- The NARTS which are very positive.
- The predicted achievement rates this year which are above national rates.
- The retention rate of disadvantaged and vulnerable groups
- The withdrawal figures as requested by Governors.
- An increased number of Learners sat the vocational external exams in January, compared to last year and results due are expected in March/April.
- The very successful 'Employer Engagement' event organised at the College in January 2024, to further strengthen the employer links with curriculum.
- The overall college attendance to timetabled sessions which requires improvement; attendance strategies are starting to have an impact while learner support during out of timetables sessions continues.
- Apprentices continue to be supported to achieve their outcomes.

Members raised and discussed the following points:

- What Fee rates will we be charging – The DPCQ responded that this will be dependent on the qualifications and pathways offered but we will aim for the higher end. A member said that as part of widening participation she would like to encourage the College to engage with TASO which she is a Trustees of. This as welcomed.

- How realistic is the aspiration to close the gap between us and the top performing college (NARTS)? The Principal said this comes with the caveat that the top performing college has a very different profile and demographic to us.
- With regards to Ofsted the Staff governor provided the staff's point of view about the journey the College has been through.

**THE CORPORATION AGREED TO NOTE THE PROGRESS ON THE KEY ASPECTS OF CURRICULUM AND QUALITY.**

**24.24 REVIEW OF RISK REGISTER**

**RECORDED UNDER CONFIDENTIAL COVER**

**25.24 GOVERNANCE**

The DoGov presented her report which covers the membership changes and other governance matters and went through the recommendations within.

**THE CORPORATION AGREED TO:**

- **APPROVE MR WOOLNOUGH RE-APPOINTMENT AS A CO-OPTED MEMBER OF THE AUDIT AND RISK COMMITTEE FOR A FURTHER YEAR.**
- **NOTE THE STUDENT GOVERNOR RESIGNATION.**
- **APPROVE THE UPDATED GOVERNANCE ACTION PLAN INCORPORATING EBR RECOMMENDATIONS.**
- **NOTE THE UPDATED GOVERNOR CHAMPION LIST.**

**26.24 ANY OTHER ITEMS OF URGENT BUSINESS**

None

**27.24 DATE OF NEXT MEETING**

Strategy Day 29<sup>th</sup> June 2024

The next meeting will be held on Tuesday 9<sup>th</sup> July 2024.

**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 21:15*

<b>These minutes have been approved by the Corporation as a correct record.</b>	
<b>CHAIR:</b>  P Butler	<b>DATE:</b>  9 July 2024
	<b>REMOTE CONFIRMATION:</b>  <b>OR SIGNED:</b> P Butler