



## BOARD OF GOVERNORS

### MINUTES of a Virtual Meeting of the Board of Governors held on 13<sup>th</sup> July 2021

Members present:  
(\*Absent)

Name	Post
Ms Carolyn Keen	Chairman
Mr Richard Frost	Vice-Chairman
Ms Arinola Edeh	Principal and Head of Service
Ms Ellie Botti	
Ms Maysie Brown	
Councillor Lorraine Dean	
Councillor Matt Noble	
* Mr Tomasz Patzer	
Mr Jordan Philips	
Dr Samer Taslaq	

In attendance:

Through Item 1.3- Ms Debbie Jackson, Executive Director Growth, Planning and Housing at Westminster City Council.

WAES Executive Board for the whole meeting-

Ms Jill Jaffray, Head of Resources;

Ms Alison Muggridge, Assistant Principal, Curriculum and Quality;

Mr Howard Stamp, Assistant Principal, Business and Support Services;

Ms Jane Hadsel, Clerk to the Governing Body.

4.30 pm: Meeting started.

## **MINUTES**

### **13/21 APOLOGIES / DECLARATIONS OF INTERESTS**

#### **1. Chairman's welcome and introductions**

The Chairman welcomed Ms Debbie Jackson to the meeting.

#### **2. Apologies for absence and Interests:**

Tomasz Patzer had sent apologies due to a work commitment.

Lorraine Dean left the meeting at 6 pm; she had advised this in advance.

**Governors' declarations of interests to this meeting:** None.

#### **3. WAES: Discussion about future accommodation**

This was an informal discussion with Ms Jackson to update the Board and exchange views. The Board decided at the end of the meeting that the discussion should be confidential to the Board and Executive Board at this point, given that this was work in progress.

### **Confidential MINUTE 13/21.3**

5.10 pm: Ms Jackson left the meeting.

## **14/21 MINUTES OF THE PREVIOUS MEETING OF THE BOARD OF GOVERNORS**

### **1. Approval of Minutes of the meeting held on 30<sup>th</sup> March 2021**

Report Item 2.1.

The Minutes were approved.

### **2. Matters Arising not on the agenda or in reports to this meeting on 13<sup>th</sup> July 2021:**

1. The Chairman reported that this was Jordan Philips' last meeting as a Governor; on behalf of the Board, she thanked him for his contributions.
2. The Clerk reported that that a staff Governor election would be held in the autumn term.
3. It was agreed that the other Actions had been completed or were on the agenda for this meeting.

## **15//21 REPORT OF THE PRINCIPAL AND HEAD OF SERVICE**

Report Item 3.

Lead: Principal and Head of Service

Discussion and key points raised:

1. Paras 2.2- 2.3: The report flagged for Governors highlights of achievements for this year already submitted including English and Maths GCSEs: over 200 learners with 90% pass rate overall; and, in creative industries, more than 100 learners with 100% pass rates; and a majority in both areas were for high grades. The Board extended congratulations to all those involved.
2. Para 4: Accommodation review - update on works in progress this summer to adapt the premises to be fit for purpose for the three planned modes of delivery next year( 100% on-line, hybrid and face-to-face). There was an update to this meeting by the Resources Committee on the capital costs funded by WAES (item 10.1). Details would need final approval from the WCC Corporate Business Service. Governors reiterated the urgency for the schedule of planned works to be completed in time for next academic year.
3. Para 5: Future accommodation – update supplemented the discussion with the Executive Director GPH earlier at this meeting.
4. Para 6: Governors commended WAES on recently won bids and asked how sustainable these might be. The Principal said that the bids would complement WAES' regular work. She said that it would be more sustainable for WAES to be able to have bid funds over say two-three years rather than by an annual application.
5. Para 7: GLA consultation about adult education roadmap-The Principal added that WAES would be responding to this.
6. Para 9: Noted that WAES kept under review its safeguarding procedures in any event in light of a recent Ofsted report about sexual abuse and harassment in colleges.
7. Para 11: ACE Digest (HOLEX):The Principal said that WAES was looking at contributing material relevant to the EDI agenda through HOLEX.

## **16/21 Draft DIGITAL STRATEGY**

Reports Item 4. and Item 4.1.

Lead: Assistant Principal Business and Support Services

1. The Assistant Principal summarised the report as aiming to set out a whole service Digital Strategy, encompassing needs of staff and learners, which would be rolled out over the next three years. Wider implications for IT with anticipated use of new technologies and how physical space at the centres might be best used were also considered.
2. Discussion and questions:
  1. A Governor welcomed the breadth and depth of intentions set out in the draft; and suggested that in the further editing, perhaps, a "strap line" might be useful.

2. A Governor asked to what extent would this or should this be compatible with the Council's approach. The Principal said that WAES had met the Council Chief Digital Officer and had discussed the proposal; the meeting had been productive. However, in practice, WAES operated a very different environment from that of the Council as well as having a different user profile of staff and learners.
3. A Governor asked how had learners chosen to comment? The Assistant Principal said that learners' input had been gathered in a variety of ways and forums in the year where discussions had included some questions and discussions on digital themes. There had been a specific staff survey.
4. The Board agreed with the premise in the report that the digital strategy should facilitate all learning activity and support; and agreed with the direction of travel set out in the draft document and the programme of the next steps outlined, noting that some aspects would be implemented faster than others.

**ACTION:** Bring the final document back to the Board in the autumn term at a timely point; it was noted that elements of the strategy would need to be ready for the start of the academic year.  
Lead: Assistant Principal, Business and Support Services.

## **17/21 EQUALITY, DIVERSITY and INCLUSION**

*Standing item on Board agendas 2021-22*

Oral update to the meeting by Assistant Principal, Business and Support Services

1. The Assistant Principal orally reported that the drive continued to actively raise awareness of EDI issues and planned actions through various staff and learner groups and meetings. He said that the Executive Board believed that the work was being done but this was not yet evidenced in data collected; and arising from this observation, how the data was collected and analysed needed to be reviewed.
2. The EDI Lead Governor (Jordan Philips) commented that he had observed some excellent practice but also it should be acknowledged that it could be difficult to provide relevant evidence.

## **18/21 STAFFING UPDATE**

Report Item 6.

Lead: Head of Resources

1. The report said that the staff restructure was likely to be largely in place for the start of the next academic year; and added that there had not been any compulsory redundancies.
2. The Executive Board had amended the process under the WCC policy "rewarding your contribution payments" so that such payments could be made on a termly basis (not only at end of year); but still only one payment per year. The Head of Resources confirmed that any payments would be made from WAES's budget as before.

6.00 pm: Councillor Lorraine Dean left the meeting.

## **19/21 PERFORMANCE DASHBOARD**

Report Item 7.

Lead: Assistant Principal Business and Support Services

1. The termly report looked at four key aspects: attendance, retention, achievement and funded income. The report informed the Board that the flexibility which WAES had introduced over the past year during lockdown periods had helped to keep learners warm in many areas; the kind of data collected and how to understand the data had also been

modified to inform action plans to keep attendance and retention strong. Retention had continued to be strong throughout the year.

2. The Board asked that in future reports alongside percentages there be relevant information about the numbers of learners by way of seeing a more complete picture.

## **20/21 RISK REGISTER**

Reports Item 8. and Item 8.1.

Lead: Assistant Principal Business and Support Services

1. The Board discussed why the risk for Future Accommodation was rated as amber and not red. The Assistant Principal pointed to developments this year with a new WCC Corporate Property Business Partner in position to work out the detail with WAES for planning future accommodation. Noted that at this point, the date for relocation was still set for 2024 but no preferred site option had yet been identified.  
The report highlighted that in the immediate future for the next academic year, capital expenditure for accommodation layout changes and digital infrastructure were the immediate priorities for WAES

## **21/21 GOVERNOR ENGAGEMENT**

### **1. Governors' Engagement Term 3 and overview of 2020-21**

Report Item 9. Report by Head of Quality Improvement

Lead: Assistant Principal, Curriculum and Quality

1. The report confirmed that there had been an active Governor engagement programme each term this year and that all Governors had participated; Governor feedback was fed into the review process.
  2. The Assistant Principal said that face-to-face activities would be planned for next term alongside some virtual activities.
  3. A Governor suggested that as well as these activities, Governors' meetings with Cabinet Members and feedback from WAES Link Governors also be taken into account for the self-assessment of this year of governance in particular and leadership & management in general. The Assistant Principal reminded the Board that WAES would be in scope for Ofsted from next year.
- ### **2. Board Self-Assessment**
- Oral feedback from 29<sup>th</sup> June 2021  
Lead: Chairman and Clerk to the Governors
1. The Board had met virtually on 29 June 2021 and had approved the update on Board self-assessment on progress this year; and had also agreed for next year to adopt similar headings but update the measurements (actions) for next year. There had been discussion about content, scope and consistency for updating Governors' Profiles for website. It had been agreed to ask Head of Quality Improvement for a template. and also for a template for 'summer homework' by the Chair and Governors for 1:1 discussions.

**ACTION:** Circulate the above to Governors after this meeting with the scheduled annual Register of Governor interest forms. Lead: Clerk

## **22/21 COMMITTEES**

### **1. Draft Minutes of Resources Committee meeting held on 4<sup>th</sup> May 2021**

Report Item 10.1.

Lead: Committee Vice- Chair

1. The Committee Vice-Chair (Matt Noble) updated the Board that following the Resources meeting, the Committee had reviewed and approved a programme and refined costings for IT infrastructure improvements and modifications to the physical layout or some areas in order that WAES be ready for the autumn term enrolment.

### **2. Draft Minutes of Performance Review Committees held on 15<sup>th</sup> June 2021**

Lead: Committee Chair

Report Item 10.2.

Received.

## **23/21. GOVERNANCE**

### **1. Board and Committees' meeting dates 2021-22 / cycle of business**

***For approval***

Report item 11.1. (same content as PRC 15.06.21 Report Item 8)

Leads: Clerk, Principal.

**RESOLUTION:** The Board cycle of business for 2021-22 was approved.

### **2. Terms of References for Performance Review and Resources Committees For approval annual review**

Report Item 11.2.

Lead: Clerk

It was agreed that Governors would be contacted over the summer break by the Chair to discuss committee membership prior to confirmation before the start of the next academic year.

**RESOLUTION:** The Board approved the terms of reference and further to this, the Chairman over the summer would liaise with other Governors to confirm the committees' memberships for the next year. Leads: Chairman, Clerk.

### **3. Annual Election of Chairman and Vice-Chairman of the Governing Body**

Oral Report by the Clerk

**RESOLUTION:** In accordance with the rules in the Instrument of Government and as advised before this meeting by the Clerk, the Clerk informed the meeting that the Chairman and Vice-Chairman of the Board for next year would be Carolyn Keen and Richard Frost respectively with effect from the end of this term through the next academic year.

## **24/21 ANY OTHER URGENT BUSINESS**

None.

## **25/21 BOARD COMMUNICATIONS**

The Chairman on behalf of the Board asked that the Board's congratulations be conveyed to all staff on the achievements seen in the end of year shows and awards ceremonies.

## **26/21 CONFIDENTIALITY**

Minute 13/21.3: reason for this was in the Minutes.

Meeting closed: 6.35 pm.