



Notes of the MEETING OF THE BOARD OF GOVERNORS 3rd April 2020
 (date of issue of papers)

The Board had been scheduled to meet on 31st March 2020. In view of the closure of WAES in March required by the DfE in response to covid19, the Chairman of the Board had directed that the meeting be postponed. Given that the next scheduled Board meeting would not be until July, the Chairman and Principal approved a format with an interactive agenda and papers for a meeting to keep the Board informed and involved.

Timeline:

1. Agenda and papers dispatched in the usual way via Governor Portal on 3rd April 2020 including an interactive agenda with instructions how to access it for comments and questions.
 2. Interactive agenda was open for comments and questions to 17th April 2020.
 3. Week of 20th April 2020 (first week of Summer term): Chairman, Vice-Chairman and Principal discussed comments and questions; and further comments added; Chairman 'closed' meeting.
 4. The Clerk circulated a Note of the meeting on the Governor Portal.
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NOTES of Governors' comments and questions
Responses by Principal and further comments

Governors:	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	
√	Mr Deen Fahmy	
	Councillor Matt Noble	
	Mr Tomasz Patzer	
	Mr Jordan Phillips	
	Dr Samer Taslaq	

In Attendance:

- Ms Jane Button - Assistant Principal, Business Support Services
- Ms Alison Muggridge - Assistant Principal, Curriculum and Quality
- Ms Jill Jaffray - Head of Resources
- Ms Jane Hadsel - Clerk to the Governing Body

Numbering in these Notes follows the sequence of Board minutes.

01/20 GOVERNORS' ATTENDANCE

Governors were requested to respond on the interactive Agenda that they had read the papers; recorded by symbol √ in the table above.

02/20 MINUTES OF THE PREVIOUS MEETING OF THE BOARD

Minutes of the meeting held on 3rd December 2019
Report Item 2.

1. The Minutes were approved.
2. **MATTERS ARISING:**
Actions completed / matters arising closed:
Minute 33/19: Creative Industries presentation slides on Governor Portal.
Minute 37/19: Finalised SAR on Governor Portal (under 3 December 2019 meeting).
Minute 38/19 Risk Register on Board agendas for meetings March and July 2020 – on April meeting agenda.
Minute 41/19: Governors to sign up for Term 2 governor engagement visits.

ACTION: Minute 38/19: Dashboard on Board agenda for meetings March and July 2020.- Deferred from April meeting; to resume for July Board meeting.

03/20 REPORT OF THE PRINCIPAL AND HEAD OF SERVICE

Report Item 3.

Governors' comments and questions:

- Q 1. Governors commended WAES on being successful in the Positive Pathways Project
- Q 2. What is the current staffing situation due to illness, caring responsibility etc.? Staffing is already near full capacity with very little sickness.

Response by Principal: There are some challenges for staff who have caring responsibilities combining this with working from home.

- Q 3. Resources for staff and learners: are there resources such as laptops that staff still need to enable working remotely? What help, if any, can be given to learners to work remotely if they do not have laptop or internet access?

Response by Principal: Additional equipment is being sourced and deployed as required for both staff and learners. Westminster City Council has made 30 laptops available that will support this effort.

04/20 FUNDING POSTION

Report Item 4

1. **Update by the Principal further to the report and following discussion with the Chairman:**
The GLA and ESFA have confirmed that providers will not be subject to retrospective claw back for 2019/20, as long as the providers was on target at the mid-year return to achieve the funding target. Our mid-year return forecast achievement of 101% of funding for GLA and 100% of funding for ESFA. This puts WAES in a good position with both funders.

05/20 RISK REGISTER 2019-20 Update

Report item 5.

- Q 1. Governors recognised that is likely that the current situation and continued lockdown will require radical review of timetabling and actioning; and that the Risk Register will have to reflect the 'new world' after the pandemic. There is also a possibility that funders' criteria will change, and that the London 'vision' will also be reviewed.

Response by Principal: Agree the risk register and other plans will need review.

06/20 STAFFING AND HR MATTERS UPDATE

Report item 6.

Governors' comments and questions:

- Q1. Proposal for pay award for teaching staff of 2% to give parity for all staff in the Service; and to be backdated to 1 September 2019:
Proposed by Chair, seconded by Vice-Chair, Agreed.
- Q2. Furloughing of staff: the Government has said it would pay 80% and the employers, if they can, top up with the remaining 20%. Is that compulsory, and is WAES planning to do that? Are we doing that?

Response by Principal: As the GLA and ESFA have committed to paying our grant, staff who primarily deliver these programmes do not need to be furloughed and the majority of the provision is being delivered remotely. However, staff delivering full-cost programmes could potentially lose pay, as this is not covered by the grant. These courses are also the practical workshops that we have had to cancel and refund fees. Westminster City Council's (WCC's) position is not to furlough staff. The Principal & Head of Service has requested an exception to this due to loss of income of approx. £40k and the need to cover pay of £15k for the five members of staff affected.

07/20 COMMITTEES

Governors' comments and questions:

- Q1. The Chairman and Vice-Chairman proposed that similar arrangements to this Board meeting be made for Resources Committee and Performance Review Committee meetings in the summer term with members sending in their comments which would then be reviewed by the Committee Chairs and the Principal; feedback to Governors. This was agreed.

Response by Principal: Agreed; and a schedule would be drawn up and circulated to Governors.

ACTION: Clerk (appended at the end of these Notes)

7.1. RESOURCES COMMITTEE

Report item 7.1.

Summary of Minutes of meeting held on 11th February 2020
Received.

- Q2. The delegation of approval of the budget 2020-21 to Resources Committee was agreed.

ACTION: Budget approval to Resources Committee meeting.

7.2. PERFORMANCE REVIEW COMMITTEE

Report Item 7.2.

Summary of Minutes of meeting held on 10th March 2020
Received.

08/20 BOARD COMMUNICATIONS

Governors' comments and questions:

- Q1. Governors asked that their thanks and appreciation be extended to all staff for their work in adapting and maintaining the Service and for their continued endeavours.
- Q 2. It was agreed that the Board meeting(s) in the immediate future (summer term) be conducted in same remote way as this Board meeting until further notice.

Response by Principal: Agreed to communicate the Board's thanks to staff (e-news); Schedule had been agreed above (07/20) to be circulated to Governors.

09/20 CONFIDENTIALITY of papers and proceedings

None.

10/20 OTHER URGENT BUSINESS

1. The Board noted the WCC appointment of Councillor Matthew Green as the Council Cabinet Member with oversight for WAES in the portfolio; and that Greg Ward was, at present, the Interim Executive Director of Growth, Planning and Housing.

Post meeting note sent to the Board 24.04.2020
Jane Hadsel, Clerk to the Governing Body

Westminster Adult Education Service

Schedule for remote / Virtual Governing Body Meetings April – July 2020

Board / Committee	Papers uploaded to Portal, alert sent	Deadline for Governors' comments	Review of Governors' Comments by PHoS, Chair(s) & Clerk	Clerk Feedback to Governors
Board	Friday 3 April	Friday 17 April	Wednesday 22 April	Friday 24 April
Resources	Thursday 7 May	Friday 15 May	Tuesday 19 May	Tuesday 19 May
PRC	Tuesday 2 June	Friday 12 June	Tuesday 16 June	Tuesday 23 June
Governors Self-Assessment	Tuesday 16 June	Tuesday 23 June – Interactive session via most accessible platform as advised by IT		
Board	Tuesday 7 July	Tuesday 14 July	Tuesday 21 July	Tuesday 21 July