



MINUTES of a Virtual Meeting of the Board of Governors held on 14th July 2020

5.00 pm: meeting started.

	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

MINUTES

17/20 CHAIRMAN'S UPDATE / APOLOGIES / DECLARATIONS OF INTERESTS

1. The Chairman welcomed Governors and the Senior Team to the third all-Governors' virtual meeting this term (Special meeting on 18 June and Governors' self-assessment discussion on 23 June).
2. Apology for absence received from Tomasz Patzer.
3. Declarations of Interests for this meeting: None.
4. Register of Interests and Continuing Eligibility- Annual update for 2020-21.
It was agreed that Governors would email their completed Register of Interests forms to the Clerk.

ACTION: Governors to send completed forms to the Clerk.

18/20 MINUTES OF THE PREVIOUS MEETINGS OF THE BOARD OF GOVERNORS

1. Meeting of the Board of Governors 3rd April 2020
Report Item 2.1. Approved.
2. Special Meeting of the Board of Governors 18th June 2020
Report Item 2.2. Approved.

3. Matters Arising from Minutes not on the agenda or in reports to this meeting:

Minute 13/20 (18 June 2020 meeting): In context of discussion about the WAES' Reserves Policy, future accommodation strategy and where WAES stands in the Church Street redevelopment project, the Principal and Chair would report back to the Board on their discussions with WCC, as and when timely.

ACTION: Principal would keep the Board informed of discussions with WCC about WAES' accommodation.

19/20 REPORT OF THE PRINCIPAL AND HEAD OF SERVICE

Report Item 3.

Lead: Principal and Head of Service

1. The Report summarised WCC's Recovery and Renewal planning in light of the Covid-19; and detailed WAES' responses and planning at this point. The Report summarised how what WAES does and has to offer supports WCC's key priorities in its recovery plan.
2. The Principal drew attention to the link in her report to the Council's paper on its response to Covid -19 and immediate implications for its "City for All" strategy. She advised the Board that how the Council responds would impact on WAES and, in particular, would likely have further implications for WAES' future accommodation.
3. The Principal reported that she had recently met the newly appointed WCC Executive Director for Growth, Planning and Housing who has oversight for WAES in her portfolio (Report 2.3). In addition, (Report 5.2), the Council had started working with an accommodation strategy consultant to assess all the Council's accommodation requirements in the light of Covid-19 with a general steer to reducing significantly its physical footprint. She said that this would be a good opportunity for WAES to reset the accommodation future of WAES.
4. The Principal added to the Report 3.2 about WAES Business Support Services that WAES would continue to use the telephone 8X8 system for the next academic year; this had proved this term to be useful in staff communications while working off site.

Governors' discussions and questions:

5. A Governor asked which groups of learners did WAES expect back on site first in September.
Response: The Principal asked the teaching staff Governor to respond who had been directly and intensively involved with WAES' learners with disabilities this term who said that these learners had been prioritised in contacting and staying in communication with and also with their families and carers at home who had faced many challenges in the change to virtual learning. WAES was planning to see how best to bring these learners back on site in Covid-19 safe conditions. Teaching staff had been able to send some hard copy to some of these learners at home this term.
The Principal reported also that some in-person exams were planned for July at Lisson Grove; preparations were well in hand for making the site safe and accessible for them.

6. A Governor asked what a blended learning offer might look like (Report 4.6.)
Response: The Assistant Principal, Curriculum and Quality said that they were aiming to offer what mix of in-person and on-line learning would work best for which courses, ranging from some classes to start on site and others to start on-line. Specific support services would be needed for some courses, e.g. graphic design requires some specialist equipment at a Centre; and hence timetable planning for access to this needed to be built into that programme.
7. Governors noted and commended the range and initiatives WAES had taken in applying for and successfully obtaining additional funding for specific projects. A Governor drew attention to the project in the GLA funding which included upskilling homeless people in Westminster.

20/21 WAES KEY PERFORMANCE INDICATORS DASHBOARD JULY 2020

Report Item 4. (presentation slides to the meeting)

Lead: Assistant Principal, Business Support Services

1. Governors welcomed the dashboard report which was a new and still evolving report for Governors this year. The Assistant Principal drew particular attention that with the closure of the sites in March, procedures to monitor attendance and retention posed completely different challenges for the vast majority of classes. As of this meeting, WAES could make a reasonable case that attendance was 89.13%, noting that the KPI before the closure in March had been set at 90%.
2. A Governor asked if there might be new or more funding for apprenticeships.
Response: The Assistant Principal said that in terms of quality prior to March, although the WAES apprenticeship provision was smaller than the year before, the quality had much improved vis a vis the Council's apprenticeships with WAES. However, the Covid-19 impact on apprenticeships was unknown at this point. Apprenticeships and the Covid-19 impact on planning was discussed in the Risk Register Report to this meeting

21/20 TEACHING, LEARNING AND ASSESSMENT

Report 5.

Lead: Assistant Principal, Curriculum and Quality

1. The Assistant Principal said that the Report indicated the extent to which the use of TEAMS throughout the organisation has underpinned teaching and learning; TEAMS was now the repository of all courses.
1. Observations this term have shown that key issues in the new virtual learning environment have included the length of lessons and different levels of learner engagement.

22/20 RISK REGISTER JULY 2020

Reports Item 6. and Item 6.1.

Lead: Assistant Principal, Business Support Services

1. Governors agreed they agreed with the RAG rating red about the impact of Covid-19 which forced withdrawal of the full cost in person provision suddenly at the end of March and the impact on fee income in general.
2. Similarly, the impact of Covid-19 on learners who had been enrolled for qualifications was still to be quantified (also RAG rated red at this point).

23/20 STAFFING UPDATE

Reports Item 7. and Appendix Item 7.2.

Lead: Head Resources

1. A Governor asked whether WAES had continued to experience problems with SAP. Response: The Head of Resources said that the issues with SAP had appeared to have settled.
2. Governors noted and welcomed the decisions explained in the Report which improved and stabilised terms and conditions of Course Leaders and also increased the hourly pay rate for part time tutors for training, meetings and administration, which would be monitored.

24/20 GOVERNOR SELF-ASSESSMENT

Report Item 8.

Leads: Chairman of the Board with Assistant Principal, Curriculum & Quality and Clerk to the Governing Body

1. The Board had met virtually on 23rd June, their discussion had been facilitated by the Assistant Principal Curriculum & Quality using a self-assessment of governance questionnaire. This report back to the Board was a draft summary of the many Governors' responses and suggestions.
2. In response to this, Governors agreed that what was needed was a short list of say up to five goals and actions, which were measurable and achievable. They agreed to ask a working group of Governors to consider this and to report back in Term 1.

ACTION: Working Group: Richard Frost, Samer Taslaq and Arinola Edeh would draw up a short list; to be circulated back to Governors via the Clerk.

25/20 GOVERNANCE

25/20.1 Election of Chairman and Vice-Chairman of the Board for 2020-2021

The Clerk orally reported back that Carolyn Keen had been nominated as Chairman and Richard Frost had been nominated as Vice-Chairman for the following year 2020-21 in accordance with the Instrument of Government rules. There being no other nominations, they were duly elected Chair and Vice Chair.

25/20.2 Membership of Committees and Board appointments of Committee Chairs and Vice-Chairs; Governors' meeting dates; cycle of business 2020-2021

Report item 9.2.

Leads: Chairman of the Board, Principal, Clerk to the Governing Body

1. The Board agreed to amend the Terms of Reference of the Resources and Performance Review Committees so that the Board would appoint vice-chairs of both Committees at the same time as Committee chairs.

ACTION: Governors were requested to advise the Clerk by 24th July if they had a Committee preference and whether they would be willing to be the chair or vice-chair of that Committee. The Board Chair and Vice-Chair would discuss this with Governors and confirm the Committees' membership for the start of the next academic year.

2. The Board approved the proposed list of meeting dates of the Board and Committees for 2020-21 (virtual meetings for Term 1 and then to be assessed); and agreed that a date in the summer term would be confirmed for annual self-assessment of governance.
3. The Board agreed that to help keep Board meetings focused strategically; they specifically asked that:
 - Board meetings agendas next year would include a termly update on Equality, Diversity and Inclusion;
 - The Safeguarding Policy for current year would be approved by the Board in Term 1 along with receipt of the annual safeguarding report for previous year;
 - The whole Board would meet to approve the SAR 2019-20 (Self-Assessment Report) and the proposed Quality Improvement Plan (QIP) and KPIs for 2020-21 by making the first PRC meeting in Term 1 an all-Governor meeting. Routine reporting to the PRC for this point in the cycle of business would be included on this agenda.
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26/20 COMMITTEES' MINUTES

Draft Notes of Committees' meetings:

Resources Committee (7th May 2020) Report Item 10.1.

Performance Review Committee (2nd June 2020) Report item 10.2.

Received.

27/20 ANY OTHER URGENT BUSINESS

1. A Governor asked whether the feature My Analytics in Microsoft Outlook which produces data and analysis of how users spend time while logged in was reported to management; and whether, in general, WAES management has a view about the usefulness of this feature. The Principal said she was not aware of any management use of My Analytics; but she would look it and report back if there was.

28/20 BOARD COMMUNICATIONS from this meeting

1. The Board agreed they would like to record their appreciation and admiration to all staff for the way in which they had risen to the challenges of the lockdown to support learners. The Chairman commended the efforts of staff and learners and the turnout at the end of year, first ever virtual WAES celebrations of achievements. The other Governors who had attended these events agreed.

29/20 CONFIDENTIALITY of proceedings at this meeting.

None.

Meeting closed: 6.50 pm