



Westminster Adult Education Service  
219 Lisson Grove, London NW8 8LW

## BOARD OF GOVERNORS

### MINUTES of a Meeting of the Board of Governors on Tuesday 9<sup>th</sup> July 2019 held Westminster City Hall, Victoria Street, London SW1E 6QP 2019

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	
Mr Ken Cooper	
Councillor Lorraine Dean	
Councillor Matt Noble	
Mr Tomasz Patzer	
Mr Jordan Phillips	
* Ms Sue Saunders	
* Dr Samer Taslaq	

#### WAES Executive Board:

Ms Jane Button - Assistant Principal, Business Support Services  
Ms Alison Muggridge - Assistant Principal, Curriculum and Quality  
Ms Jill Jaffray - Head of Resources  
Mr Chris Joseph - Director of Income Generation and External Business  
Ms Jane Hadsel - Clerk to the Governing Body

## MINUTES

**Part 1 of the meeting was considered by the Board to have been confidential** on the basis of commercial sensitivity as work in progress. The finalised report was published by WCC For the agenda of the Policy & Scrutiny Committee meeting held at WCC City Hall on 11<sup>th</sup> November 2019. published

### **PART 2 Non-Confidential**

Meeting started 8.45 pm.

#### **15/19 CHAIRMAN'S REPORT / APOLOGIES / DECLARATIONS OF INTERESTS / BOARD MEMBERSHIP**

1. Apologies for absence received and accepted from Sue Saunders and Samer Taslaq.
2. Arsalen Siddique (staff Governor) had stepped down before this meeting. Ken Cooper (staff Governor) would be leaving WAES at the end of this academic year. The Chairman and Board thanked the staff Governors for their contributions to the Board.
3. The Clerk reported that elections for both staff Governors would be scheduled in the autumn term before the PRC meeting and for them to have a brief new Governor induction.

**ACTION:** Staff Governor elections- Overview of procedure; Principal; Oversee elections- Clerk.

4. Declarations of Interests for this meeting: None.
5. Register of Interests and Continuing Eligibility Annual update for 2019-20  
Report Item 1.4.

**ACTION:** Governors to return completed Register of Interests to the Clerk.

Lead: Clerk

## **16/19 MINUTES OF THE PREVIOUS MEETING OF THE BOARD OF GOVERNORS**

Minutes of the meeting of the Board of Governors held on 2<sup>nd</sup> April 2019  
Report Item 2.

1. The Minutes were approved.
2. Matter Arising: The Chairman reported that Dr Samer Taslaq had agreed to look at mental health issues affecting WAES with a view to identifying possible external funding opportunities.

**ACTION:** Principal would follow up with Dr Taslaq; report back when timely.

Lead: Principal

## **17/19 REPORT OF THE PRINCIPAL AND HEAD OF SERVICE**

Report Item 3. Update on end of year matters and overview of events and projects 2018-19  
Appendices:

**WAES Strategic Plan 2019-2022 and**

**WAES Strategic Plan Statement June 2019- WAES at the heart of Westminster**

(Previously circulated link to WAES website: <https://www.waes.ac.uk/waes-key-policies>)

1. Received.

## **18/19 RISK REGISTER**

Reports Item 4. and 4.1.

1. The Board noted the updated end of year position.
2. It was agreed to review the Register at the autumn Resources Committee meeting to enable feedback and reflection from the WCC Strategic Review.

## **19/19 GOVERNOR ENGAGEMENT**

Report Item 5.

1. Report from Governors' engagement visits in June 2019 (second visit this year) was received.
2. Oral reports to the meeting by Governors about their engagement activities this term:
  1. Jordan Philips visited Pimlico Centre where had seen teaching in action and met some of the students; he was interested in plans to extend the mental health offering in the new term.

2. Lorraine Dean visited Community Learning in the Church St area, "Me and My Mind"; and was interested in seeing this first-hand.
  3. Ellie Botti visited the SouthWestFest held in St George's Square in Pimlico, which she said had been well attended, including lots of families.
  4. Carolyn Keen had also visited this event and at Paddington Green where WAES had a stall. She spoke about the Art Show, commenting on the high standard of framing.
  5. Tomasz Patzer as H&S Link Governor commented on the H&S Committee's monitoring of the kiln incident as reported in Resources Committee. The Principal said the final investigation was pending.
  6. Lifelong Learning Central seminars attended by Samer Taslaq, Jordan Philips, Carolyn Keen and the Principal.
3. Ofsted briefing on the new framework for Governors: It was agreed that Governors should meet for a briefing with the Assistant Principal Curriculum and Quality.

**ACTION:** Identify date in early next term for Governors for Ofsted briefing and to discuss draft self-assessment of governance to feed into the whole Service SAR (annual Self-Assessment Report)  
Leads: Chair and Principal and Clerk

#### **20/19 STAFFING UPDATE**

Report Item 6.

1. Received.

#### **21/19 RESOURCES COMMITTEE**

Draft minutes of the most recent meeting held on 7<sup>th</sup> May 2019

Report Item 7.1

Noted: The approved budget 2019-20 had been circulated on the Governor Portal on 7<sup>th</sup> May 2019.

1. Received.

Approved Minutes of Committee meetings 12<sup>th</sup> February 2019

(Item 3 in Resources Committee meeting 7<sup>th</sup> May 2019)

Report Item 7.2.

2. Received

#### **22/19 PERFORMANCE REVIEW COMMITTEE**

Draft minutes of the most recent meeting 21<sup>st</sup> May 2019

Report Item 8.1

1. Received.

**QUALITY IMPROVEMENT PLAN** Update for this Board meeting

Report Item 8.2.

2. Received.

Approved Minutes of Committee meeting 12<sup>th</sup> March 2019

(Item 2 in PRC Committee meeting 21 May 2019)

Report Item 8.3

3. Received.

**23/19 GOVERNANCE**

1. Carolyn Keen was elected Chairman and Richard Frost elected Vice-Chairman of the Board for 2019-2020.
2. 2019-2020 Membership of Committees and Board appointments of Committee Chairs, Governors' meeting dates and outline of cycle of business were approved.

**24/19 ANY OTHER URGENT BUSINESS**

None.

**25/19 BOARD COMMUNICATIONS**

The Board agreed they would like to express thanks and best wishes to staff and learners in recognition of their successful efforts seen at various end of year events.

The Chairman, on behalf of the Board, gave best wishes to Chris Joseph, who would be leaving WAES at the end of the academic year.

**26/19 CONFIDENTIALITY**

The Board decided that Part 1 was confidential as work in progress; the final WAES Strategic Review Report would be a public document for the WCC P&S Committee. No other matters were considered confidential.

**27/19 Glossary of Terms**

Report Item 13.  
Received.

9.05 pm: Meeting closed.

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Chair

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Date