



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

**BOARD OF GOVERNORS**

**Minutes**

**Meeting held on Tuesday 20<sup>th</sup> March 2018 at 6.35 pm at WAES**

Members present:  
(\*Absent)

|   | Name                    | Post                          |
|---|-------------------------|-------------------------------|
|   | Ms Carolyn Keen         | Chairman                      |
|   | Mr Richard Frost        | Vice-Chairman                 |
|   | Ms Arinola Edeh         | Principal and Head of Service |
|   | Cllr. Barbara Arzymanow |                               |
| * | Ms Ellie Botti          |                               |
|   | Mr Ken Cooper           |                               |
| * | Councillor Louise Hyams |                               |
|   | Mr Matt Noble           |                               |
|   | Mr Tomasz Patzer        |                               |
|   | Mr Arsalan Siddique     |                               |
|   | Dr Samer Taslaq         |                               |

In Attendance: Ms Jane Button (Assistant Principal Business Support Services)  
Ms Sharon Thomas (Assistant Principal Education and Training)  
Ms Jill Jaffray (Head of Human Resources)  
Mr Chris Joseph (Director of Income Generation & External Business)  
Ms Jane Hadsel (Clerk to the Governors)

**MINUTES**

**01/18 CHAIRMAN'S WELCOME AND INTRODUCTIONS**

1. The Chairman welcomed Jane Button in attendance at her first WAES Board meeting.
2. The Chairman said she would like to formally acknowledge Reggie Kibel's contribution to WAES for many years as a Governor. For her work in education and other community services, she was appointed MBE in 2017. Following her recent death, a memorial service was being organised for her family and friends on 2<sup>nd</sup> May in central London. Details had been circulated to Governors.
3. The Chairman brought to Governors' attention that the recently appointed WCC Chief Executive, Stuart Love, would visit the Lisson Grove later at the end of this term, accompanied by Greg Ward, WCC Director of Economy. The Chairman and Executive Board would meet them before touring the site.  
This was flagged up in the Principal & HoS's report, Item 6.

**02/18 APOLOGIES FOR ABSENCE**

1. Apologies for absence received from Ellie Botti relating to a bereavement; and from Louise Hyams relating to the forthcoming Westminster City Council elections.  
The Board accepted their apologies.

### **03/18 DECLARATIONS OF INTERESTS**

None.

### **04/18 MINUTES OF THE PREVIOUS MEETING OF THE BOARD OF GOVERNORS**

Enclosed: *Minutes of the Board meeting held on 5<sup>th</sup> December 2017*

1. The minutes were agreed as an accurate record and signed by the Chairman.
2. Matters Arising and Actions from the Minutes had been completed or were on the agenda or in reports to this meeting save that the Principal & HoS was engaged in ongoing discussions with reference to Minute 35 / 17.4 (**ACTION:** Various to take forward to meetings with Cabinet members and Barbara Brownlee by Chair and HoS including shop front, WAES to be in the communications loop e.g. WCC recent report on community cohesion, SLAs for WAES sites.)  
The Principal & HoS had invited the WCC Executive Director of Growth, Planning and Housing to attend a WAES Board meeting when she might be able to attend.

### **05/18 DRAFT STRATEGIC PLAN**

Report Lead: Chairman and Principal & Head of Service

Appendix- *Notes of WAES self- assessment at Westminster City Hall 30<sup>th</sup> January 2018*

Discussion:

1. The Plan should allude to but not be constrained by external factors not in WAES's control, e.g. challenges in devolution.
2. Agreed that WAES's priorities should clearly align with WCC's 'City for All' aims (and be attentive to any changes after the May Council elections in this respect). WAES priorities should not only embed WCC ambitions but go further by stretching ambition to support adult learners in the wider London area (given that WAES already draws learners from neighbouring LAs).
3. Mission-consider how to demonstrate the aim to be the "best" (learners have many choices in central London). What lies behind the Plan should be understanding what other providers in the locality offer both for comparison and competition; and at the same time, maintaining what WAES was especially good at, including depth of community reach.
4. Consider how to project WAES's aim to be a "leading" provider (rather than "best" which does not convey how WAES is multi-faceted as part of a larger entity (WCC).
5. WAES' values should communicate clearly "Inclusivity".
6. WAES needs to be valued by WCC and also demonstrate that it underpins WCC's aspirations.
7. Rebranding issues: the question was discussed about the extent to which the initials "WAES" can lead to uncertainty about what WAES actually does; agreed to clarify strategy first, then consider rebranding.
8. The Principal & HoS would bring in staff to discuss next stages.
9. The Plan should inform the accommodation strategy.

**RESOLUTION:** The Board agreed the interim position Draft Strategic Plan as work in progress; also agreed to annually review the Plan (bring into Board cycle of business for 2018-19 either at Board meeting or another session).

**ACTION:** Governors were asked to respond to the Principal & HoS with any further comments by the close of term (24<sup>th</sup> March).

The Board would revisit progress at the July BoG following the 8<sup>th</sup> June visioning session.

#### **06/18 REPORT OF THE PRINCIPAL AND HEAD OF SERVICE**

Report: *Briefing Note to the Board meeting*, Report Item 6.

Includes briefing on *GDPR (General Data Protection Regulations)*

Lead: Principal & Head of Service

1. Working with Westminster: The Chairman explained that the purpose of setting up the 8<sup>th</sup> June visioning session (Report 6 para 4.2) was to bring in at the outset some fresh ideas as well as start to make it known in the wider community that WAES intended to be proactive in its strategy for new accommodation. At this initial session with external participants, the focus should be on WAES' role in adult education rather than specific implications in the Church Street masterplan.

**ACTION:** Governors had been informed about the 8<sup>th</sup> June for timings; Further information would be sent.

**Leads: Chairman / Principal & HoS**

3. Governors' attention was drawn to the community event "My Westminster Day" on 1<sup>st</sup> July 2018.
4. GDPR (General Data Protection Regulations) briefing in Report para 6.): WCC was the accountable public body for GDPR and WAES would work with WCC DPO (Data Protection Officer) to comply with requirements; the Report gave assurance that this was in progress.
5. Report 6.1- Briefing Note from Principal & HoS to WCC leader (13.03.18), For Information. The Board agreed these were informative briefings in general; this briefing focused on issues relating to devolution and key points relevant for WAES and WCC. The Chairman suggested that feedback from WCC to the Principal & HoS would be welcome.

#### **07/18 WAES AND CHURCH STREET MASTERPLAN**

Oral update-Lead: Chairman and Principal & Head of Service

1. In connection with the 8<sup>th</sup> June session discussed above, the Chairman asked whether WAES could explore funding from the Community Infrastructure Levy to further explore WAES's strategic and accommodation planning after the June session. The Principal & HoS said that although a previous bid had not been successful, options should be considered.

#### **08/18 GOVERNOR ENGAGEMENT and DEVELOPMENT**

Oral update- Lead: Principal and Head of Service

1. The Principal & HoS suggested Governors come to WAES in the summer term for a Governor Engagement session; feedback to the Board at July meeting.

**ACTION:** Governors agreed they would participate in the summer term Governor Engagement programme, if possible.

**Lead:** Principal & HoS / Assistant Principal Education & Training.

**ACTION:** Governors had agreed they would complete the on-line ETF modules in Safeguarding and Prevent for Governors.

**Lead:** Clerk to follow up responses.

#### **09/18 STAFFING**

Report: *Staffing Matters Update*

Lead: Head of Human Resources

1. The HHR added to the Report para 5.1 that the new WCC contract for HR and Finance would be available from October 2018, in advance of the end of the contract in April 2019.

#### **10/18 RESOURCES COMMITTEE**

Oral update from the meeting 6<sup>th</sup> February 2018

Lead: Committee Chair

1. The Resources Committee had recommended that the Board delegate to the Committee authority to approve the WAES budget at its next meeting (24<sup>th</sup> April 2018) in order to meet WCC's deadlines (Council's financial year is April to April.)

**ACTION:** The Board agreed to delegate approval of the budget 2018-19 to Resources Committee; the Committee will report back to the Board.

**Lead:** Principal & HoS / Resources Committee

2. Approved *Minutes of Committee meeting 17<sup>th</sup> October 2017*: Received.

#### **11/18 PERFORMANCE REVIEW COMMITTEE**

Oral update from the meeting 6<sup>th</sup> March 2018

Lead: Committee Chair

Report: *Quality Improvement Plan and KPIs* (arising from Committee meeting)

1. Committee Chair oral report: PRC had discussed the QIP in detail;  
A new Quality Assurance Co-ordinator had started to monitor both internal and subcontracted provision;  
There were continuing concerns at the gap in Functional Skills in English and Maths.  
The Committee had been given cautious assurance that apprenticeship achievements were beginning to come in;  
The Committee had received the Community Learning Action Plan and commended the staff work in this area;  
The standing report to the Committee on Complaints showed that staff were meticulous in recording responses; in cases where mental health issues were relevant (whether self-declared or not), responding was taking significant staff time.
2. Approved *Minutes of Committee meeting 14<sup>th</sup> November 2017*: Received.

**12/18 GOVERNORS' MEETING DATES 2017-18**

1. Dates had been circulated:  
Resources Committee 24 April at 6.00 pm  
Performance Review Committee 22 May at 4.00 pm  
Resources Committee 19 June at 6.00 pm  
Board of Governors 3 July at 6.35 pm
  
2. **WAES College Business Cycle 17-18 (current year) and approved Curriculum Calendar 18-19**  
For Information-Recommended by PRC for BoG information

Received.

**13/18 ANY OTHER URGENT BUSINESS**

None

**14/18 CONFIDENTIALITY OF PROCEEDINGS**

Governors agreed that there had not been any confidential business at this meeting.

For Information: **GLOSSARY OF TERMS**

Received.

Meeting closed at 8.00 pm.

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Chair

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Date