



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

ITEM 3.  
Board 11 December 2018

**BOARD OF GOVERNORS  
MINUTES**

**Meeting held on Tuesday 3<sup>rd</sup> July 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	
Cllr 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 Calista Francis (Interim Quality Manager)  
Ms Jane Hadsel (Clerk to the Board of Governors)

**MINUTES**

**15/18 CHAIRMAN'S INTRODUCTIONS / PRESENT & APOLOGIES FOR ABSENCE**

1. The Chairman reported that Councillor Louise Hyams had resigned. This meant there was a vacancy on the Board for a WCC nominated Governor. The Chairman said she would write to Louise to Hyams to thank her; and contact the Cabinet Member for WAES about another WCC Governor. (Note: other vacancies on the Board were discussed under Minute 26 /18)

**ACTION**

- **Progress with WCC for a WAES Governor. Lead: Chair and Principal / HoS**

2. The Chairman reported that Barbara Brownlee, WCC Executive Director of Growth, Planning and Housing, had been invited to attend this Board meeting; she had sent apologies and said she hoped to be able to come to a Board meeting next year.

3. The Chairman welcomed Calista Francis, Interim Quality Manager, to this meeting.

**16/18 DECLARATIONS OF INTERESTS**

1. Declarations of any interests to this meeting: None.
2. Annual Register of Interests and Continuing Eligibility to be a Governor  
Report Item 2.2, Guidance note and form for Governors to complete  
Lead: Clerk to the Board

The Register of Interests form was the same as was adopted in 2017. The Clerk has added a section for Governor self- declaration of eligibility upon appointment and continuing eligibility to be a Governor, in accordance with the requirements in the Instrument of Government. The Clerk advised that the Register of Interests should be updated annually, and that Governors should declare new or changes in declared interests as and when they occur in-year.

## **RESOLUTION**

**The Board adopted the Register of Interests template with Governor self-declaration of eligibility and continuing eligibility to be a Governor.**

## **ACTIONS**

- **Governors to complete the form, send to Clerk.**
- **Clerk to circulate on-line WAES Governors' expenses form.**

## **17/08 MINUTES OF THE PREVIOUS MEETING OF THE BOARD OF GOVERNORS**

Report Item 3

Minutes of the meeting of the Board of Governors held on 20<sup>th</sup> March 2018

1. The minutes were agreed as an accurate record and signed by the Chairman.
2. Matters Arising and Actions from the Minutes: it was agreed that these had been completed or were on the agenda or in reports to this meeting.

## **18/18 GOVERNOR ACTIVITY- Readiness for Ofsted**

Reports Item 4 Governors Engagement Activity and Item 7.1 Governors' visits to WAES in summer term 2018 were taken together for this discussion.

Lead: Assistant Principal, Education and Training and Interim Quality Manager

1. Context: Report Item 7.1 listed the seven Governors who had visited earlier this term and which classes or areas. They had been asked by the Assistant Principal to look at a number of the areas for improvements identified by Ofsted (2016 Inspection Report) and in the SAR 2016-17; principally, how were British Values evidenced in the teaching & learning as seen from visiting classes and speaking to staff and learners. This was the second Governor Engagement exercise in the year; the first had been in the autumn term.
2. Discussion: Some Governors visited areas which they had had personal experience of themselves (e.g. Ceramics) which enable them to observe as a practitioner, which was different from those visiting areas for the first time or did not themselves have expertise in the course content. Governors commented that certain classes were more obviously gender biased, e.g. Hair styling class was all female whereas Ceramics was mixed. They said in general they had seen evidence both in wall displays and references in some content in their brief visits to British Values. Some Governors noted that some tutors appeared more able to address different needs of learners within the same classes than other. However, they (the external Governors) stressed that their role was not to mimic or behave as Ofsted inspectors; nor were they trained as WAES observers were in the observation processes in Teaching & Learning.
3. Governors who had participated in the exercise last autumn which was run over a week when they had visited (some in pairs) and accompanied by the Quality Improvement Manager, agreed that they had found that experience productive in improving their knowledge of the provision.
4. They agreed they would like some guidance on their role when visiting classes and support areas both what to look for and also in how best to feedback from their visits. They also agreed they would like a Governor Engagement programme next year.

## **ACTIONS**

- **Guidance for Governors' visits, including feedback process. Lead: Assistant Principal Education & Training.**
- **Governor engagement programme for 2018-19 (timings offered to be circulated well in advance). Lead: Assistant Principal Education & Training**

5. In addition to Governor Engagement as above, the Chair asked Governors whether they would like to meet staff in a more general way in addition to end of year ceremonies at a time when staff were otherwise meeting perhaps at an Open House or similar event at one or more of the sites. Governors agreed they would welcome this. Governors also asked if there might be similar kind of meeting opportunity with Learners.

## **ACTIONS**

- **Opportunity(s) for Governors to meet staff and learners next year. Lead: HoS / Assistant Principal Education & Training**

## **19/18 REPORT OF THE PRINCIPAL AND HEAD OF SERVICE**

Reports Items 5, Stakeholder Engagement Plan, ACL in Central London (April 2018)  
Lead: Principal and Head of Service

1. The report informed the Board of WCC's activity in the Church Street development with the whole Lisson Grove being one of the first affected sites; and alongside that, in view of WAES's moving out in 2022/23 (at the earliest), some refurbishment was needed at WAES' Lisson Grove site.
2. The Board discussed the outline reported in developing WAES' strategic plan; and noted the timings for further consultations with the aim to launch in early December. They agreed that the 8<sup>th</sup> June 2018 visioning session had been an encouraging exercise in developing WAES' position and understanding with stakeholders and with WCC. They discussed the outline of Stakeholder Engagement Plan and suggested that another perspective might be to identify some key sectors of stakeholders.
3. Final report of ACL in Central London: the HoS advised the Board that while no significant changes in funding allocations might be expected initially, by 2020 changes would be expected.

## **ACTION**

**Strategic Plan report to Board in the autumn 2018. Lead: HoS and Chair**

## **20/18 RISK REGISTER**

Report Item 6 and spreadsheet  
Lead: Assistant Principal, Business Support Services

Governors discussed that some risks were out of WAES's control (e.g. Devolution) but nevertheless should be watched while others were more within WAES's control (e.g. full cost courses) and important to WAES' relationship with WCC. The Assistant Principal said that the Executive Board was going to fully review the Risk Register and how risks were to be evaluated for the Resources Committee meeting in the autumn.

## **ACTION**

**Risk Register to Resources Committee in autumn. Lead AP Business and Support Services**

## **21/18 GOVERNOR ENGAGEMENT**

Report 7.1 was considered under Minute 18/18 above.

1. Governors' training  
Oral update by Clerk to the Governing Body

The Clerk reported that all Governors had completed over the past two terms the two on-line Education Training Foundation modules for Governors in Safeguarding and Prevent; and had sent her the certificates as evidence. Completion of these been agreed as a Board training target for this year. Staff Governors had completed the ETF modules set by management for all staff; thereby Governor training mirrored that for all staff.

2. Designated Safeguarding Governor role  
Report Item 7.3 from the PRC Committee  
Lead: Chair of PRC / Principal and Head of Service

The PRC Committee had reviewed the role description for a Safeguarding Governor role; and Dr Samer Taslaq had volunteered for the role. He said he had attended a meeting with the Head of Learning Experience to get started.

### **RESOLUTION**

**The Board endorsed the role description for a designated Safeguarding Governor role and welcomed Dr Taslaq's offer to do this.**

## **22/18 POLICY REVIEW**

### **Volunteer Policy**

Report Item 8 Cover note and Volunteer Policy

Lead: Head of Human Resources

The Head HR confirmed that the policy provided that volunteers would have the same initial training in Safeguarding and Prevent as other staff have; and also referenced the recent requirements under GDPR.

The next scheduled approval would be in July 2021 (the Board would be advised if amendments were needed earlier).

### **RESOLUTION**

**The Board approved the Volunteer Policy.**

## **23/18 STAFFING**

Report Item 9 Staffing and HR Matters Update

Lead: Head of Human Resources

Received.

## **24/18 PERFORMANCE REVIEW COMMITTEE**

### **Oral update from the most recent meeting held on 22<sup>nd</sup> May 2018**

Lead: Carolyn Keen, Committee Chair

Report Item 10.1 Quality Improvement Plan, *For Information*

1. The Committee's three recommendations for this Board meeting had been actioned (activity relating to Governors' readiness for Ofsted, Link Governor for Safeguarding and report back on Governor training in Safeguarding and Prevent).

2. The Committee had discussed the Quality Improvement Plan 2017-18 (Report Item 10.1 enclosed) and in particular: Concern about L2 Maths predicted achievements and what was being done this year (there has been more support in classes), Class punctuality was a mixed picture (a priority identified for attention next year); and apprenticeships and timely achievement (the picture has been improving this year but this was still an area for close monitoring). The QIP had pointed to strengths in Community Learning and the volunteering programme at WAES. Both apprenticeships and Community Learning were especially significant in WAES's relationship with WCC.
3. The Committee was satisfied that complaints were being addressed robustly and had noted that some complaints were disproportionately harder to resolve than others and also took more time to close satisfactorily.
4. Report Item 10.2 Minutes of Committee meeting 14<sup>th</sup> November 2017 approved by the Committee meeting held on 22<sup>nd</sup> May 2018  
Received.

## **25/18 RESOURCES COMMITTEE**

### **Oral update from the most recent meeting held on 19<sup>th</sup> June 2018**

Lead: Tomas Patzer, Committee Chair

Report Item 11.1 Budget 2018-19 as approved by Resources Committee

1. The Committee drew to the Board's attention the budget 2018-19 which they had approved as delegated by the Board to meet WCC's timing requirements. There had been little movement to date (as expected in Period 2); the Service was on track for gross income £8.3 m. and £170K surplus as forecast in the Budget. The Committee noted the Finance Team's careful housekeeping. The Committee was satisfied with the evidence of the Council's position on WAES' reserves, confirming that the reserves were ring-fenced to meet unforeseen costs and to be available for WAES to invest in non-recurring capital or other programmes.
2. The Committee was monitoring work in progress lead by the HoS to establish clarity in WAES's position with WCC in respect to a number of SLAs for the properties which to date had not been resolved.
3. A new marketing strategy was being drawn up, overseen by the Assistant Principal, Business Support Services; and could be a subject for all Board presentation when ready (to be confirmed).
4. Funding position: WAES was forecast to achieve just 0.09% short of the 3% tolerance allowed by the ESFA to avoid clawback; the Executive Board was confident that final year end achievement overall would be within the tolerance.
5. Apprenticeships outcomes showed improvement this year but remained mixed; challenges had been with how apprenticeships were structured as well as in WAES' recruitment of assessors with Functional Skills tutors in particular. The Committee agreed that WAES's levy delivery for WCC was a priority.
6. The Committee was satisfied that WAES was managing its obligations for GDPR; and suggested that as a new area of activity it be added to the Risk Register.
7. Reports Item 11.2.1 and Item 11.2.1 Minutes of Committee meetings 6<sup>th</sup> February 2018 and 24<sup>th</sup> April 2018 approved by the Committee meeting on 19<sup>th</sup> June 2018  
Received.

## 26/18 GOVERNANCE

### 1. Election of Chairman and Vice-Chairman of the Board for 2018-19

This had been notified by the Clerk to the Board with the dispatch of the agenda, asking for nominations. In accordance with the Instrument & Articles of Government (5), the Chairman and Vice-Chairman shall be elected annually from eligible members (eligible members are those nominated and appointed by WCC). Neither Staff nor Co-opted Governors may be elected but may participate in the election.

The Clerk reported that for Chairman, Carolyn Keen had been proposed by Tomasz Patzer and seconded by Arinola Edeh; and for Vice-Chairman, Richard Frost had been proposed by Samer Taslaq and seconded by Carolyn Keen. No other nominations had been received.

## RESOLUTION

**Carolyn Keen was duly elected as Chairman and Richard Frost as Vice-Chairman of the Board for 2018-19**

### 2. Membership of Committees 2018-2019

The Chairman suggested that as there had been some changes in Board membership this year Governors might like to express preferences for which Committee they would like to serve on, within the Committees' terms of reference. The Clerk would circulate the terms of references for the Performance Review and Resources Committees; Governors could communicate with the Chairman any preferences; the Chairman and Vice-Chair would then circulate proposals for the Committees' membership in consultation with other Governors in order that they could convene in the autumn as scheduled. The Board would be asked to ratify memberships and any changes to the terms of references which those Committees suggested at its first Board meeting next year.

## ACTIONS

- **Clerk to circulate terms of references; Governors to respond with any preferences; Chairman and Vice-Chairman propose memberships. Terms of reference and memberships ratified at first Board meeting in 2018-19. Leads: Clerk and Chairman**

### 3. Vacancies on the Board of Governors

Oral update on Governor Search

Lead: Richard Frost, Search Committee Chair

There were three vacancies (out of six places) for co-opted Governors. The Search Committee (comprising the Chair, Principal & HoS and himself) were looking at a number of ways to reach potential governors, including the ETF website for governor search and sounding out local amenity societies. They had considered the range of skills and experiences within the Board at present and had identified that WAES might benefit from specialist property development expertise (in view of the challenges for the Service in WCC's masterplan) as well as showing interests and or experience in adult education with fresh perspectives. The HoS added that a person(s) with particular expertise say in property could also be invited to advise for particular projects, not necessarily join as a full Governor.

He asked should any Governors know of a potential Governor or have suggestions for contacts to contact the Search Committee.

## ACTIONS

- **Update information on WAES website (complete all current Governors' profiles) to assist in recruitment; minor updates to recruitment materials ready for next term. Lead: Clerk**
- **Search Committee to meet early next term. Lead: Search Chair.**

**27/18 GOVERNORS' MEETING DATES 2018-19**

Report Item 13: Outline of Board Cycle of Business and proposed meeting dates 2018-19

Lead: Clerk to the Governing Body

Approved.

**28/18 ANY OTHER URGENT BUSINESS**

None.

**29/18 CONFIDENTIALITY**

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

For Information: ***GLOSSARY OF TERMS***

Received.

Meeting closed at 7.50 pm.

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Chair

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Date