



**Meeting held on Tuesday 5<sup>th</sup> December 2017 at 6.30 pm at WAES  
219 Lisson Grove, London NW8 8LW**

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: Mr George Sabaratnam (Finance Manager) for Item 1  
 Ms Jill Jaffray (Head of Human Resources)  
 Mr Chris Joseph (Director of Income Generation and External Business)  
 Ms Sharon Thomas (Assistant Principal Education and Training)  
 Ms Jane Hadsel (Clerk to the Board of Governors)

**MINUTES**

**30/17 CHAIRMAN’S WELCOME AND INTRODUCTIONS**

1. The Chairman welcomed Mr Mat Noble to his first meeting as a Governor.
2. The Board confirmed Ms Reggie Kibel as Patron (honorary Governor).
3. Mr George Sabaratnam (Finance Manager) was introduced; he would be overseeing financial reporting for the next Resources Committee meeting and in the interim until a new Assistant Principal was appointed.

**31/17 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr. Barbara Arzymanow, Cllr Louise Hyams and Mr Tomasz Patzer. The Board accepted their apologies.

**32/17 DECLARATIONS OF INTERESTS**

None

**33 /17 MINUTES OF THE PREVIOUS MEETING OF THE BOARD OF GOVERNORS**

Report: *Minutes of the Board meeting held on 11<sup>th</sup> July 2017*

1. The minutes were agreed as an accurate record and signed by the Chairman.
2. Actions and matters arising had been completed or were in reports to this meeting except:  
Minute 18/17- Community Learning Strategy to be circulated to the Board.

**ACTION: APE&T to circulate Community Learning Strategy to Governors.**

### 34/17 MEMBERSHIP OF THE GOVERNING BODY

Oral update to the meeting from the Search Committee.

For information: Minutes of *Search Committee: 7<sup>th</sup> Nov (draft), 12<sup>th</sup> Sept, 25<sup>th</sup> July 2017*

Lead: Chair of Search Committee - Richard Frost

1. The Committee Chair reported that the Search Committee had drawn up a governor recruitment pack; it was on the WAES website. Governors had been sent the link and invited to send him any further comments. The Committee would be looking at how to reach potential governors from local employers and a number of other avenues to look for governors who might also have expertise in property development in connection with WAES's future accommodation. The Committee would meet next term.
2. The Clerk had also drawn up a new governor Induction Guide.

### 35/17 REPORT OF THE PRINCIPAL AND HEAD OF SERVICE

Report: *Briefing Note to the Board meeting*

Lead: Principal and Head of Service

1. **Church Street Masterplan and WAES:** The Chair reported that WAES had submitted a response to the WCC consultation in October (this had been circulated to Governors). It was recognised that the WCC Masterplan was driven by housing as the potential sale of land would largely fund the development.
2. The Chair and HoS suggested that WAES could facilitate bringing together other potential participants in the Church Street area; and that it could be productive for WAES to engage with other stakeholders.

**ACTION: Take forward discussion how to raise WAES profile and participation in the masterplan; WAES's strategic plan / potential to engage with other stakeholders- Chair and HoS.**

3. **London ACL Review:** The HoS said that she would respond to the draft Skills Strategy (Executive Board almost ready to sign off the response); any comments to be sent to the HoS by 18 December.

**ACTION: London draft Skills Strategy - HoS to submit response from WAES; any comments to HoS by 18 Dec**

4. Small Business – WAES shopfront: The initiative had not been realised. This and other communication matters were in ongoing discussions with WCC.

**ACTION: Various to take forward to meetings with Cabinet members and B 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.**

### 36/17 WAES SELF-ASSESSMENT REPORT 2016-17

Report: *WAES SELF-ASSESSMENT REPORT 2016-17 (SAR - 2<sup>nd</sup> draft)*

Report: *Apprenticeships report to the Board meeting* (update to BoG requested by PRC)

Report: *Quality Improvement Plan 2017-18* (Draft targets, most recent version)

Leads:

Assistant Principal Education & Training and Director of Income Generation & External Business)

1. **Self-assessment discussion session held immediately before this Board meeting**  
Recently appointed governors had found it useful.  
It was agreed to take up the offer from the facilitator for a follow up session (two-three hours) and to look at how self-assessment might help with setting a new strategic plan (2018-21) and how to better support the leadership team.

**ACTION: Finalise date (Chair / HoS) at WCC Strand offices. Arrangements to be confirmed- Clerk.**

## **2. WAES Self-Assessment Report 2016-17**

- 2.1 This was the second draft, pending final data which would not be available until January; and national benchmark data would also be available in January. WAES was waiting for outcomes for apprenticeship and the learner survey data. The APE&T said that there had been Tri-Borough moderation in adult learning for the first time this year which had been useful. The final SAR was due at the end of January. Governors noted that the table (pg.4) said that outcomes for learners was borderline 'Good / Requires Improvement', pending final data for apprenticeships which at present was judged as 'Inadequate'.
- 2.2 Discussion: WAES had about 10,000 learners; for the learner survey about 900 had responded; this was the norm for the sample for the survey. Areas for improvement (pg.10) included: more timely reviews of ILPs, further work to embed British Values in some subjects (an Ofsted point in the last Inspection), narrowing the gap in achievement of some ethnic minorities.
- 2.3 Apprenticeship update: the Dir IG said that at present 40.9% was the timely achievement outcome; final data in January. WAES had experienced more problems with internally delivered apprenticeships than with subcontractors. Governors noted serious potential consequences might include an Ofsted inspection, ESFA intervention and impact on future funding and reputational risks. The report outlined a number of actions being taken to address issues this year.
- 2.4 The Board approved the SAR.

**ACTION: Circulate to Board final SAR as submitted in January 2018 – APE&T would include brief cover note to explain any changes since 5th December BoG meeting (impact of final data on the summary self-assessment gradings).**

### **37/17 GOVERNOR ENGAGEMENT and DEVELOPMENT**

1. Governors orally reported on their governor engagement activities this term:  
R Frost and T Patzer had visited ESOL class; noted a high level of learner engagement.  
S Taslaq had met with staff involved with WAES safeguarding and how staff process learners' self-declarations for any mental health issues they record upon enrolment.

**ACTION: Brief update to the next Performance Review Committee meeting on learners' metal health and challenges these pose for staff.**

E Botte visited Ceramics (she knew the tutor and area from her own experience).

C Keen visited Floristry and Graphic Design at Pimlico; she noted cramped accommodation but enthusiastic staff.

A Siddique visited Marketing; noted that Marketing are working to see how to follow up enquires with Admissions.

K Cooper visited Admissions; noted how capturing useful learners' data upon enrolment has improved since he started at WAES four years ago

**ACTION: Governor engagement programme for next term and remainder of the year- APE&T / HoS to circulate information.**

### **38/17 STAFFING**

Report: *Staffing Matters Update*

Lead: Head of Human Resources

It was reported that the vacant post for Assistant Principal Business Support Services had not been appointed; to be re-advertised next term. At present there was also a vacancy for the EB Support Officer.

### **39/17 POLICIES**

Recommendations of Performance Review Committee meeting 14.11.2017 for Board approval  
Reports: Cover report and two policies- *Safeguarding and Prevention of Radicalisation Policy*  
and *Equality, Diversity and Inclusion Policy*

Lead: Principal and Head of Service

1. The HoS said that the Board would receive the E&D Policy Action Plan for information next term.

**RESOLUTION: The Board approved the *Safeguarding and Prevention of Radicalisation Policy*, and *Equality, Diversity, and Inclusion Policy*.**

2. Governors agreed they would complete the short, on-line modules for Governors thorough the ETF website this year. The Clerk had circulated the web links.

**ACTION: All Governors would complete on-line modules and report completion to the Clerk.**

**40/17 PERFORMANCE REVIEW COMMITTEE**

Oral update from the meeting 14<sup>th</sup> November 2017

For information: approved *Minutes Committee meeting 14<sup>th</sup> June 2017*

Lead: Committee Chair- Carolyn Keen

**ACTION: Governors would be invited to attend Staff Inset day next term.**

**41/17 RESOURCES COMMITTEE**

Oral update from the meeting 17<sup>th</sup> October 2017

For information: approved *Minutes Committee meeting 11<sup>th</sup> July 2017*

Lead: Committee Chair- Thomas Patzer

**ACTION: Update to next Resources Committee on WAES' IT disaster recovery plan- HoS**

**42/17 BOARD AND COMMITTEE MEETING DATES 2017-18**

1. Dates of meetings had been circulated and were on the agenda.
2. Report: *WAES DRAFT BUSINESS PLANNING CYCLE 2017-18*  
Received.

**43/17 ANY OTHER URGENT BUSINESS**

None.

**44/17 CONFIDENTIALITY OF PROCEEDINGS**

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

Meeting closed at 8.30 pm.

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Chair

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Date