

# WQE & Regent College Group

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**Minutes of the Corporation Meeting  
Held at the University Road Campus on  
18 December 2019  
Commencing at 5.00 pm**

**Members of the Corporation present:**

Stuart Dawkins, Chair  
Bernadette Green, Neil McGhee, Nisar Navsariwala, Philip Parkinson, Amrik Singh,  
Rosie Whitley, Paul Wilson, Aaron Winterton & Jimmy Zachariah

**In attendance:**

Peter Butcher, Tim Cullinan, Carolyn Davies, Dawn Haywood, Andrew Jackson,  
Sarah Oldfield & Donna Trusler

**Apologies for absence:**

Wayne Allsopp, Joyce Black, Jo Cooke, Sarah Fox, Alistair Lockhart-Smith & Jim Phillips

*The Chair welcomed all to the meeting and Governors were particularly happy to see Peter Butcher back at work and looking well. An email from Joyce Black was read out, thanking members for their support throughout the year and wishing all a very Merry Christmas.*

*It was noted that this was Rosie Whitley's last meeting as Student Governor. The Chair thanked Rosie for her valuable input during this time of great change for the College and presented her with a Certificate of Appreciation from the Corporation.*

**1. Declarations of Interest**

None.

**2. Minutes – Paper 001**

The minutes of the Corporation meeting held 20 November 2019 were approved as a correct record and signed by the Chair.

**3. Ongoing Matters – Paper 002**

These were reviewed and noted.

**4. Governor Training and Development – Future Opportunities**

No new potential training opportunities were identified by Governors. The Clerk proposed an introductory session on the new Ofsted inspection framework for the January meeting, followed up in March with a drill-down into the specific area of Curriculum Intent. Governors were in full agreement with this.

## EFFICIENT & EFFECTIVE GOVERNANCE

### 5. Appointment of Student Governor

The Principal explained that the newly elected Student Executive had nominated Jasmine Andean from within their group to replace Rosie Whitley, whose term of office was coming to an end. It was reported that Jasmine had some relevant experience, being already engaged in politics/Youth Council work.

The Corporation unanimously approved Jasmine Andean as the new Student Governor, for a term of office of one year with effect from 1 January 2020.

## OVERSIGHT OF STRATEGIC DIRECTION

### 6. Principal's Update – Presentation

The Principal updated the Corporation on the following matters:

- ILR: Student Numbers
  - These were broadly as expected and therefore the College was hopeful of receiving some in-year funding.
- New Student Executive
  - The formal handover had taken place and roles had been appointed etc. There was a good presence at both campuses, which was pleasing. It was the Principal's intention to formally thank the outgoing Executive and the Corporation asked that its thanks be extended too.
- Rik Basra Campaign 2019
- Staff Wellbeing Strategy
  - A number of small-group meetings had been held with staff with regard to the College's future approach to wellbeing and these had been very well received. The intent was to start work on the development of a strategy in January and the Corporation would be regularly updated on progress.
- Capital Funding
  - Future possibilities in light of the recent general election result were highlighted. This would be picked up again hopefully in the late spring term.

There were also two confidential items and these are summarised in the confidential annex to these minutes.

*Rosie Whitley left the meeting at this point.*

### 7. College Self-Assessment Report – Papers 003a and 003b

Sarah Oldfield introduced the SAR (Paper 003a), which was a high-level strategic paper designed to encompass an assessment and evaluation of the key strengths and areas for improvement within the College. It was noted that the format had been altered slightly this year to mirror the changes in the Ofsted inspection framework: the College would now be judged on its quality of education in terms of Intent, Implementation and Impact. It was further noted that the recent IT issues at the College had affected the availability of some data in time for the report. It was therefore the intention to update the SAR in January when further data was available.

Supporting the SAR was the College's Quality Improvement Plan (QIP; Paper 003b) which listed the areas for improvement and the steps to be taken to bring about improvements.

Governors scrutinised and discussed the two documents and concluded that the SAR provided a sound analysis of the College's key strengths and areas for improvement and that the judgements were reasonable and the proposed grade descriptors accurate. They further concluded that the SAR, along with the QIP, clearly demonstrated that the College was putting in place appropriate and timely actions in order to secure sustainable improvements.

The SAR was approved as submitted and the Corporation looked forward to receiving the update in January. It was requested that the January revision should also include an explanation of concepts such as 'flipped learning' with which Governors may be unfamiliar.

The Corporation also approved the QIP as submitted, whilst asking the College to decide an appropriate point at which the Corporation could be updated on any matters within it which were not already covered in the annual cycle of reporting.

#### **8. Quality Improvement Statement, Annual Refresh – Paper 004**

The Corporation reviewed a refresh of the College's Quality Improvement Statement.

The Statement set out, in a single place, the main strands of the College's approach to quality improvement. The College sought to develop and implement efficient procedures with the intention of supporting continuous improvement in key areas of the College's work with its students as well as creating a cyclical approach through which to monitor and revisit the impact of the College's work on student experiences.

The approach was also intended to balance the internal needs for reviewing opportunities for improvement activity with the main external assurance demands from regulators and others. It also provided a framework through which to co-ordinate the central support and resources necessary for leaders of Curriculum Areas and support teams, as well as individuals within these teams, to assume local responsibility for QI work wherever possible.

After due scrutiny the Corporation approved the document as submitted.

#### **9. Strategic Development Plan 2019-2022 – Papers 005 and 005a**

The Principal introduced the Plan (Paper 005), noting that it should look broadly familiar to Governors. The supporting document (Paper 005a) plotted out the College's proposed path over three years in terms of some of its Key Performance Indicators.

Governors considered the Plan to be realistic and the targets achievable and endorsed both, subject to the addition of an additional objective (E5) in the Plan around staff wellbeing.

#### **10. Prevent Risk Register and Updated Action Plan – Paper 006**

Donna Trusler introduced the document, noting that it had been updated to include more significant detail about the challenges being faced and what the College was doing in order to meet them. There was a query around the possibility of national benchmarking, however it was explained that this would not be possible due to the risks being different in different areas of the country; the key therefore was to ensure that the actions taken mitigated the risks identified. Governors felt that given the nature of the topic, annual receipt of this report was not sufficient and requested that it be submitted bi-annually, at appropriate points in the academic year to be decided by the College, unless there was any material movement in the risks, in which case they should be updated at the earliest possible opportunity.

The Corporation unanimously approved the Prevent Risk Register and Action Plan.

*Nisar Navsariwala left the meeting during discussion of the above item.*

## **OVERSIGHT OF FINANCE, RESOURCES & ASSETS**

### **11. 2018-19 End of Year Financial Matters**

Philip Parkinson introduced the following items, all of which had been duly examined and recommended by the Audit Committee:

- a) Audit Committee Annual Report - Paper 007
- b) College Annual Report and Financial Statements – Paper 008  
It was noted that the financial health of the College had been upgraded to ‘Outstanding’ as of this week and therefore the copy of the document that would be signed by the Chair had been amended to reflect this.
- c) College Self-Assessment of Compliance with the Regularity Audit – Paper 009
- d) Annual Report on Internal Controls – Paper 010
- e) Audit Completion Report – Paper 011
- f) QED (Leicester) Ltd Annual Report and Financial Statements – Paper 012

After due scrutiny it was RESOLVED that:

- Each of the above documents be approved and adopted.
- The Chair of the Corporation be authorised to sign the College’s Annual Report and Financial Statements and the Letter of Representation to the External Auditors.
- The Corporation’s thanks be conveyed to Carolyn Davies and her team and to the External Auditors and the Audit Committee for their work throughout the year.

### **12. Student Outcomes & College Performance: Two Year Retention – Paper 013**

Tim Cullinan drew members’ attention to the Vocational Level 3 figures, noting that the dip in retention was largely due to a change in the way in which students were registered from 2018-19 onwards. The rationale behind this change was explained. Governors thanked Tim for the information and noted the College’s aim for retention figures on all two-year courses to exceed 90% by 2020-21.

### **13. Contemplation and Prayer Policy – Paper 014**

Donna Trusler introduced the new Policy, noting that the College had a duty to ensure that students could not be radicalised whilst in its care and therefore needed to ensure that its facilities did not allow for this. The Policy established these facts and the processes used to protect students. Donna requested that any questions be emailed to her directly within the next two weeks.

The Contemplation and Prayer Policy was unanimously approved, subject to comments.

## ROUND UP

### 14. Any Other Business

Governors were reminded to complete the Safeguarding and Prevent reading and online tasks and to submit their completed red forms as soon as possible. Non-completers would be chased up in January.

Sarah Oldfield reported that the Studio 79 Christmas Show had again been excellent this year, as had the Christmas Concert held at University Road on Tuesday 17 December. Governors noted that whilst they were aware of one of these events they did not appear to have been informed of the Christmas Concert. It was requested that the College should try to be more pro-active about informing Governors of events in future.

### 15. Confidentiality

The following item was identified as confidential:

- Minute 6 – part of the Principal's Update

### 16. Next Meeting

5.00 pm, Wednesday 29 January 2020 at Regent Road.

The Chair concluded by thanking members for their attendance and their support for the College over the year and wishing them all a very Merry Christmas.

The meeting closed at 6.55 pm.

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Corporation Chair

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Date

**Corporation 18 December 2019**  
**Confidential Annex**

**6. Principal's Update – Presentation**

*\*Confidential – text removed\**