

# WQE & Regent College Group

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**Minutes of the Corporation Meeting  
Held at the Regent Road Campus on  
10 April 2019  
Commencing at 5.00 pm**

**Members of the Corporation Present:**

Stuart Dawkins, Chair  
Wayne Allsopp, Royston Bayliss, Jo Cooke, Sarah Fox, Neil McGhee, Nisar Navsariwala,  
Philip Parkinson, Jim Phillips, Carol Shaw, Amrik Singh, Rosie Whitley, Paul Wilson,  
Aaron Winterton & Jimmy Zachariah

**In attendance:**

Sue Ashwin, Tim Cullinan, Carolyn Davies & Dawn Haywood

**Apologies for absence:**

Joyce Black, Peter Butcher, Simon Catchpole, Bernadette Green, Andrew Jackson,  
Alistair Lockhart-Smith & Sarah Oldfield

**1. Declarations of Interest**

None.

The Chair informed members that an HR matter would be discussed at the end of the meeting and that External Governors and the Principal only should be present at this discussion.

**2. Minutes – Paper 001**

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

**3. Ongoing Matters – Paper 002**

These were reviewed and noted. The Chair shared his thoughts with regard to possible topics for the strategic planning day, including capital/estates planning, the curriculum and learning landscape and its various changes, academisation landscape. Governors were asked to please email the Chair if they had any other suggestions.

## **TRAINING & DEVELOPMENT**

**4. Governors' Training & Development**

No training needs were identified beyond those already included in the annual plan.

## **OVERSIGHT OF STRATEGIC DIRECTION**

**5. Principal's Update - Presentation**

Paul Wilson updated the Corporation on a number of matters including:

- Risk Management around the Summer Project
- Industrial Relations
- The Curriculum & Guidance Leadership Review
- The Support & Business Services Review
- Transition Planning and Communications
- Funding Bodies and Key Agencies
- Oxford & Cambridge Offers
- Careers Events and Trips & Visits
- Prevent Young Leaders
- The CENBASE Joint Training Day – 6 June 2019

Governors requested a further update on risk management around the summer project at the next Corporation meeting.

Governors also requested a presentation on the Revised Financial Intervention Arrangements at a future meeting.

### **OVERSIGHT OF STUDENT OUTCOMES & EXPERIENCES**

**6. Update on Retention, Attendance and In-Year Progress** – Paper 003

Tim Cullinan introduced the report, noting that this is one of the areas where the College is still operating under two very different systems; however, this will be harmonised next academic year. Governors noted that retention overall was up, which was pleasing, and that attendance overall was acceptable. They agreed that the report showed a positive picture with regard to in-year progress, although accepting that this data was based on predictions and therefore somewhat subjective.

### **OVERSIGHT OF PAY & CONDITIONS OF SERVICE**

**7. Support Staff Pay Settlement** – Paper 004

Paul Wilson introduced the paper detailing the recommended settlement which followed the national recommendation. Bands above the national guidance were also updated by 1% in line with the recommendation that all bands above point 33 be increased by 1%. Copies of the revised combined pay spine in line with this were made available for reference.

The Support Staff Pay Settlement was unanimously approved.

**8. Grievance Policy (senior post holders)** – Paper 005

**9. Capability Policy (senior post holders)** – Paper 006

**10. Disciplinary Policy (senior post holders)** – Paper 007

These three Policies were taken as a bundle. The Chair explained that they were routinely updated every four years and were therefore now presented for re-approval, with very minor amendments having been made to formatting and dates.

The Grievance Policy (senior post holders), Capability Policy (senior post holders) and Disciplinary Policy (senior post holders) were unanimously approved. The Principal abstained.

## OVERSIGHT OF FINANCE, RESOURCES & ASSETS

**11. Management Accounts – Paper 008**

The Corporation reviewed the Management Accounts for February 2019. Investments were discussed and it was noted that these will be reviewed in the autumn term. It was confirmed that part of the loan had been paid back on 29 March as agreed.

*Aaron Winterton left the meeting at this point.*

**12. Updated five-year financial forecasts**

Carolyn Davies gave a brief presentation, noting that this was a 'rough sketch' and actually only covered three years. Work is now ongoing to refine this picture using actual details rather than projections. Governors noted that there were potential challenges ahead for 2020 and that all of the factors driving these were out of the College's control. Carolyn suggested that the College should wait for the outcome of the Comprehensive Spending Review before attempting to develop any plans to mitigate these challenges. Governors queried whether other Colleges were in a similar position and Carolyn agreed to do some research around this and report her findings within the full Five-Year Financial Forecasts and Five-Year Plan to be reviewed at the next meeting.

**13. Annual Review of the Health & Safety Policy – Paper 009**

Carolyn Davies introduced the Policy, noting that it is required to be reviewed annually. Having been extensively reviewed post-merger, nothing substantial has changed since then.

The Health & Safety Policy was unanimously approved.

## ROUND UP

**14. Any Other Business**

Governors enquired whether the result of the External Audit Contract Tender had been communicated to the firms in question. Carolyn confirmed that it had.

**15. Confidentiality**

None.

**16. Next Meeting**

5.00 pm, Wednesday 22 May, Regent Road campus.

*Staff and student Governors and College staff withdrew from the meeting while a confidential matter was discussed. The minute in relation to this matter was recorded by the Chair and is summarised in the confidential annex to these minutes.*

The Meeting closed at 7.10pm.

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Corporation Chair

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Date

Corporation 10 April 2019  
Confidential Annex

17. **Confidential HR matter**  
*\*Confidential – text removed\**