

WQE & Regent College Group

Corporation Meeting
26 May 2021, 17:00, virtual via Zoom

MINUTES

Members of the Corporation in attendance:

Stuart Dawkins (Chair), Wayne Allsopp, Joyce Black, Bernadette Green, Alistair Lockhart-Smith, Jash Maadhavji, Neil McGhee, Nisar Navsariwala, Ing'utu Palmer, Philip Parkinson, Jim Phillips, Allfaz Samnani, Amrik Singh, Paul Wilson, Aaron Winterton & Jimmy Zachariah

Apologies:

Jo Cooke, Jash Maadhavji

Other invitees in attendance:

Carolyn Davies, Andrew Jackson, Sarah Oldfield, Donna Trusler, Eddie Playfair & Rachel Middleton

1. Welcome and apologies for absence

The Chair welcomed all attendees to the meeting. Eddie Playfair from the Association of Colleges, the visiting speaker for the Governor Conference, was welcomed by the Chair. Apologies were received from Jo Cooke. Jash Maadhavji was also absent from the meeting.

2. Declarations of Interest

There were no stated declarations of interest in agenda items.

3. Minutes and matters arising

The minutes of the Corporation meeting held on 21 April 2021 were approved as an accurate record of proceedings. The Corporation reviewed the matters arising captured in the action list. The rolling actions were updated. The following action was completed between meetings:

- Provide feedback or proposed changes to the Critical Incident Management Plan to DT and RM within a fortnight of the meeting

OVERSIGHT OF STRATEGIC DIRECTION

4. Principal's Update – (to follow) – *For information and questions*

Paul Wilson – Presentation

The Principal covered the following topics:

- ESFA College Finance Assessment Letter and Dashboard
- Comparative financial health data for the wider Sixth Form College sector

- Teacher assessed grades – arrangements for dedicated assessment weeks
- Internal assessment, moderation and verification plans
- Summer works programme tender and financials
- Summer works timelines
- Travel Plan completion – to be further discussed at a future Corporation meeting.

Action PW

- Security and safety improvements in conjunction with University of Leicester
- Recruitment of Tim Rogers as Associate Principal (Performance Planning and Curriculum), with effect from start of autumn term
- Post-16 Capacity Fund opportunity

In relation to the Post-16 Capacity Fund the Principal outlined the opportunity which successfully applying to the Fund would grant the College, especially in the context of current capacity and student demand, linked to the College's aspiration to deliver the vision for the whole estate outlined in the current estates strategy. Governors noted that the short deadlines for bidding and delivering a project would create additional demands in terms of staff resource at an already busy time, but were assured by the Principal that the benefits to the College would be worthwhile and could deliver important resource to progress aspects of need within our estates strategy. The Principal informed the Corporation that there needed to be secure Governor approval of the proposal in order to submit a bid.

The Corporation noted the submission deadline of 14th June and the deadline for completion of works associated with the project (August 2022). The Corporation approved the proposal submission, authorising the Principal to continue the process to bid.

In relation to the Summer 2021 phase 1A programme, Governors queried whether recent national news about strained supply chains would be a factor that the College had considered and whether this should be factored into the significant risks on the Risk Register. The Principal acknowledged the concern and explained the range of risk mitigation measures, including a financial contingency within the agreed budget.

Governors asked whether there was any update to the issue of access on to the University Road campus. The Principal confirmed that a statement on the website will be posted shortly indicating the College's intention to collaborate with the local Council to conclude any formal processes as appropriate.

Governors asked whether the contractual arrangements with the University of Leicester in terms of safety and security was underpinned by due diligence work relating to GDPR and privacy. The Principal affirmed this was the case.

OVERSIGHT OF FINANCE, RESOURCES & ASSETS

5. Management Accounts – March 2021

Carolyn Davies

Governors noted the March 2021 Management Accounts. No questions were raised.

6. Management Accounts – April 2021

Carolyn Davies

The latest forecast showed an improved financial picture. This better reflects what the College has been able to deliver. Some projects have been deferred to 2021/2022, or beyond.

Governors queried test and trace costs to the College. CD confirmed that lateral flow testing had cost the College c. £60k and test and trace was additional to this figure. The College expects to recover some of the costs, having submitted a claim for additional costs caused by the pandemic. If the claim is successful, this will render the lateral flow test costs broadly cost neutral.

Governors queried the changes to car park access rights and sought clarification over the relevant passes required to drive through barriers on both campuses. **Action RM and PW to provide some clarity to Governors on this matter and on door-entry passes for Governors**

ROUND-UP

7. Any other Business

There were no matters of AoB.

8. Next Meeting

Wednesday, 30 June, 17:00, via Zoom

The meeting concluded at 17:51.

Chair's signature:

Date:

Action List

	Actions arising from 3rd March 2021 Committee meeting	Who is responsible?	Date for completion
1.	Contact Governors to confirm gender and ethnicity for Equality & Diversity Report	RM	A couple of Governors are yet to respond and have been prompted
2.	Recirculate updated Equality & Diversity Report to all Governors	RM	Contingent upon action 1
	Actions arising from 21st April 2021 Committee meeting	Who is responsible?	Date for completion
3.	Table paper on student mental health will be tabled at the June 2021 meeting of the Corporation	DT and RM	Before June Corporation meeting
4.	Lobby for clarity on examination board fees	PW	
5.	Investigate options for a portal or repository for governance documents	PW and RM	Before September Corporation meeting
6.	Send all governance meeting dates to Governors and ELT for 2021-2022	RM	Awaiting confirmation of room allocations
	Actions arising from 26th May 2021 Committee meeting	Who is responsible?	Date for completion
7.	To discuss the Travel Plan at a future Corporation meeting	PW	
8.	Communicate to Governors the arrangements for car parking passes at both campuses	PW and RM	