



Part 1 Minutes of the Meeting of the Governing Body Held on 28 March 2023 2023 at 7.15pm via MS Teams

Present

Gideon Schulman (Chair)
Annette Cast (Principal)
Sundeep Bhandari
Kate Parsley
Terry Butland
Carlton Downie
Kevin Moir
Ying Kay
Paul Goodman
Amelia President
Ramin Hashemian
Sweetsan Manijam (Student)
Tianna Smith (Student)

In Attendance

Bob Pattni (DP Finance and Planning)
Lois Vassell (VP C&Q)
Robert Heal (Director of Governance)

Observers

Frances Wadsworth (Deputy FE Comm)
Steven Hutchinson (Deputy FE Comm)
Rob Lawson (NLG)
Heater Cross (NLG)
Mike Bluestone (Co-opted Governor)

1. Chair's Opening Remarks and report of any Chairs Action taken since the last meeting:

The Chair welcomed all to the meeting, noting that this was a special meeting with two key agenda items. Therefore, normal business would be taken as read and any questions could be made.

2. Apologies for Absence

Apologies were received from Viresh Paul, Ramya Vadivel and Jean Lammiman due to work or other commitments.

3. Declaration of Interests

None

4 Minutes of the meeting held on 13 December 2022

These were accepted as a true record and approved.

4ii. Action points review

Action points were reviewed and noted as complete or pending DfE response.

5. Matters Arising not on the Agenda

There were no matters arising not noted on the agenda

Papers taken as read:

The Chair confirmed all questions arising had been responded to prior to the meeting and would be added as an addendum to the minutes below.

6i. The Principals Report**6ii Key performance indicators**

Governors questioned student attendance and punctuality remain problem areas, with no obvious progress. How is this being tackled? The principal responded this has been reported through the KPI report and was last updated to Resources. The Principal is aware that attendance is not where want to be. There have been a number of mitigation measures inc. a change to reporting practices through the introduction of a late desk, students have to sign in if they are late and they are questioned at the point of entry with their reasons recorded. There is now a whole college approach to attendance from staff, with class awards for 100% attendance. Since its implementation Punctuality reporting weekly has seen a step change with Creative Arts topping the award list and being rewarded with pizza. Future attendance will be improved by enrolment training of staff, students on right course, improved timetabling to place key course elements earlier than less exciting activities and a continued focus on punctuality & attendance.

6iii the Risk Register**6v The Annual Register of interests****6vii Committee reports****6viii Emerging risk radar from audit committee**

Papers taken as read were noted by the Governors.

6iv The indicative budget 23/24.

Governors questioned whether the indicative budget takes account of any staff pay award for 2022/23 being discussed by Governors at the moment? The principal responded: The outturn surplus for 2022/23 stated includes this year's College pay award was pending approval. The 2023/24 indicative budget is calculated as stated: The College has factored a percentage pay award within the plan for 2023/24 (though the Board may review this figure in year, dependent on financial and academic performance). A further percentage pay award has been factored in for 2024/25 onwards. Incremental drift has been included for each of the years.

This was approved by the Board

6vi The schedule of Board meetings for 23/24

This was approved by the Board

6ix Policies

Fees policy

Recruitment policy

Sub Contract supply chain policy

These were approved by the Board

The Chair then introduced the Deputy FE Commissioners and thanked them for their recent support.

7. The Deputy FE Commissioners' presentation

Steve Hutchinson introduced himself and overviewed his background and experience. Frances Wadsworth introduced herself and similarly explained, pointing out her experience managing a large capital build and noting the game changing challenge facing Stanmore with the prospective Capital build.

Frances continued, the FE Team have a role of helping colleges and intervention; through changing the dialogue colleges are having, leveraging expertise to signpost best practices and driving improvement through encouraging effective best practices. They question accounting, benchmarking, curriculum planning and staff fit.

Whilst intervention is more structured, colleges can seek tailored support help and there are various elements available. The FE commissioner's office works with colleges, and signposts for other colleges and offer various other active support options. Inc NLG's, observations etc.

Frances reviewed the FE Team in full, noting that the majority are ex-Principals, then introduced the NLG's and NLFE's overviewing their remit and how they help, emphasising the triumvirate of Chair, Principal and Governance Professional as the best way forward. Noting there is a June 16th conference for new Principals and governance professionals on how to work together.

Steve overviewed the tailored strategic review for Stanmore, providing active support. Noting the new capital build is a fantastic opportunity with investment and transformation. He introduced the strategic review package offer. Frances and Steve would look at what might be useful to the Stanmore Board. Exploring different options and advising on strategy, giving an evidential basis to maximise the campus redevelopment. A review of Local area needs analysis for Harrow area. Look at long term financial plans with respect of cost-of-living pressures, government reforms and sector challenges. The approach & methodology was overviewed and how sharing best practices can assist. Identifying external stakeholders and understanding perceptions, strengths and opportunities.

Governors challenged whether demographic evaluation considered? SH responded, this is considered from Local authority data. Employers are consulted and future area employment considered. The college identifies the stakeholders.

Finally, to distil findings into an evaluation report with recommendations.

A report would be forthcoming to the Board in July - Action Agenda Item

The Chair thanked them again for their support so far. Governors appreciated the helpful project and supported it. The Chair asked Frances for any key points from her experience of a large capital build. These were, have close management, separate management, control excitement and remember the job is quality of education. Consider it as two projects; one is the build. As things progress with the build, remember every change costs money! The other is the migration and pedestrian things eg office moves. Don't move old rubbish in cupboards, just because you are moving the cupboard. **FE Commissioners Office can share risk register of a build – Action Dep FE Commissioner.**

Governors asked how many colleges have taken up tailored support help and is there any conflict arising from NLGs appointments? FW responded, a large number of colleges are coming forward and local authority providers, already a large caseload. They look for a match and any proposal is agreed with college. Each Deputy FE commissioner has approx. 6-7 colleges and the team is working on 30 plus. Strategic reviews are a new offer and currently 6 have been completed. VP Curriculum noted proactive work is far better than intervention. Frances explained this as continuous improvement.

The Chair thanked the Deputy FE Commissioners for their presentation and looked forward to the report of their findings.

8. The College strategy presentation

The Principal explained the previous strategic plan was 200 pages, was not well known or understood. After a brave conversation and mindful of current changes and from talking to staff and students it was decided to start again. Governors were engaged, staff consulted, SLT held workshops and with department and student feedback, we developed a revised strategy, which was fed back to the Board. This was to consolidate the outcomes of the Board presentation in December.

To ensure ACCESS

- Provide learners with the skills and qualifications
- To continue to develop the widening participation agenda
- To develop a community college
- To provide strong leadership and governance
- To lead and develop robust local regional and national partnerships
- To maximise the learning and skills landscape

To ensure SUCCESS

- Deliver a demand led curriculum that has at least 80% synergy with local and LEP skills and priorities
- Drive ambitious student centres of quality and learning
- Be a lead provider for 3 curriculum specialisms in North West London
- Establish a new college campus that provides future proof safe inclusive high quality learning environment

To ensure PROGRESS

- To maintain outstanding financial health
- To create lean corporate services allowing resources to be focussed on service delivery
- To develop systematic engagement with employers to meet employer needs and maximise progression into employment
- To become a first-choice employer for post 16 education in North West London

Objectives

1. To provide an outstanding teaching and learning experience
2. To deliver an innovative and relevant curriculum that is underpinned by employability and work ready skills

3. To provide ambitious, responsible educators and leaders
4. To provide outstanding learning environments
5. To develop new ways to further embed and promote Equality, Diversity, and Inclusion.

KPI's are derived to show governors that measures are SMART, meaningful, ambitious, measurable and progressive.

The chair thanked the Principal and appreciated hard work, and asked Governors for feedback.

The Governors discussed and appreciated the strategy and KPI's. They challenged whether finance goals and objectives were sufficient in the document. The Deputy Principal noted there was a financials statement. Governors decided this should be **expanded into a Finance KPI. - Action**

Strategy document to be circulated - Action

The Governors approved the strategy.

9. Proposal to change the July Board Date

The principal proposed a change from 4 July to 11 July to accommodate planned absence.
The governors approved the proposal.

10. The Green Skills funding proposal (approved by Resources Committee)

Governors approved the funding

11. Meeting Review and Evaluation

Governors expressed that they were happy with meeting, it was a good meeting that covered a lot. It was insightful and uplifting with succinct challenging and robust questioning. It was noted that it was a long meeting.

12. Any other Business

No other business

13. Date of next meeting – Tuesday 11th July 2023

Meeting ended at 8:45 pm

Signed

Chair

Date

Action Points

Item	Action	Responsible	Deadline
Previous	Governor Insurance and senior pay setting under revised ONS regulations	BP	Pending DfE
7	An FE Commisioners strategic report would be forthcoming to the Board in July	FE Commissioners Office	July 23
7	FE can share a capital build risk register	SH (Deputy FE Commissioner)	July 23
8	Strategy document expanded to include a Finance KPI.	AC	July 23
8	Strategy document to be circulated after Board meeting	DoG	March 23