

**The College of West Anglia
Minutes of
The Chairs' Meeting
25 November 2020
8.00 am
Remote Meeting – Microsoft Teams**

| | | |
|------------------|------------------|--------------------------|
| Present | Sam Fletcher | Governor (Chair) |
| | Chris Ashman | Governor |
| | Sharon Cambridge | Governor |
| | Andrew Cave | Governor |
| | David Pomfret | Governor (Principal) |
| | Gill Rejzl | Governor |
| Attending | Stephen Halls | Clerk to the Corporation |

1 Apologies

There were no apologies for absence.

2 Declaration of Interests

No interests were declared.

3 Minutes of the Previous Meeting – 30 September 2020

The minutes of the meeting of 30 September 2020 were agreed as being an accurate record.

4 Matters Arising

There were no matters arising.

5 Principal's Update

The Principal provided updates on several matters:

- a) *This item was deemed "Confidential."*
- b) *This item was deemed "Confidential."*
- c) Restructure – a paper would be prepared for the Board's consideration at its December meeting. Following the recent resignation of the Assistance Principal Quality & Students a restructure of the senior management team was now being considered with both Vice Principals offering their suggestions to the Principal.
- d) School of Nursing – T Level funding had now been awarded to the College and some of this grant would be used for this project, alongside Towns Deal funding. It was now being considered that the School of Nursing would operate from a new modular building on the site of the Print Room, now closed (formerly the Pulse8 fitness studio). Recruitment of a senior nurse was now being carried out via the Queen Elizabeth

Hospital. The Vice Principal Curriculum & Learning had met with ARU representatives the previous week. There were currently issues with the validation of the course and the term “nursing” being used in the project title. Options for both issues were currently being reviewed. The Principal would be speaking with Roderick Watkins, Vice Chancellor of ARU, in due course.

- e) Institute of Technology – the College was continuing to work with the University of Suffolk and other partners on this project. It was likely that the business case for phase 1 would be completed on time in December 2020. It was known that West Suffolk College would now no longer be submitting a bid for this initiative as it no longer had 2 FE core partners working alongside.
- f) Coronavirus – there had been a recent escalation in the number of cases, with 5 students now having tested positive for the virus. The Borough Council had raised its concerns about schools and colleges and students’ travelling arrangements. The Council had recruited 15 uniformed services students to be trained as Covid Marshals, providing both valuable work experience and a valuable community service.
- g) English & Maths – attendance was currently at 70% which was lower than would have been liked. Action was being taken to chase up students and encourage them to engage in the on-line teaching being provided.
- h) Spending Review – this was due to be published later that day (25 November 2020) by the Chancellor, Rishi Sunak. The Principal would provide details of this in his strategy paper at the next Board meeting.
- i) Staff Awards – this had taken place with the category winners being notified of their success via Teams.

6 Update from Committee Chairs

- a) F&GP – this committee had reviewed the statutory accounts and would be recommending them to the Board for approval at its next meeting. Sub-contractor partnership activity for the previous year had been reviewed. Student recruitment looked promising for the autumn term. There would be a number of positive adjustments to the medium-term financial plan. Apprenticeship income was a concern, although the Principal confirmed that the reduced apprenticeship target for 2020/21 was likely to be achieved.
- b) Search & Governance – The College was currently working with Peridot Recruitment to recruit new governors to the Board, and specifically a new Chair of the Finance & General Purposes Committee from December 2021. This was an initiative funded by the Department for Education to support the boards of FE colleges.

7 Any Other Business

- a) The Principal advised that he was hopeful of a Diagnostic Assessment Follow-up visit from the FE Commissioner’s team in January 2021, to provide the opportunity to show that the College had successfully actioned all of the recommendations and that finances had improved. In turn, this would lead to a review by the ESFA when, hopefully, it would then also cease its intervention monitoring.

8 Chair’s items for briefing to the Corporation

There were no specific items to note for the Corporation. The Principal would provide updates on all necessary matters in his report to the Board at the December 2020 meeting.

9 Date and time of next meeting

Wednesday, 3 March 2021 at 8.30 am. An additional meeting may be called beforehand should the FE Commissioner's team visit in January 2021.

The meeting closed at 9.00 am