

**The College of West Anglia
Minutes of
The Chairs' Meeting
3 March 2021
8.30 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 – 25 November 2020

The minutes of the meeting of 25 November 2020 were agreed as being an accurate record.

4 Matters Arising

This item was deemed 'Confidential.'

5 Principal's Update

The Principal provided updates on several matters:

- a) Covid-19 – from 8 March 2021 there would be phased return of learners to the campuses, with around 50% of learners receiving some face-to-face teaching each week. Priority groups had been identified, such as high needs learners and those requiring use of workshops and other practical areas. The College's approach for re-opening had been agreed with Norfolk County Council and Public Health England. Temporary staff had recently been recruited and trained to assist with lateral flow testing which learners would be encouraged to undertake. There remained one or two vacancies at the Cambridge Campus for the temporary staff with recruitment continuing.
- b) College Staff Meeting – the Principal held a full staff meeting via Zoom on 25 February 2021 during which staff were asked for their questions to the Principal; many of these related to the return to on-campus teaching. Staff would be given their own test kits for use at home. Students would undertake 3 tests on campus and then be given their own

kits for use at home. The Principal outlined the logistics of how on-campus testing would take place and the procedure that would be followed should an individual return a positive test.

- c) Support Staff Job Evaluation – *This item was deemed 'Confidential.'*
- d) ESFA – a meeting was held the previous week with the ESFA representative during which it was mentioned that the College would be considered as a high priority for assessment of financial returns with a view to potential exit from Early Intervention
- e) Adult Education Budget (AEB) – the sector was awaiting a decision on the tolerance level to be set for clawback on AEB activity. The Principal was expecting a value of around 80%, noting that the College was currently only delivering at 70% of its planned activity.
- f) Income – 16-18 income had performed well, and due to a recent change in funding rules the College would now receive some in-year funding for having more than its planned numbers of students. The Apprenticeship target of £3m would be achieved. The commercial income budget of £1.5m was heavily exposed and it was unlikely that much of this could be recovered before the end of the academic year.
- g) Management Planning Day – this event would enable managers to discuss various operational issues for the College in the current climate, and particularly managers would be considering the proposed flexible/homeworking policy for staff. The HE strategy and the recruitment of staff would also be discussed, noting the continuing recruitment challenges faced by the Technology faculty.
- h) Vet Nursing – a number of staff had been recently 'poached' to work elsewhere, causing difficulties in the continued provision at the Cambridge Campus.
- i) Peterborough University - *This item was deemed 'Confidential.'*
- j) CITB – Bircham Newton – Governors asked for an update on the CITB site. The Principal advised that he understood that the transfer of the site to West Suffolk College had been approved, although there had been no further developments since, probably due to the coronavirus pandemic.
- k) School of Nursing Studies – Governors asked for an update on this project. The Principal advised that Adrian Debney from the Queen Elizabeth Hospital had been appointed to manage the project. Adrian would be liaising with ARU and networking with other interested bodies. The old print room on the King's Lynn campus would be demolished and replaced with a modular building to accommodate the School of Nursing Studies – the modular building project was currently out to tender. Discussions were continuing with ARU.

The Principal's updates were noted.

6 Update from Committee Chairs

- a) Finance & General Purposes Committee – Virginia Grace, the new Head of Finance had attended her first committee meeting in January 2021. Partnerships had been reviewed, noting the reduction in activity being experienced. There were some concerns that the expected reforecast budget had not been presented. With the exception of AEB income, there were no concerns about the overall income targets to the College for the year. The Management Accounts for November 2020 had been reviewed, although it was possibly too early into the year to notice any concerning issues appearing. The TPS contribution grant from the government had been extended into the whole of the 2020/21 and 2021/22 year, which was very positive.

- b) Performance Review & Quality Committee – the Committee noted a particular concern with regard to attendance in English and Maths. ESOL had now become an area of focus for the Committee with staff needing support in online/remote delivery of their subject. Previous issues within Technology were improving and the Committee noted the positive approach conveyed by the Head of Faculty.
- c) Safeguarding – Gill Rejzl attended her first meeting of the Safeguarding Board in January 2021 where concerns were noted with the report provided on safeguarding arrangements in sub-contract partners. Sharon Cambridge met separately with the Designated Safeguarding Lead (Paul O’Shea) to discuss various issues, including the purpose and aims of the Safeguarding Board. Paul O’Shea was appreciative of the feedback received. A further review meeting was planned for the near future. A review of the terms of reference for the Safeguarding Board was also suggested.
- d) Search & Governance Committee – this committee would be meeting later that morning to review 3 applications to the Board; this followed a recent recruitment campaign managed by Peridot Partners, funded by the Department for Education. Following the review, the Committee would then be making its recommendations to the Board.

7 Any Other Business

There were no items of other business.

8 Chair’s items for briefing to the Corporation

There were no specific items to note for the Corporation.

9 Date and time of next meeting

Wednesday, 28 April 2021 at 10.30 am.

The meeting closed at 9.55 am