

**CITY OF WOLVERHAMPTON COLLEGE**

**Minutes of a Meeting of the Board of Governors held on  
Monday 30 January 2023 at 5pm via Teams**

**PRESENT**

Mr Mike Hastings (Vice Chair)	Mr Sam Duru
Mr Clarence Crosdale (Vice Chair)	Mr Ian Gardner
Ms Sally Slater (Staff Governor)	Mr John Bradford
Mrs Amanda Tomlinson	Mr Trevor Dutton
Mr Mal Cowgill	Mrs Hshaana Knight
Ms Anya Priya Luis (Student Governor)	Ms Ioana Axinte
Ms Nisha Rai	

**IN ATTENDANCE**

Mr Peter Merry	-	Deputy Chief Executive
Mrs Louise Fall	-	Deputy Principal
Mr Ian Browne	-	Vice Principal Student Success
Ms Lynn Parker	-	Assistant Principal
Mrs Elizabeth Ball	-	Head of Governance
Mr Andrew Woodford	-	Director of Finance

**01/23 APPOINTMENT OF CHAIR**

Mike Hastings acted as Chair of the meeting.

**02/23 APOLOGIES AND DECLARATIONS OF INTEREST (ITEM 1)**

Apologies were received from Mr Mark Taylor and Ms Dionne Barrett

**03/23 MINUTES AND MATTERS ARISING (ITEM 2)**

**It was resolved that the non-confidential minutes of the meeting held on 12 December 2022 be approved.**

**It was resolved that the confidential minutes of the Special Meeting of the Board of Governors held on 23 January 2023 be approved.**

**MATTERS ARISING**

Ofsted feedback (Confidential)

**04/23 REPORT ON OUTSTANDING ITEM (ITEM 3)**

The Board of Governors considered the report on outstanding actions.

Partnership provision

It was noted that the Principal had presented a report on Partnership Arrangements at the meetings of the Board of Governors in November and December 2022.

The Principal confirmed that reports would be provided for consideration by the Board if there was an intention to work with other sectors on a partnership basis.

#### Student Outcomes

The Vice Principal Student Success confirmed that a report on gender gap performance would be provided at the meeting of the Board of Governors in March 2023.

#### **05/23 PROPERTY UPDATE (ITEM 5)**

The Deputy Chief Executive gave a brief update and advised that an announcement on the appointment of the contractor for the development at CoWTechC was anticipated shortly.

**The Board of Governors noted the report.**

#### Campus Transformation Oversight Group

**The confidential minutes of the meeting of the Campus Transformation Oversight Group which took place on Monday 16 January 2023 were received.**

#### **06/23 COLLEGE REPORT (ITEM 7)**

The Board of Governors noted that as a result of the increased workload during the inspection, the meeting would only be considering reports relating to Business Success.

##### **(a) Management Accounts**

The Director of Finance presented the Management Accounts for the five-month period to December 2022 and highlighted key points.

Governors noted the variances in relation to income and expenditure and that the College's cash position continues to be strong.

Governors asked whether the Management Accounts would in future include a forecast variance.

The Director of Finance reported that this will be included after month 5/6 when there is more certainty about learner numbers.

As the new format of the Management Accounts had been influenced by external stakeholders, Governors were asked for their feedback on the format and what they found helpful/unhelpful.

**It was resolved that the Management Accounts to December 2022 be received.**

## **(b) New Capital Grant Funding**

### Energy Efficiency

The Deputy Chief Executive reported that, as a result of a DfE underspend, the College had been allocated additional capital funding for the 2022/23 academic year to improve energy efficiency.

It was noted that the College received its allocation earlier in the month and that two priority projects at Wellington Road have been commissioned which will utilise some of this funding. For the remainder, the College intends to engage with low carbon consultants to ensure it maximises the return on the investment.

### FE Reclassification Capital Allowance

The Deputy Chief Executive reported that the College has also been notified that it will receive additional capital funding for condition improvement. Whilst the majority will be spent at the Wellington Road Campus, it was noted that there are some urgent issues to be addressed at Paget Road.

**The Board of Governors noted the report.**

## **(c) T level Capital Bid Approval**

The Deputy Chief Executive reported that the College is able to submit an application for capital funding to support the delivery of T levels which will commence in September 2024.

It was noted that the intention is to submit two bids, the first for Hospitality and Catering and the second for Construction and Digital and that the deadline for submission of the bid is Friday 3 February 2023.

As the timelines are tight, the Deputy Chief Executive reported that the Board of Governors is requested to approve submission of the application and the costings with a 10% tolerance. The final costings to be approved by the Chair.

**It was resolved that the Board of Governors:**

- **Note the bidding opportunities presented by the T Level Capital Fund and support the capital project proposals.**
- **Approve the Procurement Strategy**
- **Approve the submission of the T Level Capital Fund Wave 5 applications based on the estimated costs with the final costs (within a 10% tolerance) being approved by the Chair.**

## **(d) Telford Leases**

The Board of Governors noted the report on the proposal to renew the leases at the Telford Campus.

It was noted that the intention was to enter into 9 year leases with an increase in rent of £1000 per annum, with break clauses for the College every three years, and no provision for any further increases in rent during the term.

The Board of Governors approved the Heads of Terms and the preparation of the lease for sealing.

**It was resolved that the Heads of Terms for the lease of the properties at the Telford Campus be approved and that once prepared, the lease be sealed in the presence of two Governors.**

**(e) Pension Triennial Valuation Indicative Results**

The Board of Governors noted the report in relation to the formal three-year revaluation of the West Midlands Pension Fund and the preliminary results of the assessment of the position as at March 2022.

The Deputy Chief Executive advised that the whilst there is a proposal to increase the service rate by 2%, the intention was to enter into discussions with the scheme about the increase, particularly in view of the guarantee that is in place from the City Council and the reclassification of Colleges.

**The Board of Governors noted the report and the proposed LGPS contribution rates and their impact.**

**(f) Treasury Management Policy and Overdraft Application**

Overdraft Application

The Director of Finance reported that whilst the College has in the recent past retained an overdraft facility with Barclays Bank, as a result of the reclassification of Colleges as part of the public sector, in order to maintain that facility consent is required from the DfE.

It was noted that the College has not needed to use the overdraft facility and it was not anticipated that it would be needed in the current year. It was also noted that there has been a change to the funding profile and for future years the funding allocation will be paid in 12 monthly equal parts thus avoiding the usual low levels of funding in the Spring.

In view of this and the additional capital funding that has been provided, discussions with the DfE indicated that they would be very unlikely to support the College's application for an overdraft and as a result it was withdrawn.

### Treasury Management Policy

The Director of Finance presented the report and outlined the key elements of the new Treasury Management Policy which reflected the changes resulting from the re-classification of Colleges as part of the public sector.

It was noted that recently the College has higher cash balances at each month end and the intention is to work on proposals for the investment of those surplus funds.

**It was resolved that the Treasury Management Policy be approved.**

### **(g) 2021/22 Value for Money Report**

The Deputy Chief Executive presented the report and highlighted the key elements including the savings generated in relation to the catering service and the 'Multiquote' procurement system.

It was also noted that there had been significant savings in relation to utility costs by using the TEC framework.

**The Board of Governors noted the report.**

### **(h) Bidding Update**

The Board of Governors noted the summary of projects for the 2022/23 year to date and which identified those bids that had been successful, those which were pending and two bids that had been unsuccessful.

It was reported that although the application for additional funding for the youth hub had been unsuccessful the City Council have offered staffing support for the project.

**The Board of Governors noted the report.**

## **07/23 BOARD OF GOVERNORS SELF-ASSESSMENT (ITEM 7)**

The Head of Governance presented the report which included a full review against the Code of Good Governance for English Colleges, a review of performance of the Committees, Governor self-assessment and a review of the performance of the Chair.

Governors considered that the report identified a high level of performance and that there had been some external assurance provided by the recent Ofsted inspection.

Governors asked how the self-assessment process linked with Governor development sessions and strategy days.

The Head of Governance reported that areas for development will be identified as part of the Governance Development Plan which will be presented to the Board at

the next meeting. If there are specific areas identified these will be addressed by development sessions or briefings.

**It was resolved that the Board of Governors Self-Assessment report be adopted.**

**08/23 ANY OTHER BUSINESS (ITEM 8)**

FE Commissioner Report

**The Board of Governors received the report.**

Staff Governor

It was noted that this was the last meeting of the Staff Governor and the Board thanked her for her contribution during the past four years.

**09/23 CONFIDENTIALITY**

**It was resolved that the following reports remain confidential:**

- **Matters arising Ofsted update.**
- **Confidential minutes of the meeting held on 23 January 2023.**
- **Confidential minutes of the meeting of the Campus Transformation Oversight Group held on 16 January 2023.**
- **T Level Capital Bid costings.**
- **Pension Triennial Valuation Indicative Results.**
- **Part 2 Confidential minutes from the meeting held on 12 December 2022.**

**Part 2 Confidential Items (non-confidential minutes)**

*Staff and Student Governors and staff in attendance left the meeting*

**10/23 PART 2 CONFIDENTIAL MINUTES (ITEM 11)**

**It was resolved that the Part 2 Confidential minutes of the meeting held on 12 December 2022 be approved.**

**11/23 REPORT ON WRITTEN RESOLUTION (ITEM 12)**

**It was noted that the written resolution relating to the appointment of the new Head of Governance was passed.**