

MORLEY COLLEGE LONDON

GOVERNING BODY

Minutes of a meeting held via Microsoft Teams on Monday 2 November 2020 at 4.30 pm.

Present:

Dr Stuart Edwards, External Governor (**Chair**)

Ms Pauline Egan, External Governor (**Vice-chair**)

Mr Martin Bamford, Co-opted Governor (Items 1-16 only)

Miss Justine Brian, External Governor

Miss Shola Bryan, Student Governor (Items 1-16 only)

Mr Pedro Dias Ferreira

the values (Minute 12.2)

To approve the Governance Self-assessment Report for 2019-20, including five areas for enhancement for inclusion in the Governance Quality Enhancement Plan for 2020-21 (Minute 12.2)

To postpone the planned external evaluation of governance (Minute 12.2)

To begin the December board meeting at 4.30 pm (Minute 12.2)

To approve a revised Scheme of Delegation for review not later than 31 July 2024 (Minute 12.2)

To approve revised Standing Orders for review not later than 31 July 2024 (Minute 12.2)

To appoint Gail Le Coz to the Search and Governance Committee, Debbie Ryle to the FRF Committee and Charlotte Thompson to the Quality and Standards Committee;

To appoint Justine Brian as a governor reviewer (Minute 12.2)

To appoint Moyra Samuels as Lead Governor for Equality and Diversity, jointly with Gill Evans (Minute 12.2)

To re

3. Pre-meeting presentations and videos

Governors reported that they had appreciated the five videos¹ provided in advance of the meeting (Appendix 1), which addressed issues relating to finance and funding issues, including the key measure of financial performance EBITDA and the Adult Education Budget (AEB) grant allocation. Some governors, however, had found the volume of material presented on video to be more than they could easily absorb in a week, and the Principal and Clerk were asked to look further at the arrangements for providing background information of this kind. In response to a request from a governor, the CMEO shared a link to an interview on Morley Radio between the three Centre Principals and a student. The Clerk was asked to circulate this after the meeting.

4. Minutes of 13 July meeting

The minutes (other than the reserved minutes) of the meeting held on 13 July 2020 were confirmed as a correct record and it was agreed that they should be signed by the Chair. The reserved minutes were to be considered by the external governors and Principal only (see Item 17).

5. Matters arising

30 March 2020 Minute 5.13 Ú:á &á áÜ^| |c(3D model)

5.1. The Principal told the Board that digital images showing three-dimensional perspectives of the North Kensington Centre (and parts of it) would be available when consultation on the centre renovation began in December.

30 March 2020 Minute 11.1 Safeguarding

5.2. The Board noted that the Audit Committee would be reviewing the assurance arrangements at its 24 November meeting.

13 July 2020 Minute 6.7 Ú:á &á áÜ^| |c(Ú^! Ô| |^!)

5.3. The Clerk reported that he had written to Dr Collyer on 11 August to communicate the Board's views on the proposed arrangements for the new building.

13 July 2020 Minute 9.4 CCROG

5.4. The Board noted that the letter sent to the Education and Skills Funding Agency (ESFA) on 20 July had been shared with all governors.

13 July 2020 Minute 10.3 Finance, Resources and Fundraising (FRF) Committee (àá* á* @ Ñ| çá* á ð)

5.5. The CFO told the Board that discussions had progressed slowly owing to a change of personnel at the Bank, but he had recently re-established contact with the Bank. In view, the College might be eligible for support under the Coronavirus Business Interruption Loan Scheme (CBILS). The Board agreed that while, in the light of the improved cash position (reported under Item 9), there was no urgent need for additional funding, discussions with the Bank should continue.

13 July 2020 Minute 10.5 FRF Committee (HE provision)

5.6. The Board noted that the College had now a99.99aWtd6(e)8(f)-14(o)13(r)-3(-)-4(i)5(t)-4(s)11() 841

board meeting was no longer available, but the College was continuing to market its HE provision very actively.

13 July 2020 Minute 10.8 FRF Committee (Property Strategy)

5.7. The Principal and CMEO told the Board that the plans for the opening of the new Telford Campus in 2021, including a January publicity campaign.

13 July 2020 Minute 12.5 KPIs

5.8. The Principal confirmed that the curriculum efficiency indicators that the Board had requested would be included in all KPI reports from the start of 2020-21 and that further details of the impact of different modes of delivery would be included in the report to the Quality and Standards Committee on 30 November.

13 July 2020 Minute 15.1 Other governance matters (governor recruitment)

5.9. The Clerk told the Board that the draft Recruitment Pack had been seen by all members of the Search and Governance Committee and was now with an Equality, Diversity and Inclusion (ED&I) consultant for review. The revised pack made clear

13 July 2020 Minute 16.2 Fees and Refunds Policy

5.10. The Clerk reported that a glossary of terms used in the FE sector and the Education and Training Foundation were now available on the Information for Governors site.

13 July 2020 Minute 17 Other business (despatch of papers)

5.11. Governors were pleased to note that the board papers had been made available seven clear days before the board meeting.

Other matters

5.12. Governors were content that all other outstanding actions were adequately addressed elsewhere on the agenda of this meeting or were not yet due to be addressed.

Gail Le Coz joined the meeting at this point

6. Action taken on behalf of the Governing Body

See confidential minutes

7.

7.1. The Board received and considered the report and was content that, in all the circumstances, good progress was being made not only in the delivery of the Strategic Plan objectives but also in managing change, planning for contingencies and preparing to play a major part in the major expansion of post-18 education that the Government was looking for post-Covid. Governors were pleased to learn that, in addition to the 4,741 enrolments detailed in the report, ongoing recruitment efforts had resulted in a further 1,000 enrolments over the month of October. These had included 512 students on short courses, 44 students on courses eligible for Advanced Learner Loan (ALL) funding and 23 HE students.

7.2. Governors noted that little information about student achievement on accredited

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9.2 The forecast for the current year and the budget. Over all, the excess of expenditure over income was now forecast to be £3.24 million, £920k more than budgeted, as the impact of the pandemic had proved to be more severe than expected when the budget was agreed in July. The decision to sub-contract provision funded at £900k would cause an increase in both income and expenditure, creating a small positive variance overall. The net benefit was likely to be less than 20 per cent of the funding, as the College would inevitably incur some additional costs, but not insignificant.

9.3 Cash flow, on the other hand, was forecast to be significantly more positive than was shown in the budget: because a £595k grant had been secured to part-fund planned capital expenditure, and also because of changes in the timing of that expenditure, the College was now forecast to end the year with cash reserves £900k above the figure budgeted. As a result, it should be able to continue to use the £900k facility until 2021-22.

The cross-cutting themes needed to be given greater prominence throughout the document.

The descriptors of different types of students and of the three centres lacked resonance and needed to be reviewed.

Staff needed to have ownership of the Plan, and how they were engaged in shaping it over the next few weeks would be crucial.

- 11.3 The CMEO said that the draft Plan would now be further refined before being presented as a final draft at the December board meeting. He asked governors to

Acknowledging the importance of reviewing practices and culture at all levels, including the Board and the SLT, the Principal expressed confidence that the actions proposed would have the full support of staff across the College. A more detailed action plan, with priorities, would be considered at the next meeting of the Equality and Diversity Steering Group.

14. Constitution of Student Representative Bodies

14.1

effectiveness of the Student Engagement Policy and consider what changes to the constitution might assist the further development of student voice.

15 Policies minor amendments