

3.	<p>Minutes of the Previous Meeting</p> <p>The Board received both the open and confidential minutes of the previous meeting held on 23rd March 2022. An amendment was proposed to the final sentence of the confidential minute to more accurately record the Board’s resolution. The amendment was agreed. Both sets of minutes were agreed as an accurate record and approved for signature by the Chair.</p>																			
4.	<p>Matters arising</p> <table border="1" data-bbox="209 405 1326 645"> <thead> <tr> <th data-bbox="209 405 272 465"></th> <th data-bbox="272 405 536 465">Matters arising 23.03.22</th> <th data-bbox="536 405 756 465">By whom</th> <th data-bbox="756 405 922 465">By when</th> <th data-bbox="922 405 1326 465">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 465 272 555">1.</td> <td data-bbox="272 465 536 555">Student and Staff Focus Groups</td> <td data-bbox="536 465 756 555">TST</td> <td data-bbox="756 465 922 555">End of Academic Year 2021/22</td> <td data-bbox="922 465 1326 555">Scheduled for 12th May 2022</td> </tr> <tr> <td data-bbox="209 555 272 645">2.</td> <td data-bbox="272 555 536 645">Finance & Audit Committee – review of OWCC project</td> <td data-bbox="536 555 756 645">Finance & Audit Committee/SLT/BMA</td> <td data-bbox="756 555 922 645">May Board Meeting</td> <td data-bbox="922 555 1326 645">Agenda Item 7</td> </tr> </tbody> </table> <p>The Chair confirmed that Student and Staff Focus Groups had been scheduled for the following day. Jonathan Miles would be joining him to meet with the students. Feedback would be circulated to Trustees after the sessions had taken place.</p> <p>The ongoing OWCC project formed a separate agenda item for the meeting.</p>					Matters arising 23.03.22	By whom	By when	Status	1.	Student and Staff Focus Groups	TST	End of Academic Year 2021/22	Scheduled for 12 th May 2022	2.	Finance & Audit Committee – review of OWCC project	Finance & Audit Committee/SLT/BMA	May Board Meeting	Agenda Item 7	BMA
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	<p>PRESENTATION – AN OVERVIEW OF STAFF & STUDENT WELL-BEING</p>																			
5.	<p>The Board received a presentation from the Assistant Principal, Laura Cook and the Director of Support for Learning, Helena Clarke on the work that had been done within College to promote staff and student wellbeing.</p> <p>In terms of student wellbeing, Trustees had received a copy of the half termly parent/carer wellbeing newsletter and the monthly student wellbeing newsletter which included hyperlinks to a range of wellbeing information and support. Therapy Dog visits had also resumed.</p> <p>The Director of Learning explained that events were happening across the College on a continual basis and the promotion of wellbeing was not isolated to one large event. There were also lots of targeted support available such as the new Bereavement Support Group, the Anxiety Support Group and canteen pop-up wellbeing events.</p> <p>In addition, the Woking Voice Wellbeing podcast was launching this month. The podcast was student led and would be recorded this week. It would include discussions with members of the College community about wellbeing generally and offer tips and strategies on how they looked after their own wellbeing.</p> <p>Anne Middleton, as the designated Safeguarding Trustee, commented on how student wellbeing aligned with Safeguarding and this had been discussed as part of her visits to the College and she commended SLT on the range of activities and resources available to students.</p> <p>The Principal advised that the College was looking to recruit a Mental Health nurse next academic year, an initiative wholly endorsed by the Board. Anne Middleton advised that she would be very happy to help in any way with the appointment process for such a position.</p> <p>The Board also questioned whether there was a sense that student wellbeing had improved since students had been back in College on a regular basis. Whilst it was felt that things were</p>																			

	<p>moving in the right direction, the Director of Learning felt that there was still some way to go before things could be considered back to normal.</p> <p>The Principal also advised that the Director of Learning was to be promoted to Assistant Principal and whilst the exact title of her position was still being discussed it would reference support for wellbeing. The Board congratulated the Director of Learning on her well-deserved promotion.</p> <p>In terms of wellbeing for staff, the Assistant Principal commented that this had been a really tough year for staff. Coming out of COVID, together with the aftermath of the cyber-attack had presented many challenges. Not only had staff to look after their own wellbeing but they also had to provide wellbeing support for students.</p> <p>There had been lots of different wellbeing activities on offer with two separate designated staff wellbeing weeks held between the 11th to 15th October and then more recently on the 21st to 25th March. A third was planned after half term. Wellbeing sessions were also included on all INSET days and there were subsidised staff yoga sessions, Run Club, Menopause Group and Friball.</p> <p>The Board reviewed the results of the staff wellbeing survey noting that there were some very positive messages in terms of staff feeling supported by colleagues; the College environment being caring and supportive; line managers being approachable and responsive; and staff feeling that their specific skills added value.</p> <p>The Board did query the finding that 49% agreed that they had a good work life balance which also fed into the findings of a staff workload meeting which had highlighted a number of difficulties such as recreating lost teaching resources; too many different communications streams and too many meetings calendared in any one week.</p> <p>SLT advised that in response to these issues they were introducing operational changes to help lighten the work load, such as recruiting additional members in the Registry and Exams Offices which not only helped those departments but also relieved work from others across the whole College.</p> <p>SLT were also looking at ways of streamlining communication; encouraging staff to use out of hours email responses; being mindful of sending emails outside of work hours; and for departments to be given time off timetable to be able to meet.</p> <p>The Board asked if national benchmarking data was available as in isolation it was difficult to assess if a 49% finding was either high or low. SLT considered that capturing benchmarking data based on wellbeing was challenging as it was qualitative but as the College would be repeating the survey it would be able to monitor responses and track trajectory.</p>	
	<p>PRINCIPAL'S REPORT</p>	
<p>6.</p>	<p>The Board received the Principal's oral report, noting that current attendance data stood at 95.6%, which was slightly below last year but in line with three years ago which was perhaps a more accurate comparison. It was also comparable with the findings of similar Colleges.</p> <p>To date, there were 1,368 applications with all but 30 having been interviewed and 988 acceptances. However, as the Principal highlighted many students would have accepted places</p>	

	<p>elsewhere. However, as a comparison, there were currently more acceptances than in July two years ago.</p> <p>The 2022/23 prospectus had now gone to print and all images including those around the College were being refreshed. On 6th June the updated website was going live and 15th June was the date for the Summer Open Evening. There was a big push on social media with the summer campaign being one of reassurance as students often made their minds up quite late in August. In a more traditional format the Principal was out and about visiting local feeder schools doing Year 11 assemblies.</p> <p>On a national level the Principal reported on the continuation of BTECS; the declining interest in T Levels, the fact that no ALPs/Value Added tables would be produced this year, the funding increase of 40 additional hours and finally staffing changes which totalled 7.</p>	
	<p>CAPITAL PROJECTS</p>	
<p>7.</p>	<p>The Board reviewed the projects paper that had been submitted to the recent meeting of the Finance and Audit Committee for its meeting on 5th May 2022; the minutes from that meeting and an update paper on the business case for solar panels to be installed on the Art Block.</p> <p>The Principal provided a summary for those Trustees that had not been present at the Finance and Audit Committee meeting.</p> <p>In terms of the new classroom block, the project was on schedule and running to cost. The contingency remained intact and management remained very satisfied with the contractors, MCS.</p> <p>In respect of the OWCC project, as the Principal reminded Trustees, this was a WBC led project and following a tender process MCS had been awarded the contract. Due to the fact that there were insufficient funds available to award the full contract, the intention was to proceed with a reduced scheme proposal with a price to be negotiated with MCS for the reduced scheme based on their current tender submission. The timeline had been for the value engineering exercise to have been completed by 10th May but that timeline had not been met. It was hoped that a revised costs submission would be received next week.</p> <p>It remained the view of both SLT and the Board that the OWCC project represented both excellent value for money but also an important asset for the local community.</p> <p>However, Trustees felt that it was stretching credibility that in light of the time delays already encountered that the OWCC project, even if it received the go ahead now, would be ready by September. In terms of other timelines, the classroom block was expected to be available by December 2022.</p> <p>There was a detailed discussion over the governance oversight that should be in place for both the classroom block and the OWCC project. Whilst it had already been agreed that the Finance and Audit Committee was the right mechanism to provide that oversight, as the Committee only met termly it was important that the Board were clear in how they could ensure strategic monitoring in the intervening periods of time.</p> <p>After discussion, the Board agreed that the Finance Director, following her regular meetings with the contractors should inform the Estates Working Group (which would consist of the Chair and Vice Chair of the Board, the Chair of the Finance and Audit Committee and Alastair</p>	

MacAulay) by email of progress and include a copy of the contractors' report, the projects Risk Register and an overview of the financial headlines. The monthly updates would apply to the new build project, the OWCC project (subject to this getting the go-ahead) and other Estates projects which would require brief summary updates.

The Estates Working Party would, subject to the judgement of the Group's Chair, meet monthly to monitor progress. The Working Party would in turn report quarterly to the Finance and Audit Committee. If any issues or concerns were identified by the Working Party, then the Finance and Audit Committee would be informed immediately. If a meeting was necessary then the Finance and Audit Committee could meet, if necessary at short notice, to make a recommendation to the Board, but any recommendation to spend over and above £700k would require a full Board meeting, convened with 7 days clear notice.

The Committee, in accordance with the authority delegated by the Board at the last Board meeting, had duly authorised the College contribution towards the OWCC project to be up to the sum of £700k. The Board continued to fully endorse this decision but resolved that it would not increase the contribution over and above that sum without a further Board meeting.

The Board was clear that it did not want to micro-manage the project neither did they want to place any additional burden on SLT to produce reports specifically for them. However, they did need to have an agreed mechanism in place to ensure that they were able to provide clear and transparent governance oversight of the ongoing capital projects.

The mechanism outlined would enable that oversight to take place and would hopefully not impose any additional burden on SLT.

In addition, the Committee had authorised the spend of an additional £151k to complete the CIF bid windows project. It was confirmed that when the tenders had been received for the original CIF bid they were in excess of the funding available. To complete the full project would be an additional cost to the College of £151k and it was the preferred option of SLT that the whole project should be undertaken. Hence, the Committee had agreed to the additional spend so that all windows could be replaced at the same time.

Again, the Board endorsed the Committee's decision.

The Finance Director had prepared a briefing paper on the business case for photovoltaic (solar) panels to be installed on the roof of the Art Block. Solar panels were already planned and costed for the new classroom block. The rationale for the installation of the solar panels on the art block now were the cost savings in the form of reduced electricity bills and sustainability.

The Committee had considered this project and had also reviewed the impact of proceeding with this and all ongoing projects on the College's reserves. The Committee had asked for a report to be prepared on the solar panels projects and brought to the Board meeting.

The Board noted that there would be synergy between the art block solar panels installation and the classroom block and that as MCS had been awarded the contract there would be possible savings with scaffolding already being on site.

Trustees discussed the due diligence undertaken on MCS; the credit rating of MCS; the existence of a performance bond for the College projects that MCS were currently undertaking

	<p>and after debate confirmed that they were happy to support the additional expenditure for the solar panels.</p> <p>The Board resolved:</p> <ol style="list-style-type: none"> 1. To continue to support the OWCC project up to an agreed contribution of £700k; 2. To agree the mechanism for the Board’s monitoring of the ongoing capital projects in between meetings of the Finance and Audit Committee; 2. To consider any contribution over and above that sum only by way of a full Board of Trustees meeting convened with appropriate notice; 3. To endorse the Committee’s approval of the additional spend of £151k on the full windows project; 4. To agree the additional spend of £85k on the installation of solar panels on the Art Block. 	
	FINANCE	
8.	<p>The Board received the March 2022 Management Accounts, noting that they showed an operating deficit of £2k and a forecast operating surplus updated from £101k in February to £156k at year end. There were no significant variations from the February accounts. In terms of non-pay expenditure, it was noted that technology costs were expected to be £40k over budget. This was due to the decision to upgrade the licensing arrangements for the College to ensure that there was improved security in the form of advanced threat protection and a web filtering service that provided real time content analysis and digital monitoring.</p> <p>The Board resolved:</p> <p>To approve the March 2022 Management Accounts.</p>	
	GOVERNANCE	
9.	<p>The Board received feedback from the Succession Planning Working Group meeting which had been held prior to the Board meeting and included consideration of the re-appointment of Ben Smith and Cullum Mitchell for a second term of office and the commissioning of an External Review of Governance as recommended by the DfE in the Academy Trust Handbook published in June 2021. The ATH 2021 introduced the “strong preference” for external reviews of governance (ERGs) to be conducted routinely as part of a wider programme of self-assessment and improvement.</p> <p>The Clerk, together with the Chair and Principal, would research possible independent reviewers to conduct an ERG and report back to the Board.</p> <p>The Working Group unanimously recommended the re-appointment of both Ben Smith and Cullum Mitchell for a second term of office. Both brought specialist skills and experience to the Board which ensured that the Board retained a breadth and depth of relevant skills.</p> <p>Ben Smith and Cullum Mitchell had been appointed as co-opted Trustees originally and they would continue to be co-opted Trustees during their second term of office. The second term would run consecutively from 1st September 2022 for a period of 4 years.</p> <p>The Board resolved:</p> <p>To re-appoint Ben Smith and Cullum Mitchell as co-opted Trustees for a second term of four years, the second term commencing on 1st September 2022.</p>	BMA

	<p>The Board then discussed the Link Trustee Scheme. The Deputy Principal advised that he had only received two completed feedback reports from Trustees following visits although a number of visits had in fact taken place. Whilst it was a factor that the pandemic had affected take up it was considered opportune now to revisit the scheme. Flowing from a discussion on this issue, it was agreed that the Link Trustee feedback form should be reviewed to ensure it was not too onerous for Trustees to complete and that it might be helpful if it could reference the College’s key strategic themes. The Clerk would re-circulate the existing links to all Board members, review the feedback format and the Principal advised that visits in the final half of term should be encouraged as this was an ideal time for Trustees and HoDs to meet.</p> <p>The Board received an oral update from Anne Middleton, Designated Safeguarding Trustee who had completed a visit a few weeks ago and would be circulating a report at the next meeting. However, in the interim she confirmed she had met with Safeguarding colleageaues at the College and discussed a range of issues such as mental health, mental health first aid, buddying and mentoring. She had reviewed the single register and discussed some of the issues flowing from the end of the pandemic such as behaviours ranging from facial ticks and self harming. She commended the College on the use of acceptable and unacceptable behaviour cards. The Chair thanked her for her update.</p> <p>In addition, after review, the Board resolved: To approve the calendar of Board & Committee Meetings for 2022/23.</p>	
<p>10.</p>	<p>Any Other Business</p> <p>The Chair advised that Staff and Student Focus Groups were being held tomorrow, Thursday 12th May at 11.05am & 12.40pm respectively and thanked Jonathan Miles for agreeing to join him at the Student Focus Group.</p> <p>The Chair also commended the College on the Evenings of Note that he and other Trustees had attended which had been outstanding and also for the inaugural Awards Evening which had been highly enjoyable. He encouraged all Trustees to attend future Awards Evenings which showcased the student’s outstanding learning and teaching successes. The Awards Evening had also been an opportunity to use the outside quadrant to very effective and impressive use.</p> <p>The Principal reminded Trustees that they were warmly invited to attend the Summer Open Evening taking place on Wednesday 15th June.</p>	<p>ALL</p>
<p>11.</p>	<p>Date & Time of Next Meeting</p> <p>It was agreed that the next meeting of the Board would take place on Wednesday 6th July 2022 at 6.30pm.</p>	