

Minutes

STRATEGIC DEVELOPMENT COMMITTEE

Date:	19 th June 2023	Time:	4.00 PM
Chairperson:	Sally Osmond	Location:	Room 284 UCN

Members	Name	Present	Role
1	Iain Wolloff (IW)	*	Principal & Chief Executive
2	Sally Osmond (SO)	*	External Member– Chair
3	Stuart Compton (SC)	*	External Member
4	Tom Rossiter (TR)	*	External Member
5	Sam Dibas (SD)	No	External Member
Apologies:	Glyn Howells (GH)		External Member
	Gavin Brooks (GB)		External Member
In Attendance:	Cathy Wright (CW)	*	Director of HR and Support Services
	Jo Houghton (JH)	*	Director of Business & Partnerships
	Lee Hunt (LH)	*	Deputy Principal
	Don Everitt (DE)	*	Director of Finance
	Rachel Southall	*	Executive Assistant & Note taker
Quorum:	3 required	*	5 present at start - meeting quorate

Item		Reports
1.	Apologies For Absence Apologies were received from GH and GB. SO informed the Committee that Item 5 will be discussed at 5.00pm and all governors have been invited to join. SO informed the Committee that the meeting is being recorded. The recording will be deleted once the minutes have been prepared and checked.	
2.	Declaration Of Interests There were no declarations of interest made.	
3.	Minutes of the Previous Meeting	
3.1	To approve the Minutes of the meeting held on 06th February 2023 The minutes were unanimously approved in the meeting.	
3.2	<u>See confidential minutes</u>	
3.3	Matters arising from the minutes None. SO confirmed all actions in the Action Log have been completed.	

4.	Strategy	
4.1	Review of notes from the Strategy Day In the light of the recent Ofsted inspection and proposed actions, as well as the input from the FE Commissioners representatives, it was decided that further review of strategy could not be conducted until this feedback was consolidated into a single plan. This work is ongoing.	Paper – Page 12
4.2	Ofsted Inspection Report – Update <u>See confidential minutes</u>	Verbal
4.3	FE Commissioners’ Visit SO outlined the role of the FE Commissioner’s team is to provide expert support to colleges. Although our college is not in formal ‘intervention’, they are very happy to work with us, gain a better understanding of our current position, so that they can support us in preparing and implementing our ‘Single Improvement Plan’.	Paper – Page 19
4.4	Strategy updates and plans arising from Ofsted & FEC visits SO reported that the FE Commissioner’s main feedback is not to dilute our core business. IW outlined the school transfer to Thames Learning Trust, the end of subcontracting and the return of our Apprenticeship Lead from partial secondment to WBTC, which will certainly help us focus on our core business. SO mentioned that their biggest compliment is our ongoing work on the 5-year plan, not just from a finance aspect, but clarity on what we propose to do over the next 5 years.	Verbal
5	Campus*	
5.1	<u>See confidential minutes</u>	
6	PFI & Facilities	
6.1	Facilities Management Update JH gave an update on Mitie’s Facilities Management services. On a positive note, the College has received the following financial records from Education Link (2001) (Equitix): <ul style="list-style-type: none"> • Finance Report March 2023 • Education Links Operational Model Updated to December 2022 • Statement of Compliance to make Shareholder Payments This information still needs to be reviewed by the Director of Finance. The rooms in the College Hub have been completed. The dispute over Education Link’s responsibility for the ‘development’ has been resolved. Current challenges being actioned with Mitie PLC include: <ul style="list-style-type: none"> • Actions regarding inadequate water temperatures • Soft Landscaping • External Security including CCTV • Cleaning • Help Desk service • Provision of plans requested by the College • Accuracy of information provided in Statutory Compliance Reports 	Paper – page 37

	<ul style="list-style-type: none"> • Resolution of issues with the heating unit in Motor Vehicle workshop • Mitie Emergency Procedures and Business Continuity Plan are still not agreed. <p>Mitie are underperforming in some areas which remains a constant challenge. JH will be undertaking an exercise to look at how much money we can clawback for their underperformance.</p>	
6.2	<p>PFI Expiry Planning – IPA Health Check *</p> <p><u>See confidential minutes</u></p>	
7	Any other Business	
	SO wished SLT good luck for the inspection visit this week and we look forward to hearing how it progresses.	

***Confidential item**

Signed:

Sally Osmond

Sally Osmond (Nov 20, 2023, 7:16pm)

(Chair)

Date:

20 Nov 2023



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