

responsible. He explained how H&S fitted into the WEA governance and management framework. AT explained the resources made available through budgets and staff resources assessed by the Director of Quality, Estates and Learner Experience. Quarterly and annual reports to the People Committee included data and analysis of H&S themes and trends that might be present and actions reported. All procedures/arrangements for H&S were reviewed regularly in accordance with the H&S policy. Continued professional development for H&S staff and training for all staff and volunteers was explained.

3.1.1 In answer to Trustees questions **Confirmed:**

- Staff were able to access a health and wellbeing helpline and several staff had been trained to deliver Mental Health First Aid.
- How accident data/near miss data was used to mitigate risk
- The structure of the H&S Committee included representatives from all regions. Further work to embed AT's approach in each region was in progress.

The CEO/GS described how the newly appointed H&S Manager, the Estates Manager and the Director of People and Culture were strengthening a positive culture of H&S in WEA Health & Safety (H&S) Annual Report September 1st 2022 to August 31st 2023 (Paper 001a). Trustees received the report which had been considered by the People Committee at their November meeting. RC explained the report aimed to provide assurance about H&S compliance. Statistical analysis, key information on a variety of health and safety areas developments and objectives for 2023 to 2024 were explained. This included a strengthened programme of H&S training (role specific) for all staff during 2023/2024.

3.2.1 In response to a Trustee's question, **AT assured the Board that for the reporting period there had been no HSE notices (including improvement notices) made against the WEA nor local authority notices made. No prosecutions or notices had made against the WEA in the period of this report concerning fire management**

3.2.2 The Board of Trustees accepted the Annual Health and Safety Report 2022/23 subject to text amendments agreed in the meeting to page 4 of the report **ACTION: AT**

3.3 Strategic Approach to H&S (Paper 001a) was reviewed and discussed by Trustees. A high level strategic plan would be set by the newly formed Health and Safety Steering Committee (HSSC) in 2023/2024.

3.4 AT was excused and he left the meeting at 10:50.

4.0 REPORT OF THE CHAIR

4.1 SPECIAL RESOLUTION (Paper 002)

4.1.1 Key changes to the Charity Articles 3117(K)] T87 -2(y A)8(r)8(t)-5(ic)-5(l11)171

company in substitution for and to the exclusion of all existing Articles of Association of the company.

8.0 REPORT OF THE FINANCE DIRECTOR

8.1 2023/24 year to date management accounts were presented by ST (Paper 011). Income and expense variances, fund expenditures, reserve commitments, uncommitted free reserves and investment performance was reported. Rolling cash flow forecast as at PO 2024.

8.2 WEA Reserves Policy 2023

Paper 011, recommended by the Finance & Capital Resources Committee, was approved by Trustees. ST reported all finance related policies were to be reviewed during 2024/25.

9.0 EDUCATION DIRECTORS' REPORT

9.1 LP reported that the Education Committee had adjusted their committee meeting schedule to align more closely with business planning.

9.2 In answer to Trustees question, the CEO/GS confirmed that phase one of digital transformation had been completed and colleagues were being supported to embed new ways of working. The benefits of management information

- Wednesday, January 01, 2024- Council joint meeting & development day (Stone King LLP in attendance, NCVO London or hybrid)
- Thursday, March 21, 2024 Board of Trustees (Stone King LLP in attendance, oia Teams)
- Thursday, May 2, 2024 Council joint meeting & development day (NCVO, London hybrid)
- Thursday, July 11, 2024 Board of Trustees Meeting (Coram Foundation/hybrid)