



**THE CORPORATION OF  
NEWHAM COLLEGE OF FURTHER EDUCATION  
BOARD OF GOVERNORS**

**MINUTES OF THE MEETING HELD ON 20 APRIL 2004**

**MEMBERS PRESENT:** Parin Bahl (Chair), Linda Jordan, John Garlick, Peter Pendle, Quintin Peppiatt, Ed Prosser, Jonathan Swan, Mike Thorne, Martin Tolhurst.

**APOLOGIES:** Kelly Hewson and Sidra Almas for absence, and Peter Pendle & Linda Jordan for lateness

**IN ATTENDANCE:** Denise Brown, Kath Sherit and Gerti Ashton (Clerk to the Corporation).

**04/48 DECLARATIONS OF INTEREST**

Quintin Peppiatt declared an interest as chair of the Early Years Development and Childcare Partnership for Newham Council;

**04/49 PERFORMANCE AGAINST CONTRACTS 2003-2004**

*Confidential Minute*

*The report was received.*

**04/50 THE COLLEGE QUALITY REPORT**

A report was considered. The Board noted that:

- Significant improvements in overall success rates and long qualification outcomes meant early attainment of success rate targets;
- Therefore, the Three Year Development Plan success rate targets need to be renegotiated with LSC;
- Retention as a whole has dropped;
- The College compares well, overall, with national quality improvements;
- Teaching and learning are improving overall;
- A new London Colleges quality benchmarking group is been formed with assistance from Ben Johnson-Hill;
- LSC National Office is sending a team to look at NewCAD with a view to using it as a case study in a report to Ministers on implementing a national credit framework.;

The report was received.

**04/51 CHIEF INSPECTOR'S AND LSC'S ANNUAL REPORTS ON QUALITY OF PROVISION IN FE**

**The report was received.**

**04/52 FACULTIES' REPORT**

A report was considered. The Board noted that:

- This was a new routine report intended to give Members more information about issues in individual faculties, and further opportunities to receive information on and to discuss teaching and learning issues

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Teacher Qualifications are on course to meet the Three Year Development Plan target for qualified teachers but some faculties are still short of appropriately qualified staff; although this has no budget implications, remedial actions will be taken and discussions with NATFHE to link teacher training to this year's pay award, as well as recruitment incentives are under review;

- the Three Year Development Plan employer engagement targets are principally delivered by CIPs (small business support) but are supported by some faculty activity including the CoVEs for Rail Industries and Clothing and Textiles, and the Professional Development Centre in BHCS;

The report was received.

**04/53 FINANCIAL MONITORING REPORT TO 29 FEBRUARY 2004**

A report was considered. The Board noted that:

- The College has an operational surplus of £47k (budget £562k) as at 29th February 2004;
- The forecast operational surplus for the year is £492k against the plan of £500k. This will be achieved, despite the lower income than planned, by tight control on expenditure;
- LSC will adjust its payments to retrieve the monies due from the recently agreed 4 percent re-basing of the FE contract from May this year;

The report was received.

**04/54 THREE YEAR DEVELOPMENT PLAN & SUCCESS FOR ALL UP-DATE**

An oral report was considered. The Board noted that:

- It was not possible to report on the student number targets as these were now being renegotiated with the LSC as a result of the recently agreed re-basing of the FE contract. However, the re-basing had been agreed between the LSC and the College on the basis of realistic assessments of student recruitment. The other headline targets in the Development Plan – teacher training and employer engagement - are on course to be met and are dealt with in other reports on the agenda.

The report was received.

**04/55 FINANCIAL STRATEGY 2004-2009 AND TREASURY STRATEGY**

A report was considered. The Board noted that:

- The Financial and Treasury Strategy is a key statement of financial management targets in support of the objective to retain financial health status "A" and to meet the investment demands of the College's Strategic Plan and Three Year Development Plan;
- Changes are being proposed to reflect the current financial climate;
- This strategy will be used to guide the preparation of the College's revenue budget for 2004/05 and the financial plan to be brought to the July 04 Board meeting;

The report was received.

**04/56 TUITION FEES POLICY 04/05**

A report was considered. The Board noted that:

- A discrepancy of figures was noted on page 33. The College's tuition fee was reported as £0.81 per guided learning hour (glh) in paragraph 1 whereas the LSC's funding of FE courses

shown as 'all other courses' was reported as £1.06 per (glh);

It was **AGREED** to:

- Provide clarification to the Board on the differences in tuition fees as noted in the report;

It was further **AGREED** that:

On page 35, item 8. fees payable on withdrawal from or transfer from a course should be amended as follows:

For courses 12 weeks or more in length

- Withdrawal after 4 weeks or fewer      no fee
- Withdrawal after more than 6 weeks      full course fee
- Transfer to a new course      no fee for the old course, Full fee for the new course

For courses less than 12 weeks in length:

- Withdrawal after 2 weeks or fewer      no fee
- Withdrawal after more than 2 weeks      full course fee
- Transfer to a new course      no fee for the old course, Full fee for the new course

The report was received.

#### **04/57 ACCOMMODATION: PROGRESS REPORT**

A report was considered. The Board noted that:

- The projects are in line with the 3 year development and capital programmes;
- Projects are within agreed budgets. However as a result of construction of the Young People's Academy at Stratford it is necessary to part refurbish two adjoining buildings;
- The necessary funds for the additional Stratford works have been identified in the approved annual plan as a result of the delayed start to the Little Ilford Scheme;

The report was received.

#### **04/58 INFORMATION, LEARNING, COMMUNICATION TECHNOLOGY STRATEGY**

A report was considered. The Board noted that:

- This strategy has been written to support the goals in the College's strategy
- Objectives which require significant investment will be subject to individual appraisal of options and costs before implementation
- The strategy will need to be kept under review in the light of financial performance of the College and other capital priorities
- The strategy could be varied in terms of both pace and individual options within it. In other words, it is not an all or nothing strategy.

The Board considered and debated the policy:

It was **AGREED** that:

- A set of planned expectations needs to be developed to enable the Board to monitor progress;
- The Board receive a brief summary of expected business benefits of key parts of the strategy at the next Board meeting;

The report was received.

#### **04/59 NURSERY PROVISION**

A childcare provision report was considered. The Board noted that:

- LSC has notified the College that it plans to decrease the allocation for childcare provision;
- This will result in the College either having to reduce provision for students or charging students for a contribution towards the cost of child care;

It was **AGREED** that:

- the Principal would hold discussions with the local LSC's Executive Director and, if necessary, the Chair of the Early Years Development and Childcare Partnership for Newham Council;

The report was received.

**04/60 QUALITY POLICY**

The Board considered the policy. The Board noted that:

- This is a review of the College's policy on Quality Improvement, and takes into account changes in the academic quality system, and the instigation of more detailed work on formal quality procedures for the corporate services.
- The detailed arrangements for the implementation of this policy are divided into:
  - Learning Services
  - Corporate Services
- The policy has been the subject of consultation with College staff;

The report was received.

**04/61 RISK MANAGEMENT POLICY**

The Board considered the policy. The Board noted that:

- This policy is an essential mechanism underpinning the College's achievement of its strategic objectives
- The systems described in the policy are designed to identify risks and the costs of mitigating those risks
- The annual review of risks will be the subject of a Board paper in July 04

The report was received.

**04/62 ENVIRONMENTAL POLICY**

The Board considered the policy. The Board noted that:

- This policy supports Health & Safety objectives in the three year development plan
- It is expected to be cost neutral
- An action plan will be developed in support of this policy

The report was received.

**04/63 MINUTES OF THE MEETING HELD ON 20 JANUARY 2004**

The Minutes of the meeting were agreed as a correct record with the exception of an **additional note on Minute 04/16 Self Assessment Report that it was observed that the report had not been initially scrutinised by the Academic Standards and Performance Committee due to pressure of the timetable and that it was expected that that Committee would take a draft report on future occasions.**

The minutes were received.

**04/64 MINUTES OF THE AUDIT COMMITTEE**

The Minutes of the meeting held on 7 January 2004 were considered;

The Minutes were received.

The unconfirmed Minutes of the meeting held on 24 March 2004 were considered;

The Minutes were received.

**04/65 MINUTES OF THE ACADEMIC STANDARDS AND PERFORMANCE COMMITTEE**

The unconfirmed Minutes of the meeting held on 5 February 2004 were considered;

The Minutes were received.

**04/66 MINUTES OF THE STAFF CONSULTATIVE COMMITTEE**

The unconfirmed Minutes of the meeting held on 12 February 2004 were considered;

The Minutes were received.

**04/67 STUDENT CONSULTATIVE FORUM**

The Notes of the meeting held on 12 February 2004 were considered; It was reported that:

- There had been a number of surprise issues raised by students which are now under consideration by the Principalship

The Notes were received.

**04/68 MINUTES OF THE INTER FAITH ADVISORY COMMITTEE**

The unconfirmed Minutes of the meeting held on 10 March 2004 were considered;  
The Minutes were received.

**04/69 MINUTES OF THE SEARCH COMMITTEE**

The Minutes of the meeting held on 20 January 2004 were considered;  
The Minutes were received.

**04/70 MINUTES OF THE SEARCH COMMITTEE**

An oral report on the meeting held on 20 April 2004 was received. The Committee noted that:

- The Skills Audit report was now complete with the addition of the skills audit of the new staff governor;
- Following Karam Billimoria's decision not to accept the invitation to join the Board, the Principal had met with Harsh Ondhia, Managing Partner of a well established local accountancy business. Mr Ondhia had expressed an interest in joining the Board.
- Harsh Ondhia was nominated as a business governor to fill the vacancy created by the resignation of Terrance Brown. The Principal proposed that he be invited to the governors' conference on 14/15 May.
- The Chair pointed out that it had been right to continue to search to fill this vacancy until the right nomination could be identified, and it was gratifying that, as a result, the proportion of ethnic minority governors would be improved, as well as finding someone who is so engaged with the local small business community.;
- Sidra Almas had expressed her regrets, but will be unable to honour the commitments required from a Student Governor and wishes to resign as a member of the Board;

It was **AGREED** that:

- Mr Ondhia would be invited onto the Board as a business member;
- the Principal would invite Mr Ondhia to the Governors' Conference;
- the resignation of the student governor be accepted.

The Minutes were received.

**04/71 VACANCY IN THE BUSINESS CATEGORY**

This item was covered under item 04/70

**04/72 ANNUAL PUBLIC MEETING 2004**

An oral report was considered. The Board suggested that:

- it may be useful to link the APM with another local event to boost the attendance figures;

The report was received.

**04/73 CHAIR'S ACTION**

An oral update was received. The Board noted that:

- a Chair's action was taken and the governor's liability insurance proposal had been signed on 20 April 2004. This was due to a delay in the insurers' sending the papers through;

It was **AGREED** to endorse the Chair's action;

**04/74 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 20 JANUARY 2004**

*Confidential Minute*

*The Minutes were received.*

**04/75 MATTERS ARISING FROM THE CONFIDENTIAL MINUTES**

*Confidential Minute*

*The Minutes were received.*

**04/76 THAMES HOUSE**  
*Confidential Minute*

*The report was received.*

**04/77 CROSS RIVER LEARNDIRECT HUB REPORT**  
*Confidential Minute*

*The report was received.*

**04/78 INFORMATION TECHNOLOGY NETWORK SUPPORT CONTRACT**  
*Confidential Minute*

*The report was received.*

**04/79 MINUTES OF CROSS RIVER LEARNDIRECT LTD**  
This item was brought forward as MTh had to leave the meeting early.  
The Minutes of the meeting held on 19 March 2004 were considered;  
The Minutes were received.

**04/80 HUMAN RESOURCES REPORT FOR DECEMBER 2003-FEBRUARY 2004**  
*Confidential Minute*

*The report was received.*

**04/81 MAINPORT UPDATE ON THE CONTRACT DISPUTE**  
*Confidential Minute*

*The report was received.*

**04/82 NEWHAM FOUNDATION: PROGRESS REPORT**

A report was considered. It was noted that:

- The Foundation supports the objectives in the three year development plan on widening participation and increasing student numbers.
- The financial performance of the Foundation is currently below budget due to the Newham Council's delay in paying an invoice for Forest Gate Learning Zone
- Payment issues have been taken up with the Council;
- Martin Tolhurst was nominated as director on the Board of Newham Foundation to replace John Brown.
- The lease between the Newham Council, the Foundation and the College is ready to be signed by the Chair and the Principal;

It was **AGREED** that:

- the Principal be appointed as the College's nominated director of Newham Foundation
- the Chair and Principal sign the lease for the Forest Gate Learning Zone on behalf of the Board;

The report was received.

**04/83 CoVE – EAST LONDON RAILWAY INDUSTRY**

A report was considered. It was noted that:

- The Rail Industries CoVE is continuing to work successfully with employers and other CoVEs towards the key outcomes required at the end of year two. A full report for the LSC will be produced for June 2004.

The report was received.

**04/84 CoVE TEXTILES & CLOTHING**

A report was considered. It was noted that:

- The CoVE team are working closely with London College of Fashion on dissemination and

promotional events, both regionally and nationally. Development of employer-led training is being progressed through collaborative working with Skillsfast-UK and Asian Dreams team.

- The CoVE is supported in its work to help support employers by a steering group, consisting of the relevant faculty director, sector skills council representation, the CIPs director and relevant CIPs managers, subject specialists and other CoVE stakeholders.

The report was received.

**04/85 COVE FINANCE, BANKING & SMALL BUSINESS SUPPORT**

A report was considered. It was noted that:

- In collaboration with Tower Hamlets College, a Round 5 CoVE in Business, Financial and Professional Services has been approved by LSC.

The report was received.

**04/86 EU AND OTHER PROJECT FUNDING**

A report was considered. It was noted that:

- New projects totalling £810,099 have been approved with a total grant value of £484,625 over a 34-month period.
- This income supports the delivery of the workforce development headline target in the Three Year Development Plan (which is currently on target);
- The target for achieving EU funding in 2003/4 has now been exceeded.

The report was received.

**04/87 FINANCIAL RULES FOR BUSINESS**

A report was considered. It was noted that:

- This is the annual review of the financial rules for business.
- The proposed changes are drawn from audit reports;
- At its meeting on 24 March 2004 the Audit Committee agreed to recommend the FRB changes to the Board for approval.

It was **AGREED** that:

- The changes to the FRB be approved;

The report was received.

**04/88 STRATEGIC COLLABORATIONS UPDATE**

*Confidential Minute*

*The report was received.*

**04/89 STUDENT DISCIPLINARY ACTIONS 1 JANUARY – 31 MARCH 2004**

A report was noted and received.

**04/90 CUSTOMER COMPLAINTS 2003-2004**

A report was noted and received.

**04/91 2004 BUDGET SUMMARY**

A report prepared by the Association of Colleges was noted and received.

**04/92 LSC/HEFCE/DFES MATTERS**

A report was noted and received.

**04/93 MINUTES OF THE CROSS RIVER LEARNING PARTNERSHIP**

The Minutes of the meeting held on 14 January were considered;

The Minutes were received.

**04/94 REPORT AND ACTION PLAN OF THE NEWHAM COUNCIL 14-19 COMMISSION**

A report was noted and received.

Confirmed as a true record .....

Parin Bahl Chair of the Board