



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

MINUTES OF THE MEETING HELD ON 6 JULY 2004

MEMBERS PRESENT: Parin Bahl (Chair), Michelle Duval, John Garlick, Kelly Hewson, Harsh Ondhia, Peter Pendle, Quintin Peppiatt, Ed Prosser, Jonathan Swan, Martin Tolhurst.

APOLOGIES: Linda Jordan, Mike Thorne, and Peter Pendle (for lateness only)

IN ATTENDANCE: Denise Brown, Kath Sherit and Naomi Shoffman (Clerk to the Corporation).

04/95 DECLARATIONS OF INTEREST

There were no declarations of interest.

04/96 ELECTION OF CHAIR OF THE BOARD

John Garlick proposed and Quintin Peppiatt seconded Parin Bahl as Chair of the Board for the next year. There were no other nominations. Parin Bahl accepted. Quintin Peppiatt thanked Parin Bahl on on behalf of the Board for all her hard work over the previous year.

04/97 ELECTION OF VICE CHAIRS OF THE BOARD

Parin Bahl proposed and Jonathan Swan seconded Linda Jordan as Vice Chair of the Board. Parin Bahl proposed and John Garlick seconded Quintin Peppiatt as the second Vice Chair.

04/98 SEARCH COMMITTEE

An oral report on the meeting held on 6 July 2004 was received. The Committee noted that:

- Following the resignation of the Student member the Committee agreed to recommend the appointment of Michelle Duval the newly elected Student Union President as the Student member for the remainder of this year and the whole of the next college year.
- With this appointment the Board will have full membership.

It was **AGREED** that:

- Michelle Duval be invited onto the Board as a Student member and she was duly invited to join the meeting.

The minutes were received.

04/99 VISION , MISSION AND STRATEGY FOR 2004-2008

A report was considered. The Board noted that:

- This was a revised statement following discussion at the Board conference and College wide consultation.

It was **AGREED** that:

- The revised Vision, Mission and Strategy for 2004-2008 be approved
The report was received.

04/100 COLLEGE QUALITY IMPROVEMENT ACTION PLAN

A report was considered. The Board noted that:

- This plan addresses previously identified weakness
- It has been considered by the Academic Standards and Performance Committee and accordingly some revisions have been made prior to bringing to the Board
- It is a comprehensive document, which is still evolving, needs to be linked with Corporate Services and is under continual review
- Ownership of the plan is undertaken through each faculty area producing their individual action plan which is published on the intranet

The Chair observed this to be a good summary. The report was received.

04/101 CURRICULUM QUALITY REPORT

A report was considered. The Board noted that:

- There is an overall improvement trend in observations of Teaching and Learning
- Improvement in retention rates is predicted
- NewCAD has had a positive impact on College success rates
- Only 11 Curriculum clusters will be inspected by Ofsted, which means that some improving areas will not be included

The report was received.

04/102 FACULTIES REPORT

A report was considered. The Board noted that:

- The launch of the Early Years Academy was very successful
- The report highlights what the College is doing well
- There is work on-going with the LSC to persuade them of the value of qualifications other than National qualification i.e. provision such as NewCAD.
- Basic skills is high on LSC's priority list but there need to be a better understanding of how targets should be set for the future
- A new programme Get on Track is to be launched by Usher, an international best selling R&B artist

The report was received

04/103 PERFORMANCE AGAINST CONTRACTS 2003-2004

A report was considered. The Board noted that:

- The report is based on the revised contract
- Learner FTE's are forecast to be 6.8% above the new 2003/2004 LSC target
- There is still a substantial shortfall in adult fulltime provision
- The projected 2003/04 LSC funding outturn is 1.4% above the revised LSC contract of £27.87m
- If the outturn is 1% or more above contract the LSC may possibly fund it
- There is a dip in HE enrolments due to the types of degrees on offer

The report was received.

04/104 FINANCIAL MONITORING REPORT TO 31 MAY 2004

A report was considered. The Board noted that:

- A £200k operating deficit is now forecast as opposed to the previously forecast £500k surplus due to increased expenditure on franchise partners to deliver work to make up for short-falls in student numbers elsewhere

The report was received.

04/105 THREE-YEAR 'SUCCESS FOR ALL' DEVELOPMENT PLAN 2004/2005-2006/2007

An oral report was received. The Board noted that:

- Management is awaiting a review meeting with the LSC to review the headline targets and until that meeting takes place has nothing further to report.
- The Principal reported that the College is on-track to achieve its headline targets for 2003-04.

The report was received.

04/106 REVENUE BUDGET 2004/2005

A report was considered. The Board noted that:

- The budget is based on an estimated income for the year of £42,192k with planned expenditure of £41,392k, generating an operating surplus of £800k and an historic cost surplus of £1,487k
- The plan was prepared in advance of receiving the LSC contract, and, having now received this, income was understated by £225k which improves the College's financial position.
- Learner numbers are the same as the re-based position for this year (i.e. zero growth)
- This budget is subject to agreement with the LSC of the 2004/05 update of the three year development plan
- Some of the forecast costs were dependent on certain assumptions which are subject to change, and, should there be any significant changes then a revised revenue budget will be brought to the September Board meeting.
- There may be a possibility that due to new accounting standards revaluation of assets may not have to be reported
- There is still an issue as to whether computer equipment may be treated as capital rather than revenue items which if they may will improve the financial position
- Other income had been forecast at a very conservative level and the Board asked that this be reviewed

The planned reduction to Third Party Provider staff impact on inspection poses a risk factor and options to manage this are these are being considered

It was **AGREED** that:

- The Revenue Budget 2004-05 be approved.

The report was received.

04/107 THREE-YEAR FINANCIAL PLAN 2004/2005-2006/2007

A report was considered. The Board noted that:

- There was a clear link to the risk register
- An operating surplus of £800k has been budgeted
- The forecast was based on discussions with the LSC in April 2004 and will now be updated to incorporate the actual LSC allocation

It was **AGREED** that:

- The Three Year Financial Plan be approved for submission to the LSC

The report was received.

04/108 ACCOMMODATION PROJECTS: PROGRESS REPORT

A report was considered. The Board noted that:

- There may be further funding of £170k required for the Little Ilford project in the event that the LSC reduces its grant.
- The college has submitted a £6m proposal under the Building Schools for Future scheme which, if approved, will commence in the autumn and construction will be proceeding during the Inspection period. The reporting inspector has been advised of this possibility.
- Management had proposed alternative accommodation arrangements for the duration of construction.

It was **AGREED** that:

- The extra funding for Little Ilford project is approved
- To delegate authority to approve the Building Schools for Future Scheme to a sub committee comprising of the Chair and two vice chairs.

The report was received.

04/109 ILCT STRATEGY BUSINESS CASE FOR YEAR ONE

A report was considered. The Board noted that:

- Further details had been provided as asked for at a previous Board meeting
- It is proposed to defer the following items from the first year programme until next summer:
 - subnetting" network infrastructure programme
 - software – library system (though may be reconsidered later in the year)
- The network security issue needs to wait until after the proposed security review has taken

place

It was **AGREED** that:

- Approval is given to the proposed investment in ILCT for 2004/05.

The report was received.

04/110 COLLABORATIVE PARTNERSHIP PROVISION 2004-5

- A report was considered. The Board noted that: The Principal was concerned at the extent of the con with Alpha Beta services and the relationship may need to be restructured in order to mitigate any risks.
- In future details of each partner's provision will be included in the report.

The report was received.

04/111 MINUTES OF THE MEETING HELD ON 20 APRIL 2004

The Minutes of the meeting were agreed as a correct record.

The minutes were received.

04/112 BOARD CONFERENCE 2004

The draft notes were considered. The Board noted that:

- The notes did not fully convey the excellent presentations made and accordingly the conference papers should be annexed to them.

The Chair thanked everyone for their time given at the Board Conference. The notes were received.

04/113 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 16 JUNE 2004

The unconfirmed Minutes of the meeting held on 16 June 2004 were considered.

The minutes were received.

04/114 INTERNAL AUDIT PLAN 2004/2005

A report was considered. The Board noted that:

- Due to impending changes following regulatory audit and plan led finding an extra 14 audit days are required for which it is unlikely that there will be any extra funding
- The LSC is still in consultation over regulatory audit so it is not clear yet what it wants to achieve
- There will be a need to provide in year audits
- This plan had been agreed between management and the Internal Auditors

It was **AGREED** that:

- This plan be approved and should there be a major revision it will come back to the Board for further approval.

The report was received.

04/115 RISK MANAGEMENT

A report was considered. The Board noted that:

- The risk register clearly identifies high risks that would have a high significance
- This register will be submitted to the LSC as part of the three year financial plan

It was **AGREED** that:

- The Risk register be approved for submission to the LSC.

The Chair thanked staff and the Audit Committee for this detailed piece of work.

The report was received.

04/116 LETTER OF ENGAGEMENT – TENON

The letter of engagement was considered. The Board noted that.

- This was a revised letter
- Management was satisfied with the content of the letter.

It was **AGREED** that:

The Chair would sign the letter on behalf of the Board.

04/117 MINUTES OF THE ACADEMIC STANDARDS AND PERFORMANCE COMMITTEE

The unconfirmed Minutes of the meeting held on 10 June 2004 were considered. It was noted that:

- Kath Sherrit had not been in attendance at the meeting
- The word Verbal should be removed from minute 04/26.

It was **AGREED** that the Clerk would correct these errors prior to the minutes being confirmed at the next committee meeting.
The minutes were received.

04/118 MINUTES OF THE STAFF CONSULTATIVE COMMITTEE

The unconfirmed Minutes of the meeting held on 20 May 2004 were considered.
The minutes were received.

04/119 MINUTES OF THE STUDENT CONSULTATIVE FORUM

The unconfirmed Minutes of the meeting held on 20 May 2004 were considered. It was noted that:

- Student attendance at this meeting appears to have decreased
- The meeting was held during exam period and this should be advised in future
- The meetings must be better publicised.

The minutes were received.

04/120 MINUTES OF THE SEARCH COMMITTEE

The Minutes of the meeting held on 20 April 2004 were considered.
The minutes were received.

04/121 MINUTES OF THE ACADEMIC BOARD

The unconfirmed Minutes of the meeting held on 30 April 2004 were considered. It was noted That:

- There was an error in Minute 05/05; should read intranet.

The minutes were received.

04/122 CALENDAR OF BOARD AND COMMITTEE MEETINGS 2004-2005

A report was considered. The Board noted that:

- The May date for the Student and Staff Consultative Forums will be changed to avoid the exam period.
- That several other meetings dates had been changed because of Inspection

It was **AGREED** that:

- The Calendar of meetings be approved subject to changing the Student and Staff Consultative Forums May meetings to a more suitable date.

The report was received.

04/123 HEALTH CARE SCHEME- CONTRACT

A report was noted and received.

04/124 CHAIR'S ACTION

A report was considered. The Board noted that:

- a Chair's action was taken to appoint Chaplin Frobisher Welling Ltd to provide company secretarial and clerkship service to the College on an interim basis with effect from 1st June 2004 for an initial period of six months;
- a Chair's action was taken **to add** Diane Gowland (Executive Director for the Centre for Innovation and Partnerships) to the list of bank signatories for a temporary period from 15th June 2004 to safeguard the continuance of routine business whilst Senior Post holders are on leave.

It was **AGREED** to endorse the Chair's actions.

04/125 STRATEGIC OPTIONS FOR FUTURE DEVELOPMENT

Confidential Minute

The report was received

04/126 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 20 APRIL 2004

Confidential Minute

The Minutes were received.

04/127 MATTERS ARISING FROM THE MEETING HELD ON 20 APRIL 2004

There were no matters arising.

04/128 CONFIDENTIAL MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON

16 JUNE 2004

Confidential Minute

The Minutes were received.

04/129 CROSS RIVER LEARNDIRECT MERGER WITH EAST THAMES HUB COMPANY

Confidential Minute

The report was received

04/130 HUMAN RESOURCES REPORT FOR MARCH 2004-MAY 2004

Confidential Minute

The report was received

04/131 FRANCHISE ISSUES

Confidential Minute

The report was received

04/132 STRATEGIC COLLABORATIONS UPDATE

Confidential Minute

The report was received

04/133 NEWHAM FOUNDATION: PROGRESS REPORT

A report was noted and received.

04/134 CROSS RIVER LEARNDIRECT: PROGRESS REPORT

A report was noted and received.

04/135 CROSSRIVER LEARNDIRECT DIRECTORSHIPS – CHANGE OF NOMINATIONS

A report was considered. The Board noted that:

- Due to changes associated with the proposed expansion of the contract to cover the whole of London East, and the resultant merger of the East Thames Hub into the Cross River Hub company, Di Gowland's representation is no longer appropriate and she will step down as a director.
- The College should nominate a replacement director to the Board and it is proposed that Martin Tolhurst be nominated for the resulting vacancy.

It was **AGREED** that:

- Marin Tolhurst be appointed as director.

04/136 RAIL INDUSTRY/ TEXTILES/ BUSINESS AND FINANCIAL SERVICES COVES

A report for each of the COVE's was considered. The Board noted that:

- Each report was in a different format
- It would be useful if each COVE report was reported on using a common framework against their headline COVE objectives

The report was received.

04/137 EU AND OTHER PROJECT FUNDING

A report was noted and received.

The Chair congratulated staff on securing these projects.

04/138 CORPORATE SERVICES QUALITY INITIATIVE

A report was noted and received.

The Chair thanked Kelly Hewson for all her hard work on driving this initiative.

04/139 STUDENT DISCIPLINARY ACTIONS 2003-2004

A report was noted and received.

04/140 CUSTOMER COMPLAINTS 2003-2004

A report was noted and received.

04/141 STUDENT UNION PRESIDENT

The Board noted that:

- Michele Duval had been elected unanimously as President of the Student Union. The Chair congratulated Michelle Duval on her election.

04/142 RESIGNATION OF EXECUTIVE DIRECTORS

A report was considered. The Board noted that:

- Two faculty Directors, Bernadette McAnespie (Foundation Studies) and Sandra Chalmers (Young People's Academy) have recently resigned as a result of promotion to positions in other colleges.
- Their leaving dates will either be just prior to or just after inspection
- The Head of Finance had resigned for personal reasons and will be replaced on an interim basis, until a permanent replacement can be found.

The report was received.

04/143 LSC / HEFCE / DFES MATTERS

A report was noted and received.

04/144 CROSS RIVER LEARNING PARTNERSHIP

The Minutes of the meeting held on 27 May 2004 were considered. The Board noted that:

- The partnership has now wound itself up as a result of various initiatives by the local LSC. The minutes were received.