



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

MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2004

MEMBERS PRESENT: Parin Bahl (Chair), John Garlick, Kelly Hewson, Peter Pendle, Ed Prosser, Mike Thorne Martin Tolhurst.

APOLOGIES: Linda Jordan, Harsh Ondhia, Quintin Peppiatt, Jonathan Swan, Mike Thorne (for lateness).

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

04/145 DECLARATIONS OF INTEREST

Parin Bahl and Ed Prosser declared an interest in item 13.3.2. Peter Pendle declared an interest in item 22.

04/146 THREE-YEAR DEVELOPMENT PLAN

A supplementary summary to the main document was issued to members. The Board noted that:

- This is the College's provisional (pending completion of outcomes data and auditing) review of progress towards the first year milestones contained three year development plane headline targets
- At present all targets are forecast to be met or exceeded, and where appropriate the College is in discussion with the local LSC to revise upwards the relevant headline targets.

The Chair congratulated the College team on progress on the development plan.

The report was received.

04/147 CURRICULUM QUALITY REPORT

A report was considered. The Board noted that:

- Preparations for Inspection are now fully operational
- The College exceeded all internally set retention targets last year. In addition, the college exceeded the retention benchmarks for all FE colleges (including sixth form colleges)
- An improvement in the 02-03 College Performance report
- The final 03-04 College Performance Report (CPR) could move the College from a C to B rating overall
- A levels produced an outstanding overall pass rate of 98.6%, and in ten curriculum areas a 100% pass rate was achieved. In the context of the College's open access policy this was an outstanding achievement.

The report was received.

04/148 PERFORMANCE AGAINST CONTRACTS 2003-2004

A report was considered. The Board noted that:

- The College is now forecasting achievement of both its LSC FE contract and student number

targets as revised in April 2004.
The report was received.

04/149 FINANCIAL REPORT AND PROVISIONAL OUTTURN – 31 JULY 2004

A report was considered. The Board noted that:

- This was still in draft form until the financial statements are audited
- Non-pay expenditure has gone up due to some work being diverted to Franchise contractors
- An operating deficit of £976k is forecast

The report was received.

04/150 REVENUE BUDGET 2004/2005

A report was considered. The Board noted that:

- There have been a number of small changes since the July meeting which are as follows:
 - The inter-company transactions between Cross River Learn Direct (CRLD) and the College are now estimated at £155k less for the full year, leading to a reduction in College income. This remains subject to the final agreement on the merger of CRLD with the East Thames Hub.
 - There has been an understatement of the Helpdesk Services charges in the College budget of approximately £150K for the full year relating to a VAT issue.
 - Direct and Franchise Contracts - the cost of payments to contractors is estimated to be £3,676k for the 2004/2005 year, £244k below the provision in the July revenue budget paper.
 - Following the LSCs allocation process the projected income has increased by £221k for the 2004/2005 year.
- Due to a national change in the LSC's payment profiles the College will be £2m down on its cashflow by April and may need to use its overdraft facility. The cash days will be recovered towards the end of the financial year when the next set of payments are made

It was **AGREED** that:

- The revisions to the Revenue Budget 2004-05 are approved.

The report was received.

04/151 FINANCIAL REPORT FOR THE PERIOD TO 31 AUGUST 2004

A report was considered. The Board noted that:

- This was redrafted around the revisions made in the previous item.
- The College has an operational surplus of £30k (budget £57k) as at 31st August 2004 the College's first month of the new financial year 2004/05.

The report was received.

04/152 EU AND OTHER PROJECT FUNDING

A report was noted and received.

The Chair congratulated staff on securing the funding for these projects.

04/153 ADMISSIONS

An oral report was received. The Board noted that:

- registration is still ongoing so it was too early to give hard data
- activity is mostly buoyant
- there are some high demand areas such hair and beauty, plumbing, ESOL and electrical engineering where demand cannot be fully met
- low demand areas compared to previous years are computing and art and design (see confidential minute)

The report was received

04/154 CAPITAL PROGRAMME 2004-2009

A report was considered. The Board noted that:

- This has been updated since last September
- Several programmes identified in December 2002 have been completed
- Approval had now been received from the LSC for Little Ilford, planning consent from the local authority for East Ham Frontage, and approval of the 'Building Schools for the Future' project from DfES
- The planned capital programme for the period is similar to the previous years except that the

Building Schools for the Future (workshops refurbishment and B Block replacement) will commence in October 2004 with completion due April 2006

- There were some further revisions in the later years' programme including the development of the East Ham frontage further phases as one programme assuming that funding can be secured through the Thames Gateway project.

It was **AGREED** that:

- The revisions to the Capital Programme 2004-09 be approved.

The Chair congratulated the College team on the securing the £6.1m Quick Win Building Schools for the Future funding. The report was received.

04/155 ACCOMMODATION PROJECTS: PROGRESS REPORT

A report was considered. The Board noted that:

- LSC approval is required for the Building Schools for the Future (BSF) scheme despite the fact that it is being fully financed by the DfES.
- The BSF scheme will be built in two phases and will be submitted as separate appraisals. The LSC is helping the College to assess the net present value of the projects.
- The other projects previously approved are progressing well.

The report was received.

04/156 TRANSFER OF LAND

A report was noted and received. The Board noted the:

- update on the sale of a small area of land to the rear of the East Ham site to an employee

It was **AGREED** that:

The transfer from the College to Newham Foundation by way of a lease the area of land that will be used for the Building Schools for the Future project at Stratford Campus be approved.

The report was received.

04/157 NEWHAM FOUNDATION: PROGRESS REPORT

A report was considered. The Board noted that:

- the Borough's nominated director is now Steve Cameron and that it intends nominating a second director
- charity status has yet to be confirmed but that action is in hand to achieve it

It was **AGREED** that:

- the appointment of Kath Sherit as a director of Newham Foundation be approved
- Michael Longden be approved as a director of Newham Foundation for the period April 2004 – November 2004

04/158 CROSS RIVER LEARNDIRECT: PROGRESS REPORT

A report was noted and received.

04/159 MINUTES OF THE MEETING HELD ON 6 JULY 2004

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

The Board noted that further to:

- Minute 04/106 the Head of Finance will be meeting with the auditors to discuss the treatment of computer equipment in the accounts
- Minute 04/142 two appointments have been made – Nasrin Farahani has been appointed as Director of the Faculty of Foundation Studies and Innes Campbell has been appointed as Head of Finance.

The minutes were received.

04/160 CALENDAR OF BOARD AND COMMITTEE MEETINGS 2004-2005

A report was considered. The Board noted that:

- The Annual Public Meeting date will need to be changed and suggested dates will be circulated.
- The Chairs of the Student and Staff Consultative Forums will be consulted as to suitable dates for the May meetings to avoid the exam period.

The report was received.

04/161 HEALTH CARE SCHEME- CONTRACT

The Board were asked to note that the Health Care scheme is a one year contract.

04/162 MINUTES OF THE SEARCH COMMITTEE

The Minutes of the meeting held on 6 July 2004 were considered.

The minutes were received.

04/163 SEARCH COMMITTEE

An oral report on the meeting held on 21 September 2004 was received. The Board noted that:

- The reappointment of Parin Bahl, Linda Jordan, Quintin Peppiatt, Ed Prosser and Jonathan Swan whose terms of office terminated in November was considered
- The Clerk had written to the Local Authority asking for their approval to nominate Quintin Peppiatt for a further three year term
- The committee had considered carefully the knowledge, skills, attributes and qualities of each member and their contribution to the Board.
- The committee agreed that they would recommend the reappointment of each member subject to an interview with each one before the termination of their office to review their performance

It was **AGREED** that:

- subject to a satisfactory outcome of their interview to approve the reappointment of Parin Bahl, Linda Jordan, Quintin Peppiatt, Ed Prosser for a term of three years and Jonathan Swan (at his request) for one year.

04/164 GOVERNORS' SELF ASSESSMENT

A report was considered.

It was **AGREED** that:

- A calendar of College events is circulated in advance to all Governors.

The report was received.

04/165 TRAINING AND DEVELOPMENT SEMINAR PROGRAMME

A report was considered. The Board noted that:

- The date for the seminar scheduled for 30 September needs to be changed
- Other topics for seminars will be dependent on the outcome of inspection.

The report was received.

04/166 REPORT ON THE WORK OF THE BOARD'S COMMITTEES DURING THE ACADEMIC YEAR 2003-2004

A report was considered.

The Clerk was asked to determine whether there was a requirement for a report on the committees' work in addition to the minutes submitted to each meeting.

The report was received.

04/167 MEMBERSHIP AND TERMS OF REFERENCE OF THE BOARD'S COMMITTEES

A report was considered.

It was **AGREED** that:

- All proposed revisions be approved

The report was received.

04/168 MEMBERSHIP OF THE BOARD'S COMMITTEES 2004 -05

A report was considered.

It was **AGREED** that:

- All proposed membership be approved.
- The Chairs of all committees were approved apart from that of the Student Consultative Forum.
- Parin Bahl proposed and Peter Pendle seconded the nomination of Ed Prosser to chair the Student Consultative Forum.

The report was received.

The Board **AGREED** the membership, chairs and officers in attendance of the Committees as follows: _____

Committee	Current Membership	Chair of Committee	In Attendance
Academic Standards and Performance Committee	Linda Jordan Martin Tolhurst Peter Pendle Quintin Peppiatt Jonathan Swan Michele Duval Neil Berry	Linda Jordan	Deputy Principal (Standards and Customer Service) Deputy Principal (Business Planning) Six Faculty Directors Clerk
Audit	John Garlick Peter Pendle Ed Prosser Jonathan Swan Gary Peile	John Garlick	Principal Deputy Principal (Business Planning) Deputy Principal (Standards and Customer Service) Director of BID Head of Finance Financial Statements Auditor Internal Auditor Clerk
Search	Parin Bahl Martin Tolhurst Linda Jordan Jonathan Swan Nanette Johnson-Reid	Parin Bahl	Clerk
Staff Consultative	Linda Jordan Kelly Hewson Quintin Peppiatt Edward Prosser Aaron Hendricks Mary Knight Tony Mahony vacant Nanette Johnson-Reid	Linda Jordan	Principal Deputy Principal (Standards and Customer Service) Director of Human Resources and Legal Services Clerk
Student Consultative Forum	Linda Jordan Edward Prosser Michele Duval	Edward Prosser	Principal Deputy Principal (Standards and Customer Service) Director of Human Resources and Legal Services Clerk
Remuneration	Parin Bahl Quintin Peppiatt Jonathan Swan	Parin Bahl	Principal Director of Human Resources and Legal Services Clerk

04/169 CODE OF CONDUCT FOR BOARD MEMBERS

A report was considered. The Board noted that:

- The clerk had advised the inclusion of an extra clause to address the issue of members' political affiliation but that this was not in line with the AOC recommendation of how to handle such matters.

It was **AGREED** that:

- Further information was needed before a decision on the proposed clause 7.3 could be made.
- The clerk would circulate to all members full documentation of advice obtained from various sources with respect to the issue of members political affiliation so that this matter can be considered fully at the next meeting.
- That all other revisions proposed be approved.
- Each member will be asked to sign a copy of the Code of Conduct.

The report was received.

04/170 REGISTER OF INTEREST

A report was considered.

It was **AGREED** that:

- The register of interest be approved with no revisions.

The report was received

04/171 STANDING ORDERS

A report was considered.

It was **AGREED** that:

- The revisions to the Standing Orders be approved.

The report was received

04/172 COLLEGE SEAL

A report was noted and received

04/173 TRAINING AND DEVELOPMENT OF CORPORATION MEMBERS ANNUAL REPORT

A report was noted and received

04/174 HEALTH AND SAFETY ANNUAL REPORT

A report was noted and received

04/175 CAMPUS MANAGEMENT ANNUAL REPORT

A report was noted and received

04/176 CHAIR'S ACTION

A report was considered. The Board noted that:

- A Chair's action was taken to approve a new contract for the IT network support services
- A Chair's action was taken to implement the pay award determined by the Remuneration at its meeting of the 6 July 2004
- A Chair's action was taken to approve overseas travel undertaken by staff (including the Principal) over the past year.

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

The report was received

04/177 TUITION FEES POLICY REVISION

A report was considered.

It was **AGREED** that:

- The changes to the College fees policy be approved.

The report was received

04/178 STRATEGIC OPTIONS FOR FUTURE DEVELOPMENT

Confidential Minute

The report was received

- 04/179 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 6 JULY 2004**
Confidential Minute
The Minutes were received.
- 04/180 MATTERS ARISING FROM THE MEETING HELD ON 6 JULY 2004**
CROSS RIVER LEARNDIRECT MERGER WITH EAST THAMES HUB COMPANY
Confidential Minute
The report was received
- 04/181 HUMAN RESOURCES ANNUAL REPORT**
Confidential Minute
The report was received
- 04/182 STUDENT DISCIPLINARY ACTIONS 2003-2004**
A report was noted and received.
- 04/183 THAMES HOUSE**
Confidential Minute
The report was received
- 04/184 FRANCHISE ISSUES**
Confidential Minute
The report was received
- 04/185 STRATEGIC COLLABORATIONS UPDATE**
Confidential Minute
The report was received
- 04/186 CENTRES OF VOCATIONAL EXCELLENCE (COVE)**
A report covering the College's COVEs was considered. The Board noted that:
- in the context of the Textiles and Clothing Manufacture CoVE, the College is an operational partner of of the Fashion and Textiles museum in Bermondsey. In addition to this, the Principal is a Trustee of the Museum and he is providing assistance to identify a higher education partner that could provide long-term business stability for the Museum and its aims. UEL is a potential strategic partner.
- The report was received.
- 04/187 CORPORATE SERVICES QUALITY INITIATIVE**
A report was noted and received.
The Chair congratulated the college team on achieving the ISO9001 quality standard.
- 04/188 CUSTOMER COMPLAINTS 2003-2004**
A report was considered. The Board noted that:
- The report provides detailed information
 - The data relating to outstanding days was incorrect and submitted in error.
- The report was received.
- 04/189 FOREST GATE LEARNING ZONE POST PROJECT EVALUATION**
A report was considered. The Board noted that:
- the project was meeting its objectives
 - the project had overrun on time due to problems with a subcontractor.
- The report was received.
- 04/190 LSC / HEFCE / DfES MATTERS**
A report was noted and received.