



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

MINUTES OF THE MEETING HELD ON 13 DECEMBER 2005

MEMBERS PRESENT: Parin Bahl (Chair), Jordi Cousin, Hugh Harris, Linda Jordan, Quintin Peppiatt, Peter Pendle, Ed Prosser, Jonathan Swan, Mike Thorne, Martin Tolhurst.

APOLOGIES: Harsh Ondhia, Linda Jordan (for lateness)
IN ATTENDANCE: Denise Brown-Sackey, Graham Drummond (Clerk to the Corporation), and Kath Sherit

05/141 DECLARATIONS OF INTEREST

Quintin Peppiatt with respect to Newham Council items.

05/142 SEARCH COMMITTEE

An oral report was received. The Board noted that:

- A replacement for Neil Berry as the co-opted member of the Academic Standards and Performance Committee had been identified. A proposal will come to the next meeting.
- The nomination of Jordi Cousin, the corporate quality manager, as the staff governor had been received and approved.
- A student representative had not been nominated because insufficient people attended the student president elections. The issue of identifying a student governor would be raised with the student consultative forum and the possibility of co-opting a student governor is to be considered.
- Gary Peile has resigned as the co-opted member of the audit committee and a replacement is to be considered at the next meeting.

It was **AGREED** to:

- accept the recommendation to ratify Jordi Cousin's membership as the staff governor.

Jordi Cousin was invited into the meeting.

05/143 CURRICULUM QUALITY

A report was considered. The Board noted that:

- that the feedback to the College following a recent Annual Assessment Visit (AAV) by Ofsted and ALI had been positive.

- the AAV inspectors were satisfied that the Self Assessment Report (SAR) was not over grading the college's profile
- Havering College, Southwark College and Thurrock & Basildon College have provided the external perspective to the moderation of the SAR.
- Student attendance being below the national average is a concern. The college has a strategy in place to address this.

The report was received.

05/144 PERFORMANCE AGAINST CONTRACTS

05/144.1 2004-05

The report was noted and received.

05/144.2 2005-06

The report was noted and received.

05/145 RISK MANAGEMENT – ANNUAL REPORT 2004-05

The report was considered.

It was **AGREED** that:

- on the basis of the received report, the statement on risk management in the annual report and accounts be approved.

The report was noted and received.

05/146 ANNUAL REPORT OF THE AUDIT COMMITTEE

A report was noted and received.

05/147 ANNUAL REPORT OF THE INTERNAL AUDIT SERVICE

A report was considered. The Board noted that:

- The audit committee had been reassured at their meeting on 23rd November that the recommendations made by the internal audit are being addressed by the College.

The report was received.

05/148 ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 JULY 2005

A report was considered. The Board noted that:

- The full deficit on the College's share of the local government pension scheme (£6,386k) will be restated against the general reserves once FRS 17 is adopted in 2005/06. The College's employer contribution to the scheme has increased from 23% to 24%.
- The report does not make reference to the staff consultative committee (p59) and this should be corrected.

It was **AGREED** to:

- approve the annual report and accounts for signature (subject to the amendment above) and submit to the LSC.

The report was received.

05/149 LETTERS OF REPRESENTATION

It was **AGREED** to:

- approve the letters of representation on the financial statements and regularity audits for signature by the Chair.

The report was received.

05/150 FINANCIAL STATEMENTS AUDIT MANAGEMENT LETTER 2004/05

The report was noted and received

05/151 FINANCIAL REPORT FOR THE PERIOD TO 30 NOVEMBER 2005

A report was considered. The Board noted that:

- The College's cash status is a concern.
- The loan which was approved by the Board at its meeting on 20th September had not been drawn down at the time of the report being written, and this will improve the cash position. The College needs to review its financial targets and its aim of maintaining category A financial health status.
- Action has been taken to minimise staff recruitment and expenditure on consumables to reduce the potential deficit
- A proposal to be considered later in the meeting could significantly reduce the expenditure on IT support services.
- Areas of College activity falling behind income targets are being reviewed regularly.

It was **AGREED** that:

- A report on the College's financial status including a review of financial targets to come to the next meeting.

The report was received.

05/152 ACCOMODATION PROJECTS' PROGRESS REPORT

A report was considered. The Board noted that:

- The Building Schools for the Future project has progressed in line with project objectives.

The report was received.

05/153 WOMEN'S BUSINESS CENTRE

A capital investment proposal for the next phase of the East Ham Campus frontage development to provide facilities for a Women's Business Centre was considered.

It was **AGREED** that:

- the Board delegate to the Chair, Vice-Chairs and Principal and Chief Executive (as a special committee) the authority to consider and approve the capital project proposal to be brought forward shortly for the development of the Women's Business Centre.

The report was received.

05/154 TUITION FEES POLICY 2006/07

A report was considered. The Board noted that:

- With the cuts in LSC funding for adult learning, the LSC's increased tuition fee assumption, and the cash limit on level 2 entitlement it was proposed that the college increase its fees to bring them in line with LSC funding policy.

The report was received.

It was **AGREED** to:

- approve the College's fee policy for 2006/07
- delegate to the Chair and the Principal the final determination on the matter of remitting fees for all adults on full time level 2 courses.

05/155 APPOINTMENT OF VICE PRINCIPAL – PLANNING AND FUNDING
The appointment of Philip Badman, currently Vice Principal at City Lit, was noted.

05/156 SUBSIDIARY COMPANIES

05/155.1 Newham Foundation: Report to Members

The report was noted and received.

It was **AGREED** to:

- approve the agreement that the Newham Foundation is effectively a subsidiary of Newham College and its accounts can continue to be consolidated in the Group accounts.
- approve the decision that the College will provide additional investment into the Foundation to under-write the non-grant portion of the capital expenditure over the useful life of the fixed asset as recommended by the financial and regularity auditors.

05/155.2 East London e-Learning Ltd: Report to Members

A report was considered. The Board noted that:

- A requirement of the constitution is that profits are reinvested into the company.

The report was received.

05/155.3 Nominated Officer for East London e-Learning Ltd

A report was considered. It was **AGREED** to:

- approve the appointment of Philip Badman as the Corporation's nominated officer for East London e-Learning with effect from 4 January 2006.

The report was received.

05/157 BOARD MINUTES & COMMITTEE REPORTS

05/156.1 Minutes of the meeting held on 20th September 2005

The minutes were agreed as a correct record. The minutes were received.

05/156.2 Matters Arising from the Meeting held on 20th September

The Board noted that:

- The first Sir John Garlick awards have been awarded to 5 students

05/156.3 Staff Consultative Committee

The draft minutes of the meeting held on 3 November were received.

The Board noted that:

- Quintin Peppiatt was not present and the attendance list should be corrected.

05/156.4 Student Consultative Forum

The draft minutes of the meeting held on 3 November were received.

05/156.5 Audit Committee

05/156.5.1 Minutes

The draft minutes of the meeting held on 23 November were received. The Board noted that:

- Thanks were given to Gary Peile and Kath Sherit for the contribution they have made to this committee.

05/156.5.2 Appointment of Financial Statements Auditors

The report was received. The Board noted that:

- The fee cannot be agreed upon until the implications of changes to accounting regulations have been determined.

It was **AGREED** to:

- approve the re-appointment of Baker Tilly as the financial statements and regularity auditors for 2005/06 for the Group, subject to satisfactory agreement on the price.
- authorise the Chair to sign the letter of engagement on behalf of the Board.

05/156.6 Search Committee

The minutes of the meeting held on 20 September were received.

05/158 CHAIR'S ACTION

A report was considered, noted and received

05/159 TERMS OF REFERENCE – PLANNING AND BUDGETING COMMITTEE

It was **AGREED** to:

- approve the membership and terms of reference of the planning and budgeting committee.

The report was noted and received.

05/160 LSC CONSULTATION ON THE INTERIM REGULARITY AUDIT REPORT

It was **AGREED** to:

- approve the College's proposed endorsement of the consultation exercise which seeks to remove the requirement for interim regularity audit.

The report was noted and received.

05/161 ODPM CONSULTATION ON POWERS OF THE GLA / MAYOR

The report was considered. The Board noted in discussion that:

- London's skill needs are not being adequately addressed by the LSC and the LDA.
- A business case is needed to improve the planning and funding agency arrangements in London.
- The LSC policy of reducing funding for adult learning is not in London's interests and the College must support policies that will benefit London.
- If planning and funding agency arrangements were altered then work needs to be carried out on what is needed from the new arrangements.

It was **AGREED** to:

- support the Mayor's proposal of rationalising the five London LSCs into one organisation accountable to him.
- delegate to the Chair and Principal the responsibility of drafting a consultation response. The draft to be circulated to Board members before consultation deadline of 22nd February 2006.

The report was received

05/162 STRATEGIC OPTIONS FOR FUTURE DEVELOPMENT

Confidential Minute

The report was received

05/163 CONFIDENTIAL ITEM 24

Confidential Minute

The report was received

- 05/164 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 20th September 2005**
Confidential Minute
The minutes were received.
- 05/165 CONFIDENTIAL MINUTES OF THE AUDIT COMMITTEE HELD ON 23rd November 2005**
Confidential Minute
The minutes were received.
- 05/166 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES**
Confidential Minute
- 05/167 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**
Confidential Minute
The report was received
- 05/168 FRANCHISE ISSUES**
Confidential Minute
The report was received
- 05/169 STUDENT DISCIPLINARY ACTIONS FOR THE PERIOD 1 AUGUST 2005 – 30 NOVEMBER 2005**
Confidential Minute
The report was received
- 05/170 RISK REGISTER – UPDATE**
Confidential Minute
The report was received
- 05/171 CAPITAL INVESTMENT STRATEGY**
Confidential Minute
The report was received
- 05/172 CUSTOMER COMPLAINTS 2004-2005**
The report was noted and received.
- 05/173 SIR JOHN GARLICK BURSARY AWARDS**
The report was received.
- 05/174 IT SUPPORT SERVICE**
Confidential Minute
The report was received

Signed as a correct record

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Parin Bahl Chair of the Board