



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

MINUTES OF THE MEETING HELD ON 28 MARCH 2006

MEMBERS PRESENT: Parin Bahl (Chair), Jordi Cousin, Hugh Harris, Linda Jordan, Harsh Ondhia, Peter Pendle, Quintin Peppiatt, Edward Prosser, Jermaine St. Rose, Jonathan Swan, Michael Thorne, Martin Tolhurst (Principal)

APOLOGIES: None

IN ATTENDANCE: Philip Badman, Denise Brown-Sackey, Graham Drummond (Clerk to the Corporation)

OBSERVER: Nick Ockendon (Institute of Voluntary Research)

06/01 DECLARATIONS OF INTEREST

Parin Bahl with item 13
Quintin Peppiatt with item 8.1

06/02 SEARCH COMMITTEE

It was **AGREED** to:

- accept the recommendation to ratify
 - Jermaine St Rose's membership as the student governor;
 - Richard Allanach's membership of the Audit Committee as the co-opted member;
 - Pat Edwards's membership of the Academic Standards and Performance Committee as the co-opted member.

06/03 3 YEAR DEVELOPMENT PLAN

A report was considered and received. The Board noted that:

- The loss of the Tubelines contract has meant that the estimated out-turn of the College's 16-18 workbased learning is currently below target.
- All unqualified teachers at the College are enrolled on a teacher training programme.
- The estimated outturn for employees engaged through the Employer Training Programme is

considerably above target.

- The current forecast of tuition fee income suggests that the College will achieve its expected out-turn.

06/04 CURRICULUM QUALITY REPORT

The report was received.

06/05 SELF ASSESSMENT REPORT

A report was considered and received. The Board noted that:

- The report provides evidence that the College has a systematic approach to continuous improvement in place.
- The quality and diversity of College activities is impressive.
- The report is repetitive in places.
- The Newham unemployment rate given in the report needs to be checked for accuracy.
- A one page summary of the report will be piloted with governors on their away day.

It was **AGREED**:

- to approve the 2005 Self Assessment Report.
- to congratulate all staff involved in the writing of the report.

06/06 PERFORMANCE AGAINST CONTRACTS 2005-2006

The report was received.

06/07 CENTRES OF VOCATIONAL EXCELLENCE

A report was considered and received. The Board noted that:

- The Pan London Enterprise CoVE is expected to be approved in May.

06/08 FINANCIAL REPORT FOR THE PERIOD TO 28th FEBRUARY 2006

A report was considered and received. The Board noted that:

- Measures are being taken by the College to reduce expenditure and sustain income.

06/09 INTERIM REGULARITY STATEMENT

A report was considered and received.

It was **AGREED**:

- to approve the signing of a letter by the Chair giving a statement on regularity, propriety and compliance to the Learning and Skills Council.

06/10 NEWHAM FOUNDATION: PROGRESS REPORT

The report was received.

06/11 EAST LONDON e-LEARNING: COMPANY SECRETARY REPORT

A report was considered and received. The Board noted that:

- Following the termination of hub operator contracts all NCFE staff employed on Learndirect business have been transferred to Ufi under TUPE.
- The company has been one of the best performing hubs in the country.

06/12 STUDENT DISCIPLINARY CODE

A report was considered and received. The Board noted that:

- The term 'personal tutor' needs to be changed to 'student learning advisor'
- Examples of misconduct that might bring the College into disrepute need to be given.
- The code should specify that the length of time for which an appeal can be made against a permanent exclusion notice is taken from the date stated on the notification letter.
- The definition of misconduct where a student has not followed the instructions of a member of staff must be on the grounds of reasonableness. An instruction is to be considered reasonable if it

- improves the educational experience of a student or is made on the grounds of health and safety.
- There are no grounds for appeal to the governors.

It was **AGREED**:

- to approve the amended student disciplinary code.

06/13 PROGRESS WITH RACE EQUALITY

A report was considered and received. The Board noted that:

- The College's approach to race equality is to be commended.
- More work is needed to further improve the College's approach to race equality.
- The College's Diversity in the Workplace E-Learning Module will be made available to board members.
- Competence at widening participating is a pre-requisite of being a member of the College's Board of Governors.
- Further improvements to the College's approach to race equality are to be considered at the Board's away day.

It was **AGREED**:

- to approve the actions as set out in Annex 1 of the report and add these to the College's Race Equality action plan.

06/14 BOARD MINUTES & COMMITTEE REPORTS

06/14.1 Minutes of the meeting held on 13th December 2005

The minutes were received and agreed as a correct record.

06/14.2 Matters Arising from the Meeting held on 13th December 2005

The Board noted that:

- The final determination of fees for adults on full time level 2 and 3 courses has yet to be made.
- The date of the next meeting of the Planning and Budgeting Committee will be 4th July.
- The College's response to the ODPM Consultation on the Powers of the Mayor was sent on 17th February.

06/14.3 Academic Standards and Performance Committee

06/14.3.1 Minutes of the Meeting held on 19th January 2006

The minutes of the meeting were received.

06/14.3.2 Minutes of the Meeting held on 16th February 2006

The unconfirmed minutes of the meeting were received. The Board noted that:

- The ALPs system had measured the College's A Level value added score within the top 10% nationally.

06/14.4 Staff Consultative Committee

The unconfirmed minutes of the meeting held on 9th February 2006 were received.

06/14.5 Student Consultative Forum

The notes of the meeting held on 9th February 2006 were received.

06/14.6 Audit Committee

06/14.6.1 Minutes

The draft minutes of the meeting held on 22nd March 2006 were received.

06/14.6.2 Financial Rules for Business

The report was received. The Board noted that:

- The Audit Committee at its meeting on 22nd March 2006 approved changes to the College's Financial Rules for Business.

06/14.7 Search Committee

The minutes of the meeting held on 13th September 2005 were received.

06/14.8 Remuneration Committee

The Board noted that:

- The planned meeting of remuneration committee prior to the meeting was postponed until a staff pay award has been agreed.

06/15 CHAIR'S ACTIONS

The Board noted that there had been no Chair's actions since the last meeting.

06/16 EAST LONDON COLLEGE SERVICES

It was **AGREED**:

- to approve Philip Badman as the replacement for Kath Sherit as a Director.

06/17 CRIMINAL AND LIST 99 CHECKS

A report was considered and received. The Board noted that:

- Governors who have had a CRB check can declare it.

06/18 ACCOMMODATION PROJECTS PROGRESS REPORT

A report was received.

06/19 STRATEGIC OPTIONS FOR FUTURE DEVELOPMENT

Confidential Minute

The report was received

06/20 LSC FINANCIAL ALLOCATION FOR 2006-07

Confidential Minute

The report was received

06/21 PURCHASE OF THE FASHION & TEXTILE MUSEUM – PROJECT APPRAISAL

Confidential Minute

The report was received

06/22 WOMEN'S BUSINESS CENTRE PROJECT APPRAISAL

Confidential Minute

The report was received

06/23.1 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 13th December 2005

Confidential Minute

The minutes were received.

06/23.2 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES

No matters arising

06/23.3 CONFIDENTIAL MINUTES OF THE AUDIT COMMITTEE HELD ON 22nd March 2006

Confidential Minute

The minutes were received.

06/24 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES

Confidential Minute
The report was received

06/25 STUDENT DISCIPLINARY ACTIONS FOR THE PERIOD 1ST DECEMBER 2005 – 28TH FEBRUARY 2006

Confidential Minute
The report was received

06/26 CUSTOMER COMPLAINTS DECEMBER 05 – FEBRUARY 06

A report was received.

06/27 ELIZABETH NUFFIELD FOUNDATION

A report was received.

06/28 ANY OTHER BUSINESS

The Board noted that:

- Sir John Garlick's daughter has contacted the College about combining funds for the bursary award.

Signed as a correct record

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Parin Bahl Chair of the Board