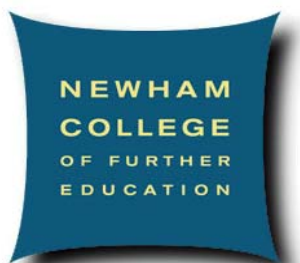


ITEM:



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

MINUTES OF THE MEETING HELD ON 4TH JULY 2006

- MEMBERS PRESENT:** Parin Bahl (Chair), Jordi Cousin, Hugh Harris, Linda Jordan, Peter Pendle, Quintin Peppiatt, Edward Prosser, Jermaine St. Rose, Jonathan Swan, Martin Tolhurst (Principal)
- APOLOGIES:** Harsh Ondhia, Michael Thorne
- IN ATTENDANCE:** Philip Badman, Denise Brown-Sackey, Graham Drummond (Clerk to the Corporation)
- MEMBERSHIP:** Harsh Ondhia had indicated his intention to resign from the Corporation Board. It was agreed to ask Harsh if he would consider continuing as a co-opted member of the audit committee.

06/29 DECLARATIONS OF INTEREST

Quintin Peppiatt with respect to any matters relating to Newham Council.

06/30 ELECTION OF CHAIR AND VICE CHAIR OF THE BOARD

Nominations for the Chair and Vice Chairs during 2006/07 were asked for.

Peter Pendle nominated Parin Bahl as Chair, seconded by Quintin Peppiatt. There were no other nominations. Parin Bahl accepted and took the Chair.

Parin Bahl nominated Linda Jordan and Quintin Peppiatt as Vice Chairs, seconded as by Jonathan Swan. There were no other nominations.

06/31 DASHBOARD OF STRATEGIC INDICATORS

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

- Reliable benchmarks are needed to determine more accurately which status/colour should be allocated to the outcome of an indicator.
- The format will be further developed.

- Figures for the development for non-teaching staff are not included.
- Ed Prosser agreed to give further input on the Dashboard's methodology.

It was **AGREED** to:

- approve the format for the dashboard

06/32 CURRICULUM QUALITY REPORT

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

- The College is using fewer staff from Protocol National.
- All teaching staff are observed teaching a lesson at least once during an academic year.

06/33 PERFORMANCE AGAINST CONTRACTS 2005-2006

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

- The level of direct HE funding has dropped significantly.

06/34 FINANCE REPORT FOR THE PERIOD ENDING 31ST MAY 2006

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

- The LSC has changed the College's financial health status from an A to a B. This decision was based on the College's financial health during 2004/05, and has only just been received. This does not reflect current performance, which indicates Grade A.
- The LSC has not raised any concerns about the College's current financial health.

06/35 THREE YEAR DEVELOPMENT PLAN: MONITORING REPORT 05/06

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

- The Employer Training Programme has engaged more employees with fewer but larger companies.
- The 2006/07 Train to Gain contract requires the College to use designated brokers whose role is to engage employers on behalf of the College.

06/36 THREE YEAR DEVELOPMENT PLAN 2006-2009

A report was considered and received.

It was **AGREED**:

- to approve the three year development plan for LSC funded provision subject to detailed changes being made between the Principal and the LSC.

06/37 REVENUE BUDGET 2006/07

A report was considered and received.

It was **AGREED**:

- to approve the provisional revenue budget for 2006/07.

06/38 THREE YEAR FINANCIAL PLAN

A report was considered and received.

It was **AGREED**:

- to approve the provisional revenue budget for 2006/07.

06/39 ACCOMMODATION AND INFRASTRUCTURE STRATEGY

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

- The College's space utilisation is currently below the LSC target.
- The College's capacity needs to be brought in line with its business needs.
- A high level of business interest has been shown in the 5 year lease of Barclay Hall on Green Street.
- The Associate Faculty of Community Education has shown interest in taking on the lease of the

Royal Docks Learning Zone (currently leased and maintained by the College).

- The receipt of additional rental income has not been assumed within the revenue budget for 2006/07.

It was **AGREED** to:

- Approve the changes to the Accommodation and Infrastructure Strategy for the period 2006 to 2010.
- Approve the surrender of the lease on Royal Docks Learning Zone and return the property to the landlord.
- Approve the future withdrawal of teaching and learning from N block at Stratford Campus.
- Approve the future withdrawal of teaching and learning from the 6th and 7th floor at EHC, leasing the area on a commercial basis and installing an external lift serving the 6th and 7th floors only.
- Approve the seeking of a change of planning consent for the frontage at EHC to be mixed retail and commercial use, in addition to the current permission for educational use.

06/40 CAPITAL PROJECTS – CAPITAL PROJECTS PROGRAMME 2005-2010

A report was considered and received.

It was **AGREED**:

- to approve the revised Capital Programme for 2005 to 2010.

06/41 SUBSIDIARY COMPANIES

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

- East London e learning employees have been accepted by Ufi through TUPE.

06/42 COLLABORATIVE PARTNERSHIP PROVISION 2006-07

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

- The revised revenue budget has meant that the figures presented need to be reviewed.

It was **AGREED**:

- To bring the revised paper to the September '06 meeting.

06/43 BOARD MINUTES & COMMITTEE REPORTS

06/43.1 Minutes of the meeting held on 28th March 2006

The minutes were received and agreed as a correct record.

06/43.2 Matters Arising from the Meeting held on 28th March 2006

The Board noted that:

- 06/05 Newham's unemployment rate is 7.7% (*Labour Force Survey 2004*) (not 11.7%)
- 06/07 Pan London Enterprise CoVE is still awaiting approval (as of 26/06/06)
- 06/12 The amended Student Disciplinary Code will be implemented from September '06 onwards
- 06/14.8 The remuneration committee met prior to the meeting and a pay award to senior post holders was agreed.
- 06/28 Pamela Garlick has donated £5000 to the College from Sir John Garlick's scheme. During a recent meeting with Pamela it was agreed to combine Sir John's scheme with the College's scheme. Details will be reported to the Board when this has taken place.

06/43.3 Board Conference 2006

06/43.3.1 Conference Notes

The notes were received. The Board noted that:

- Any proposed redevelopment of Barking town centre by Barking College would be contestable.

06/43.3.2 Governors' Self Assessment and Training Needs Analysis

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

- Governor training needs will be addressed by the Clerk.

06/43.4 Audit Committee

06/43.4.1 Minutes of the meeting held on 24th May 2006

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

- Richard Allanach has resigned as the co-opted member of the Audit Committee.

06/43.4.2 Internal Audit Plan 2006/2007

A report was considered and received.

It was **AGREED** to:

- Approve the internal audit plan 2006/07.

06/43.5 Academic Standards and Performance Committee

The unconfirmed minutes of the meeting held on 8th June 2006 were received. The Board noted that:

- An information session on NewCAD would be included in the next meeting of the committee.

06/43.6 Staff Consultative Committee

The unconfirmed minutes of the meeting held on 4th May 2006 received.

06/43.7 Student Consultative Forum

The minutes of the meeting held on 4th May 2006 were received. The Board noted that:

- Students found to be carrying knives or other weapons into the College are permanently excluded and reported to the Police.
- Increased searching powers may be given to staff in the future.

06/43.8 Search Committee

- The minutes of the meeting held on 28th March 2006 were received.

06/44 CALENDAR OF BOARD AND COMMITTEE MEETINGS 2006-2007

A report was considered and received.

It was **AGREED** to:

- Confirm the dates of the Corporation Board and Committee meetings.

06/45 INSTRUMENTS AND ARTICLES OF GOVERNMENT: CONSULTATION RESPONSE

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

- Childcare payments are available to governors when carrying out their duties as governors.

06/46 STRATEGIC DEVELOPMENT

Confidential Minute

The report was received

06/47 FASHION AND TEXTILE MUSEUM – HEADS OF TERM

Confidential Minute

The report was received

- 06/48 FASHION AND TEXTILE MUSEUM – SURVEYOR’S REPORT ON TITLE**
Confidential Minute
The report was received
- 06/49 ACCOMMODATION PROJECTS’ PROGRESS REPORT**
Confidential Minute
The report was received
- 06/50 EAST LONDON E LEARNING – BUSINESS CASE OUTLINE: THE FUTURE OF EAST LONDON E LEARNING**
Confidential Minute
The report was received
- 06/51 EAST LONDON E LEARNING – PROPOSAL TO BUY OUT BARKING AND HAVERING COLLEGES**
Confidential Minute
The report was received
- 06/52 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 28TH MARCH 2006**
Confidential Minute
The minutes were received.
- 06/53 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES**
No matters arising
- 06/54 CONFIDENTIAL MINUTES OF THE SPECIAL MEETING HELD ON 20TH MAY 2006**
Confidential Minute
The minutes were received.
- 06/55 CONFIDENTIAL MINUTES OF THE AUDIT COMMITTEE HELD ON 24TH MAY 2006**
Confidential Minute
The minutes were received.
- 06/56 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**
Confidential Minute
The report was received
- 06/57 CONFIDENTIAL ITEM**
Confidential Minute
The report was received
- 06/58 STUDENT DISCIPLINARY ACTIONS FOR THE PERIOD 1ST MARCH 2006 – 31ST MAY 2006**
Confidential Minute
The report was received
- 06/59 CHAIR’S ACTION**
Confidential Minute
The report was received
- 06/60 CUSTOMER COMPLAINTS MAY 06**
A report was considered and received.

06/61 VISIT TO BEIJING

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

- The Principal of The Shao Mao Vocational School Mr Zhang Xiang Yong made a return visit to the College in May 2006.
- Shao Mao Vocational School is the leading Further Education College in Beijing and will be officially twinned with Newham College in September 2006 when College staff make a visit to China.

06/62 DIRECTOR RESIGNATIONS

The Board noted that:

- Diane Gowland had resigned as the Director of CIPs
- Martin Dunn had resigned as the Director of Learner Information
- Stewart Cross had resigned as the Director of Business Information

It was **AGREED** to:

- Circulate the Director of CIPs job specification.

06/63 ANY OTHER BUSINESS

There was no other business.

Signed as a correct record

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Parin Bahl Chair of the Board