



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

**MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> SEPTEMBER 2006**

**MEMBERS PRESENT:** Parin Bahl (Chair), Jordi Cousin, Hugh Harris, Quintin Peppiatt, Jermaine St. Rose, Martin Tolhurst (Principal)

**APOLOGIES:** Linda Jordan, Peter Pendle, Edward Prosser, Jonathan Swan, Michael Thorne

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

**06/64 DECLARATIONS OF INTEREST**

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

**06/65 MEMBERSHIP**

The Chair gave a verbal report about the meeting of the Search Committee held prior to the meeting. The Board noted that:

- Jermaine St. Rose has enrolled on a multi-skills course with the College and has agreed to remain as the student representative until the Student Union has elected a representative for 2006/07. Jermaine will help induct the student representative if a new representative is elected.
- Harsh Ondhia has been asked by the Chair to act as the co-opted member of the Audit Committee. Harsh has declined the offer because of the extent of his overseas travel commitments.
- Richard Allanach has resigned as the co-opted member of the Audit Committee. A replacement will be identified and recommended to a future meeting of the Board.
- The Committee considered Russell Lyseight's CV with the intention of recommending him to become a Business member of the Corporation. Russell currently works for Barclays in risk management and has the skills set needed to replace Harsh Ondhia. A copy of his CV will be circulated to Board members.
- Peter Pendle's appointment as a governor is due for review. Peter has served on the College's Governing Body since 1982. Due to work commitments Peter has found it difficult to attend

some Committee meetings. Peter has indicated that he would like to continue as a Governor. He has made an outstanding contribution to the College.

- Anglia Ruskin University has declined the request made by Michael Thorne to continue as a member when he becomes their Vice Chancellor in January 2007. The December Board meeting will be Michael's last meeting. Michael's resignation will be a huge loss to the Board and the College.

It was **AGREED** to:

- approve Russell Lyesight's membership of the Corporation, subject to him meeting with the Principal.

#### **06/66 DASHBOARD OF STRATEGIC INDICATORS**

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

- The financial indicator for Work Based Learning should be green (not red)
- The current format of the report does not allow Governors to distinguish between critical and non critical targets.
- The format of the report is still being developed.

It was **AGREED** that:

- a proposal for the 2006/07 format would be considered at the Board's next meeting in December.

#### **06/67 3 YEAR DEVELOPMENT PLAN**

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

- Clarification of the College's role within the Financial Services National Skills Academy has delayed the final drafting of the plan.
- LSC funding of the College is based on what is agreed in the plan.
- The plan does not make reference to the potential impact that the formation of the London Mayor's Skills and Employment Board could have.
- The plan complies with LSC requirements and has been approved by them.
- The improvement of the College's space utilisation has been a condition of seeking consent from the LSC for the Fashion and Textile Museum.
- The College will be planning withdrawal from Royal Docks Learning Zone during 2006/07.
- The improvement of Construction Work Based Learning will put the College in a stronger position to bid for contracts. Work Based Learning is due for re-inspection in November 2006.

It was **AGREED** to:

- Approve the final detail of the plan as agreed by the Principal with the LSC.
- Consider the impact of the London Skills and Employment Board at the next Board conference.

#### **06/68 CURRICULUM & QUALITY REPORTS**

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

- The A Level point score has increased compared to 2004/05.
- A schools liaison officer has been recruited with the aim of increasing the numbers of students studying A Level at the College. Imaginative ways of working in partnership with schools need to be found.
- The College has outstanding Science facilities.
- The College's results compare very favourably with those for sixth form colleges and school sixth forms.
- If the College intends to offer specialist diplomas in the future it must form partnerships with local schools and other providers within the borough in order to pass through the DFES gateway requirements. This is well advanced and is being developed on the basis of the strong 14-19 Partnership.
- The London Borough of Newham has a key role to play in moving the 14-19 partnership

forward as local authorities now have the key leadership role for 14-19 developments.

It was **AGREED**:

- To congratulate all staff involved in the achievement of such excellent examination results.

**06/69 PERFORMANCE AGAINST CONTRACTS 2005-2006**

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

- The variation in the projected funding outturn has increased from 3.6 to 7.8 above contract. This figure is unlikely to change.
- Measures are in place to prevent further increases in the projected amount of provision above contract in 2006/07.
- Outturn below contract would have critical implications for the College.

**06/70 FINANCIAL REPORT AND PROVISIONAL OUTTURN – 31<sup>st</sup> JULY 2006**

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

- The College shows an operational surplus of £300K as at 31<sup>st</sup> July 2006.
- The costs of a recent voluntary redundancy scheme will be accounted for in 2006/07.

**06/71 FINANCIAL REPORT FOR THE PERIOD TO 31<sup>st</sup> AUGUST 2006**

A report was considered, received and noted.

- The College shows an operational surplus of £9K as at 31<sup>st</sup> August 2006 and anticipates an operational surplus for the full year of £150K.

**06/72 TREASURY STRATEGY**

A report was considered and received.

It was **AGREED**:

- To approve the College's Financial and Treasury Strategies.

**06/73 UPDATE ON COLLABORATIVE PROVISION 2006-07**

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

- The franchise partner contract values have been revised from £3,390k to £2,650k.

**06/74 ACADEMIC BOARD**

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

- The College must demonstrate that it has developed improved methods of consulting staff and students on the nature of the College's curriculum offer.

It was **AGREED** to:

- Approve consultation with the staff and students on the proposal to remove the Academic Board as a committee formed under the Articles of Government, from the College Committee structure; and
- Subject to consultation, ask the Clerk to review the agenda items for the following Board committees so as to ensure that staff and student views on academic matters are actively sought and considered by both College Management and the Board.

**06/75 ACCOMMODATION PROJECTS' PROGRESS REPORT**

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

- LSC consent for the purchase of the Fashion and Textile Museum (FTM) is to be considered by the Chief Executive of the Learning and Skills Council, Mark Haysom and will only be given if the following conditions are met:-
  - The College's space utilisation improves
  - A protocol of operation is agreed with Southwark College
  - Legal confirmation is given that the purchase of the FTM is not ultra vires
  - An assurance can be given that a dispute about the building guarantee with a tenant will not affect the College's operation within the FTM.

The College has met all of these conditions.

- The College would contravene the Financial Memorandum it was to purchase the FTM without LSC consent.
- The leasing out of Green Street is at due diligence stage.

It was **AGREED** to:

- For the Principal to seek advice as to what the best course was for the College to take in order to avoid losing the opportunity of purchasing the FTM.

**06/76 CAPITAL PROJECTS' APPRAISALS**

A report was considered, noted and received.

It was **AGREED** to:

- approve the Policy

**06/77 SUBSIDIARY COMPANIES REPORT**

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

- The progress of legal and leasing agreements between Newham Foundation and the London Borough of Newham has been slow.

It was **AGREED** that:

- the Principal would write to the to London Borough of Newham giving details of Newham Foundation's slow progress.

**06/78 BOARD MINUTES & COMMITTEE REPORTS**

**06/78.1 Minutes of the meeting held on 4<sup>th</sup> July 2006**

The minutes were received and agreed as a correct record.

**06/78.2 Matters Arising from the Meeting held on 4<sup>th</sup> July 2006**

The Board noted that:

- 06/43 Matters Arising from meeting held on 28<sup>th</sup> March: Pan London Enterprise CoVE proposal has been approved.
- 06/43.3.1 Conference Notes: A meeting has been arranged with the Director of Area of LSC London East to discuss the redevelopment of Barking town centre.
- 06/62 Director Resignations: Diane Gowland has withdrawn her resignation as Director of CIPs.

**06/78.3 Planning and Budgeting Committee**

The minutes of the meeting held on 4<sup>th</sup> July 2006 were received.

**06/79 TRAINING PROGRAMME FOR 2006/2007**

A report was considered, noted and received.

It was **AGREED** to:

- invite all Governors to the NewCAD presentation taking place at the Academic Standards and Performance Committee on 26<sup>th</sup> September '06.

**06/80 MEMBERSHIP AND TERMS OF REFERENCE OF THE BOARD'S COMMITTEES**

A report was considered, noted and received.

**06/81 MEMBERSHIP OF THE BOARD'S COMMITTEES**

A report was considered, noted and received.

**06/82 CODE OF CONDUCT FOR BOARD MEMBERS**

A report was considered, noted and received.

It was **AGREED** to:

- Approve the Code of Conduct for Corporation Members for the academic year 2006-07.

**06/83 REGISTER OF INTEREST**

A report was considered, noted and received.

It was **AGREED** to:

- Approve the format of the register of Board Members interest for 2006/07.

**06/84 STANDING ORDERS**

A report was considered, noted and received.

It was **AGREED** to:

- Approve the amended Standing Orders of the conduct of Corporation meetings and related issues.

**06/85 TRAINING AND DEVELOPMENT OF CORPORATION MEMBERS ANNUAL REPORT**

A report was considered, noted and received.

**06/86 HEALTH AND SAFETY ANNUAL REPORT**

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

- Fire inspections have been carried at East Ham and Stratford campuses.
- RIDDOR incidents are those that have resulted in an employee taking more than three days off work.

It was **AGREED** to:

- Authorise the Chair and Principal/Chief Executive to sign the policy statement.

**06/87 CAMPUS MANAGEMENT ANNUAL REPORT**

A report was considered, noted and received.

**06/88 CUSTOMER COMPLAINTS 2005-2006**

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

- Faculties are responsible for dealing with complaints. The monitoring and recording of responses is coordinated centrally.

**06/89 DISABILITY DISCRIMINATION COMPLIANCE**

A report was considered, noted and received.

**06/90 OVERSEAS TRAVEL**

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

- ESF funding requires the College to form partnerships within Europe.

**06/91 COLLEGE SEAL**

A report was considered, noted and received.

**06/93 OPTIONS FOR STRATEGIC DEVELOPMENT**

*Confidential Minute*

*The report was received*

**06/94 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> JULY 2006**

*Confidential Minute*

*The minutes were received.*

**06/95 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES**

*No matters arising*

**06/96 HUMAN RESOURCES ANNUAL REPORT**

*Confidential Minute*

*The report was received.*

**06/97 STUDENT DISCIPLINARY ACTIONS 2005-2006**

*Confidential Minute*

*The report was received.*

**06/98 CHAIR'S ACTION**

*Confidential Minute*

*The report was received.*

**06/99 DIRECTOR APPOINTMENT**

The Board noted that:

- Paula Reid-L'Esperance has been appointed as the Director of Admissions and Information Systems.

**06/100 LETTER FROM KEN COELLO, CHAIR OF THE LONDON SKILLS COMMISSION**

A letter was received and noted.

**06/101 ANY OTHER BUSINESS**

There was no other business.

Signed as a correct record

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Parin Bahl Chair of the Board