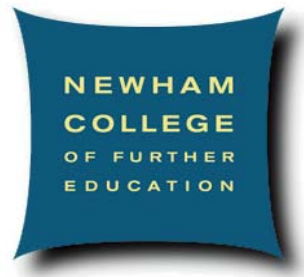


**ITEM:**



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

**MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> DECEMBER 2006**

**MEMBERS PRESENT:** Parin Bahl (Chair), Hugh Harris, Linda Jordan, Russell Lyseight, Quintin Peppiatt, Edward Prosser, Jermaine St. Rose, Jonathan Swan, Michael Thorne, Martin Tolhurst (Principal)

**APOLOGIES:** Jordi Cousin, Peter Pendle

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

**06/102 DECLARATIONS OF INTEREST**

None declared

**06/101 SEARCH COMMITTEE**

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

- A new student representative called Nabil Alwan has been elected by the student council. Nabil is currently in his second year of a Motor Vehicle progression course.
- This will be Jermaine St. Rose's last meeting as the student governor.
- This will be Mike Thorne's last meeting as the community governor. Future links with the University of East London will need to be monitored by the Corporation.
- The Committee considered Naomi Kingsley's CV with the intention of recommending her to become the Community member of the Corporation. Naomi is the founder and Chief Executive of the London Rebuilding Society as well as the Chair of Newtec. The Committee had agreed that Naomi had the necessary skills to be the community member.
- The Committee is in the process of identifying a co-opted member of the Audit Committee.
- A new staff member of the staff consultative committee will be identified prior to its next meeting on 8<sup>th</sup> February 2007.

It was **AGREED** to:

- Approve Nabil Alwan as the student governor.
- Approve Naomi Kingsley's membership of the Corporation subject to the acquisition of NEWTEC into the College group.
- Thank Jermaine St. Rose for his contribution to the Corporation as the student governor since March of this year.
- Thank Mike Thorne for the contribution he has made to the Corporation since becoming a member in 2001.

**06/102 LINKS BETWEEN FE AND HE**

The Board received a presentation from Mike Thorne. The Board noted that:-

- By minimising the transitional barriers from FE to HE the overall achievement and progression of learners can be maximised.
- A number of models exist ranging from loose collaborative arrangements where accommodation is made available for local providers to run courses that provide progression paths to University to more tightly coupled arrangements where the University delivers courses in the community.
- Other examples of successful models include a US model where remote and online learning services are used to widen participation. These techniques are beginning to be used in the UK.
- College/University mergers had on the whole not been successful. The model being explored by the College and UEL of establishing a holding company appears the best way forward.

**06/103 DASHBOARD OF STRATEGIC INDICATORS**

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

- Staff training and development targets are not currently included in the dashboard.

It was **AGREED**:

- to approve the target indicators and parameters for 2006/07.
- that the Corporation needed to consider the target indicators and parameters at a future meeting.

**06/104 CURRICULUM QUALITY**

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

- The College's annual assessment visit (AAV) and the re-inspection of Work Based Learning is currently taking place.

**06/105 FUNDING PERFORMANCE**

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

- The November 2006 return for 2005/06 shows that the College will exceed its LSC main funding contract.
- The first funding return for 2006/07 suggests that the College is above target compared to the same point in time last year.

**06/106 RISK MANAGEMENT – ANNUAL REPORT**

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

- Provisions within the College's accounts have been made for ongoing disputes with contract providers.

It was **AGREED** to:

- accept the annual report on risk management for 2005/06.

**06/107 ANNUAL REPORT OF THE AUDIT COMMITTEE**

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

- With the exception of Capital Projects, which was assessed as being adequate all areas of College activity reviewed by the Internal Auditors were assessed as being good or satisfactory.

**06/108 ANNUAL REPORT OF THE INTERNAL AUDIT SERVICE**

A report was considered, received and noted.

**06/109 ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 JULY 2006**

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

- The reporting of the staff consultative committee and student consultative forum were inconsistent.
- The College will be looking at ways in which to encourage staff to declare disabilities.

It was **AGREED**:

- to approve the annual report and accounts for signature and submission to the LSC.

**06/110 LETTERS OF REPRESENTATION**

A report was considered, received and noted.

It was **AGREED**:

- To approve the letter of representation on the Audit of Financial Statements – Year ended 31 July 2006.

**06/111 FINANCIAL STATEMENTS AUDIT FINDINGS 2005/06**

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

- Auditors had found very few inconsistencies within the College accounts and that the College finance team should be congratulated for this.

**06/112 UPDATED FINANCIAL REPORT FOR THE PERIOD TO 31<sup>ST</sup> OCTOBER 2006**

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

- The College showed an operational surplus of £33k as at 31<sup>st</sup> October 2006.
- The College forecasts an operating surplus for 2006/07 of £150k.
- The College is in a strong position to achieve financial health status A during 2007.

**06/113 FREE RESERVES POLICY**

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

- The policy had been altered since its submission to the Audit Committee on 22<sup>nd</sup> November '07 to include more detail on the cost impact of contingent liabilities.

It was **AGREED**:

- To approve the College's Free Reserve Policy.

**06/114 AMENDMENT TO THE FINANCIAL RULES OF BUSINESS**

A report was considered and received.

It was **AGREED**:

- To approve the proposed change to the College's Financial Rules of Business.

**06/115 ACCOMMODATION PROJECTS' PROGRESS REPORT**

A report was considered and received.

**06/116 TUITION FEES POLICY 2007/08**

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

- The College will be adopting a fee assessment policy that requires learners to be assessed and pay tuition fees up front. This will have a risk of deterring some applicants.
- The fees policy will need to be clearly communicated to students.

It was **AGREED**:

- To approve the tuition fees for 2007/08.

**06/117 FINANCIAL REPORTING STANDARD 17 AND THE PENSION IMPLICATIONS FOR THE COLLEGE AS A MEMBER OF THE LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

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

- The College has been contributing a higher percentage of its payroll over a shorter deficit recovery period as compared with other members of the London Borough of Newham LGPS fund.
- The College's LGPS deficit has reduced from £6,386k as of July 2005 to £5,353k as of July 2006.
- The contributions to the fund represent a significant annual cost and could have a significant bearing on the future financial health of the College.

**06/118 DISABILITY EQUALITY DUTY**

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

- The scheme needs to include how customer complaints are dealt with and used to improve the College's approach to providing learning to disabled students.
- The financial implications of adopting the scheme have not been included in the report.
- Linda Jordan will be meeting with Nasrin Farahani (Faculty Director) and will provide the Board with feedback.

It was **AGREED**:

- to approve the actions as outlined in the Disability Equality Action plan

**06/119 LSC ANNUAL STATEMENT OF PRIORITIES**

A report was considered, noted and received.

**06/120 FURTHER EDUCATION AND TRAINING BILL**

A report was considered, noted and received.

**06/121 LETTER FROM AOC CHIEF EXECUTIVE**

A report was considered, noted and received.

**06/122 CHANGES TO STAFF DISCIPLINARY PROCEDURES**

A report was considered, noted and received.

It was **AGREED**:

- to approve the interpretation in the Articles of Government 18 (10 & 11) as referring to 'immediate' dismissal, rather than 'summary' dismissal.

**06/123 SUBSIDIARY COMPANIES**

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

- Mike Thorne resigned as the Chair of East London e-Learning (ELe-L) at its Board meeting on 8<sup>th</sup> December 2006, which means that the company has a director vacancy.
- Barking and Havering College's share in the ELe-L are due to be bought back by the company at its next Board meeting.

It was **AGREED**:

- to appoint Ed Prosser as a Director of ELe-L in the short term.

## **06/124 BOARD MINUTES & COMMITTEE REPORTS**

### **05/124.1 Minutes of the meeting held on 19<sup>th</sup> September 2006**

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

### **05/124.2 Matters Arising**

The Board noted that:

- 06/65: To note that Russell Lyseight met with the Principal on 20<sup>th</sup> November. A copy of his CV has been circulated to members.
- 06/74: To note that a consultation on the removal of the Academic Board has been conducted. The outcome of the consultation has yet to be agreed.
- 06/75: The purchase of the FTM completed on 31<sup>st</sup> October 2006.
- 06/86: To note that the College is responsible for the self-assessment of compliance to fire regulations.

### **05/124.3 Staff Consultative Committee**

The draft minutes of the meeting held on 9<sup>th</sup> November 2006 were received.

The Board noted that:

- Hugh Harris requested the opportunity to provide input into the College's considerations of setting up a charity for the education of adult asylum seekers.

### **05/124.4 Student Consultative Forum**

The notes of the meeting held on 9<sup>th</sup> November 2006 were received.

The Board noted that:

- A large number of students had attended this event as compared to the small number of students who attended the last meeting.

### **05/124.5 Audit Committee**

#### **05/124.5.1 Minutes**

The draft minutes of the meeting held on 22<sup>nd</sup> November 2006 were received and noted.

#### **05/124.5.2 Appointment of Financial Statements Auditors**

The report was noted and received.

It was **AGREED** to:

- approve the re-appointment of Baker Tilly as the financial statements and regularity auditors for 2006/07 for the Group, subject to satisfactory agreement on price.
- authorise the Chair to sign the letter of engagement on behalf of the Board.

### **05/124.6 Search Committee**

The minutes of the meeting held on 19<sup>th</sup> September 2006 were received.

## **06/125 CHAIR'S ACTION**

A report was considered, noted and received.

## **06/126 ACQUISITION OF NewTEC**

*Confidential Minute*

*The report was received*

## **06/127 FASHION AND TEXTILE MUSEUM CHARITY**

*Confidential Minute*

*The report was received*

- 06/128**     **OPTIONS FOR STRATEGIC DEVELOPMENT DECEMBER 2006**  
*Confidential Minute*  
*The report was received*
- 06/129**     **CONFIDENTIAL MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> SEPTEMBER 2006**  
*Confidential Minute*  
*The minutes were received.*
- 06/130**     **CONFIDENTIAL MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> NOVEMBER 2006**  
*Confidential Minute*  
*The minutes were received.*
- 06/131**     **HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**  
*Confidential Minute*  
*The report was received.*
- 06/132**     **STUDENT DISCIPLINARY ACTIONS FOR THE PERIOD 1 AUGUST 2006 – 30 NOVEMBER 2006**  
*Confidential Minute*  
*The report was received.*
- 06/133**     **RISK REGISTER**  
*Confidential Minute*  
*The report was received.*
- 06/134**     **CONFIDENTIAL ITEMS REVIEW**  
*Confidential Minute*  
*The report was received.*
- 06/135**     **CUSTOMER COMPLAINTS**  
A report was considered and received. The Board noted that:
- The number of complaints about fees has increased as compared to last year.
- 06/136**     **MEMBERSHIP AND STRUCTURE OF THE MAYOR OF LONDON'S SKILLS AND EMPLOYMENT BOARD**  
A report was considered, noted and received.
- 06/137**     **INVESTORS IN PEOPLE**  
A report was considered and received. The Board noted that:
- It was a considerable achievement to gain IiP status considering that the College had recently undergone a redundancy programme.
- 06/138**     **ANY OTHER BUSINESS**  
There was no other business.

Signed as a correct record

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Parin Bahl Chair of the Board