



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

**MINUTES OF THE MEETING HELD ON  
10<sup>TH</sup> JULY 2007**

|                         |  |
|-------------------------|--|
| <b>MEMBERS PRESENT:</b> | Parin Bahl (Chair), Jordi Cousin, Hugh Harris, Linda Jordan, Peter Pendle, Quintin Peppiatt, Edward Prosser, Martin Tolhurst (Principal) |
| <b>APOLOGIES:</b>       | Naomi Kingsley, Russell Lyseight, Jonathan Swan  |
| <b>IN ATTENDANCE:</b>   | Philip Badman, Denise Brown-Sackey, Graham Drummond (Clerk to the Corporation)   |

**07/23      DECLARATIONS OF INTEREST**

Peter Pendle in relation to the staff pay award.  
Quintin Peppiatt in relation to the London Borough of Newham

**07/24      MEMBERSHIP**

The Board noted that:

- Nabil Alwan was no longer the student governor because he had secured a job and left the College.

An oral report was received from the Search Committee which had met prior to the meeting. The following recommendations were made and approved by the Board:-

- Peter Pendle is to be the Chair of the Audit Committee
- That Peter Pendle's resignation as a member of the Academic Standards and Performance Committee (ASPC) be accepted

The Board also noted that:-

- In line with the requirements of the Instrument and Article of Government due to come into effect in the Autumn, the Committee will be recommending two students for membership at the next Board meeting.
- The College was currently considering possible links with High Education Institutions other than the University of East London.
- Membership arrangements of the Staff Consultative Committee and the Academic Standards and Performance Committee had been reviewed and that minor changes will be recommended at the next Board meeting.

- A number of open forums with staff would be held during the autumn, giving staff an opportunity to discuss issues with the Principal and Linda Jordan.

**07/25 ELECTION OF CHAIR AND VICE CHAIR OF THE BOARD**

Nominations for the Chair and Vice Chairs during 2007/08 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 Hugh Harris. There were no other nominations.

**07/26 CURRICULUM QUALITY REPORT**

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

- The percentage of sessional teaching staff observed has been 88% not 38.6% as stated in the report.
- IT and Health & Care are the only two curriculum areas which fall below the LSC's minimum performance levels. Plans are in place to resolve this.
- As the amount of level 3 delivery increases so does the risk of falling below minimum performance levels.
- Ofsted inspectors had identified Newham as making good progress in relation to the implementation of vocational diplomas, during a recent borough wide 14-19 good practice survey.

It was **AGREED** to:

- Thank and congratulate staff for the work carried out in relation to the 14-19 Partnership.

**07/27 FINANCE REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> MAY 2007**

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

- The College shows an operating surplus of £258k as at 31<sup>st</sup> May 2007 and forecasts an operating surplus of £501k for 2006/07.
- The improvement in the financial position of the College has been a result tight controls on expenditure as well as the redundancy programme carried out in 2006.
- Newtec's financial accounts have been consolidated into the College's group accounts and will temporarily have a seven month financial accounting period ending on 31<sup>st</sup> July 2007 so that they can fit in with the College's financial accounting period. As of 30<sup>th</sup> April Newtec showed a deficit of £5k although the company is expected to achieve a surplus in 2007/08.

**07/28 THREE YEAR DEVELOPMENT PLAN – MONITORING REPORT 2007**

A report was considered, noted and received.

**07/29 FUNDING PERFORMANCE REPORT 06/07**

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

- Total funding is 102.4% of target (including additional learning support).

The College's participation profile does not currently match that required by the LSC e.g. the number of 16-18 part time learners is currently under contract but learner volumes overall are above contract.

**07/30 UPDATE ON LSC FUNDING 07/08**

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

- The College has been allocated an additional £1,193k ESOL transitional support funding.

**07/31 PROVIDER DEVELOPMENT PLAN 07/08**

A report was considered, noted and received.

It was **AGREED** to:

- Approve the Provider Development Plan for Learning and Skills Council funded provision for 2007/08

**07/32 REVENUE BUDGET 2007/2008**

A report was considered, noted and received.

It was **AGREED** to:

- Approve a provisional 2007/08 revenue budget for the College based on an estimated income for the year of £46,028k, planned expenditure of £44,633k, generating an operating surplus of £1,395k and historic cost surplus of £1,925k.
- Approve the consolidation of the budgets of the subsidiary companies of the College, namely East London e Learning, Newham Foundation and Newtec.

**07/33 THREE YEAR FINANCIAL PLAN**

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

It was **AGREED** to:

- Approve the three-year financial plan to be submitted to the LSC by 31 July 2007.

**07/34 TUITION FEES**

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

- The proposed tuition fee bands are LSC compliant and will allow the College to publish its course prices.
- The College is considering ways in which to further simplify its tuition fees.

It was **AGREED** to:

- Approve a revised tuition fee policy for 2007/08.

**07/35 NEWHAM FOUNDATION**

The Board noted that:

- There have been no transactions since the last Corporation meeting and that Steve Cameron has been appointed Chair.

**07/36 NEWTEC**

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

- Good progress had been made with regards to transferring the management and administration of the College's nursery provision to Newtec.

**07/37 COLLABORATIVE PROVISION 2007-08**

Confidential item.

**07/38 BOARD MINUTES & COMMITTEE REPORTS**

**07/38.1 Minutes of the meeting held on 27<sup>th</sup> March 2007**

The minutes were received and agreed as a correct record.

**07/38.2 Matters Arising from the Meeting held on 27<sup>th</sup> March 2007**

The Board noted that:

- There were no matters arising.

**07/38.3 Board Conference**

**07/38.3.1 Conference Notes**

The notes of the Board conference held on 18-19 May 2007 were received.

### **07/38.3.2 Governors' Self Assessment and Training Needs Analysis**

The report was considered, noted and received.

### **07/38.4 Audit Committee**

#### **07/38.4.1 Minutes**

The draft minutes of the meeting held on 20<sup>th</sup> June 2007 were received.

#### **07/38.4.2 Internal Audit Plan 2007/2008**

The report was received. It was **AGREED** to:-

- Approve the internal audit plan, which was considered by the Audit Committee on 20<sup>th</sup> June 2007
- Approve the recommendation from the Audit Committee that operational reviews be carried out on staff utilisation and controls within departments over managing and monitoring staff sickness.

### **07/38.5 Academic Standards and Performance Committee**

The unconfirmed minutes of the meeting held on 7<sup>th</sup> June 2007. The Board noted that:-

- The meeting was Nasrin's Farahani's last meeting.

### **07/38.6 Staff Consultative Committee**

The unconfirmed minutes of the meeting held on 3<sup>rd</sup> May 2007 were considered, noted and received.

### **07/38.7 Student Consultative Forum**

The unconfirmed notes of the meeting held on 3<sup>rd</sup> May 2007 were considered, noted and received.

### **07/38.8 Search Committee**

The minutes of the meeting held on 27<sup>th</sup> March 2007 considered, noted and received.

## **07/39 CALENDAR OF BOARD AND COMMITTEE MEETINGS 2007-2008**

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

- Alterations to the Calendar are to be received by 20<sup>th</sup> July.

It was **AGREED** that:

- Subject to any suggestions for altering the calendar, that the dates of the Corporation and Committee meetings be confirmed.

## **07/40 GENDER EQUALITY SCHEME**

A report was considered and received.

It was **AGREED** to:

- To approve the Gender Equality Scheme subject to a more rigorous plan being submitted for consideration at the next meeting.

## **07/41 QUALITY POLICY**

A report was considered and received.

It was **AGREED** that:

- the following core principles be added to the Policy:-
  - Learner Involvement
  - Employer engagement
  - Personalisation of learning
- Quality Policy be re-adopted.

- 07/42**     **OPTIONS FOR STRATEGIC DEVELOPMENT**  
*Confidential Minute*  
*The report was received*
- 07/43**     **FASHION, TEXTILES AND JEWELLERY NATIONAL SKILLS ACADEMY**  
*Confidential Minute*  
*The report was received*
- 07/44.1**   **CONFIDENTIAL MINUTES OF THE MEETING HELD ON 27<sup>TH</sup> MARCH 2007**  
*Confidential Minute*  
*The minutes were received.*
- 07/44.2**   **CONFIDENTIAL MATTERS ARISING FROM THE MINUTES**  
*No matters arising*
- 07/45**     **HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**  
*Confidential Minute*  
*The report was received*
- 07/46**     **STUDENT DISCIPLINARY ACTIONS FOR THE PERIOD 1<sup>ST</sup> MARCH – 31<sup>ST</sup> MAY 2007**  
*Confidential Minute*  
*The report was received*
- 07/47**     **CONFIDENTIAL CHAIR'S ACTION**  
*Confidential Minute*  
*The report was received*
- 07/48**     **EAST LONDON E LEARNING**  
*Confidential Minute*  
*The report was received*
- 07/49**     **CUSTOMER COMPLAINTS MAY 2007**  
A report was considered, noted and received.
- 07/50**     **QUALIFICATIONS AND CREDIT FRAMEWORK**  
A report was considered, noted and received.
- 07/51**     **SUMMARY OF REVISIONS TO THE INSTRUMENTS AND ARTICLES OF GOVERNMENT**  
A report was considered and received. The Board noted that:
- Peter Pendle requested a full copy of the consultation response.
- 07/52**     **CHAIR'S ACTION**  
A report was considered, noted and received. The Board noted that:
- 07/53**     **COLLABORATION WITH SHAO MAO**  
A report was considered and received. The Board noted that:
- A formal collaboration agreement was signed by the Principals of Newham and Shao Mao Colleges in Beijing on 21<sup>st</sup> June 2007.
- 07/54**     **HE COLLABORATION**  
A report was considered and received. The Board noted that:
- The College has entered into preliminary discussions about working in partnership with a consortium of universities to establish a University College Centre in Stratford.

**07/55 DIRECTORS**

The Board noted that:

- Chris Leadbeater, Director of Work Based Learning and Franchise will be receiving a Distinguished Alumni Award from the Suny Cortland Alumni Association (New York) on 14<sup>th</sup> July.
- Nasrin Farahani had resigned as the Director of Foundation Studies subsequent to her appointment as the Director of the Centre for Health, Social & Child Care at City and Islington College.
- Shagufta Shahin has been appointed as the Director of Foundation Studies.

**07/56 HELENA KENNEDY FOUNDATION**

The Board noted that:

- Anna Rezetnik has been awarded a bursary from the Helena Kennedy Foundation. Anna is currently studying Music Technology at level 3.

**07/57 ANY OTHER BUSINESS**

The Clerk was not present for this item. The Board noted that:

- Graham Drummond had tendered his resignation as Clerk to the Corporation having accepted the position as Clerk to the Corporation at City and Islington College.

It was **AGREED** that:

- A proposal for future clerking arrangements would be presented at the next meeting.

Signed as a correct record

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Parin Bahl Chair of the Board