



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

**MINUTES OF THE MEETING HELD ON
11TH DECEMBER 2007**

MEMBERS PRESENT: Jordi Asher, Parin Bahl (Chair), Hugh Harris, Wilson Igbeneka, Linda Jordan, Jade Okanlawon, Peter Pendle, Quintin Peppiatt, Edward Prosser, Martin Tolhurst (Principal)

APOLOGIES: Naomi Kingsley, Russell Lyseight

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

07/91 DECLARATIONS OF INTEREST

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

07/92 MEMBERSHIP AND SEARCH COMMITTEE REPORT

The Chair gave a verbal report. The Committee had recommended that Paul Brickell become a corporation member. It was noted that:

- Paul is the Chief Executive of Leaside Regeneration Limited and an elected member of Newham Council where he is the executive member for Olympic opportunities. He is also a visiting lecturer in Genetics.
- Paul's knowledge and skills are suited to those currently required by the Board, especially in relation to the College's ambition to relocate its Stratford campus.
- Paul has agreed to become a governor on the condition that he does not serve on a committee.

It was **AGREED** to:

- Approve Paul Brickell as a co-opted member of the Corporation.

The Committee had considered the reappointment of five Corporation members. It was **AGREED** to approve the reappointment of the following governors:

- Hugh Harris as a business member
- Ed Prosser as a business member
- Linda Jordan as a co-opted member
- Parin Bahl as a co-opted member
- Quintin Peppiatt as a local authority member

07/93

FRAMEWORK FOR EXCELLENCE PERFORMANCE

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

- The College's success rates on short qualifications has fallen by 9.4% to 81%. Learners who did not pass the basic skills tests still had their achievement accredited via NewCAD; this was not entered on to the College's Individual Learning Record so that the amount of provision recorded within the national qualifications framework remained within the amount agreed with the Learning and Skills Council.
- The College is the first of 19 colleges in the country to achieve the new standard in employer responsiveness. This will put the College in a strong position to access funding in relation to employer engagement and will assist the achievement of a grade 1 once the Framework for Excellence becomes fully established.
- A student survey had identified that only 50% of learners said that they had a student handbook. The College will be considering ways in which to improve this. The College uses the course representative system to communicate what has been done to improve issues identified by student surveys.

It was **AGREED** to:

- Congratulate College staff on achieving the new standard in employer responsiveness.
- Circulate the feedback provided to the College in relation to the achievement of the new standard.

07/94

FUNDING PERFORMANCE 2006-2007

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

- The latest funding claim indicated that the College had achieved 107% of its contract, with additional learning support funding achieving 114.7% of its contract.

It was **AGREED** that:

- The reporting of learner numbers against target needs to be clearer in future reports.

07/95

FUNDING PERFORMANCE 2007-2008

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

- The first funding claim value indicates that performance is 11% below profile. The College is confident that its data is more accurate as compared to last year, when the equivalent funding claim was overstated.
- Since writing the report additional enrolments have been identified and added onto the College's management information system.
- The College is undertaking a marketing and recruitment campaign for the January intake in order to address the shortfall in numbers.
- The adult skills for life target is unrealistic and imposed on the College by the LSC.
- The College is on course to meet its Train to Gain target.

07/96

RISK MANAGEMENT – ANNUAL REPORT

A report was considered, noted and received.

07/97

ANNUAL REPORT OF THE AUDIT COMMITTEE

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

- The College's learner number systems were judged to be satisfactory and its risk management controls were judged to be good.

07/98

ANNUAL REPORT OF THE INTERNAL AUDIT SERVICE

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

- An unrealistic recommendation had been made that staff within all College sites should be sufficiently aware of course information to provide initial information to potential learners.

07/99

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 JULY 2007

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

- The College's surplus for the year was £977k.
- The College's liability in relation to the Local Government Pension Scheme has fallen from £5.3 million to £3.7 million. The College is currently renegotiating the amount and schedule of contributions.
- Meeting the needs of local businesses is not included within the stated strategy of the group.

It was **AGREED** to:

- Review the strategic aims at the next Board conference.
- To approve the Chair and Principal to sign the report and accounts for the year ended 31st July 2007.

07/100

LETTERS OF REPRESENTATION

A report was considered, noted and received.

It was **AGREED**:

- To approve the letters of representation on the Audit of Financial Statements and Regularity – Year ended 31st July 2007.

07/101

FINANCIAL STATEMENTS AUDIT FINDINGS 2006/07

A report was considered, noted and received.

07/102

FINANCIAL REPORT FOR THE PERIOD TO 31st OCTOBER 2007

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

- The College shows an operating surplus of £248k as at the end of October 2007 and anticipates an operating surplus of £1,395k for the full year.
- The forecast of income assumes a reduction in international tuition fees of £100k. The College will be reviewing the contract with its international agent with the intention of ensuring that the full costs of international activities are covered.

07/103

REVISIONS TO THE FINANCIAL RULES OF BUSINESS

A report was considered and received.

It was **AGREED** to:

- Approve the changes to the College's Financial Rules of Business.

07/104

SUBSIDIARY COMPANIES

Confidential Minute

The report was received

07/105

LONDON SKILLS AND EMPLOYMENT BOARD DRAFT STRATEGY

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

- The London Skills and Employment Board (LSEB) has published its strategy. Consultation responses need to be received by 21st January 2008.
- The College's response must:
 - Challenge the assumption made within the document that the majority of 19+ students have a qualification
 - Emphasise that the complexities of training and education are often caused by regulation
 - Welcome the status placed on further education within the strategy.
 - Provide details of a proposed model for the LSEB to take forward

It was **AGREED** that:

- A working group consisting of senior College staff and those governors who would like to be

included, will meet in January to develop a response to the consultation.

07/106 ACCOMMODATION STRATEGY

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

- Since the writing of the report an option for the relocation of Stratford campus to a building next to the picture gallery on the Broadway, has been identified. At present, this is the College's preferred option and the Principal will be writing to the Vice Chancellor of Birkbeck University who will be occupying the building next door. Support from the London Mayor's office and from Thames Gateway will be needed for this option to become viable.
- The Olympic Development agency has indicated that the Olympic stadium and the Olympic aquatic centre could be potential sites for the College's Stratford campus post 2012, although the University of East London has been asked to develop ideas about possible synergies with the aquatic centre.
- Another possible site is Duncan House, which is currently used by the University of East London; however its head lease is owned by an offshore company.
- Despite the relocation of CiPs staff, the College will continue to have a presence at Boardman House because of the partnerships created with other organisations who are located within the building. The College also has a presence there through the Workplace, East London e Learning and the RFIB lab.
- The College must continue to develop its presence in East Ham and continue its strategy of targeting learners within the Barking area.
- Recommendations to the Board in the near future are likely to include the occupation of a floor on Birkbeck's Stratford site and the completion of East Ham's frontage.

It was **AGREED**:

- To approve the Accommodation Strategy Framework, subject to more detail being included about the planned studio school within Newham.
- To delegate to the Principal the completion of a technical accommodation strategy document based on this framework, and submit this to the LSC.
- That the Principal will update the Board on progress towards specific project proposals at each Board meeting, until further notice.
- That the Principal will draft a response to Excellence for All in Newham and circulate it to Governors.

07/107 LEARNER INVOLVEMENT STRATEGY

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

- The contents of the strategy will be developed over time.
- Jade Okanlawon had attended a National Learner Panel event where Becta consulted members of the panel on the use of elearning. The panel will be meeting Bill Rammell in the New Year.

It was **AGREED** to:

- Approve the Learner Involvement Strategy.

07/108 GENDER EQUALITY PLAN

A report was considered, noted and received.

07/109 SEXUAL ORIENTATION EQUALITY SCHEME ACTION PLAN

A report was considered and received. It was **AGREED** to:

- Approve the sexual orientation equality scheme action plan.

07/110 BOARD MINUTES & COMMITTEE REPORTS

07/110.1 Minutes of the meeting held on 18th September 2007

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

07/110.2 Matters Arising

The Board noted that:

- 07/58: To note that Denise Brown-Sackey will be setting up a working group to look at ways in which the sharing of good practice within curriculum delivery can be facilitated with Shao Mao College.
- 07/60: To note that Enkelada Berisha is no longer a student of the College due to the illness of her mother.
- 07/66: To note that the College is a member of the Stratford Renaissance Partnership and Denise Brown Sackey is due to attend the first meeting on 10/12/07
- 07/68: Online training materials were circulated to Governors on 9/11/07
- 07/75: A copy of the College's whistle blowing policy is included within the background papers. The policy was last reviewed in October 2004.
- 07/78: The Disability Equality Action Plan will be updated at the next meeting of the Equality and Diversity Steering Group and will then be circulated to Governors

07/110.3 Staff Consultative Committee

The draft minutes of the meeting held on 8th November 2007 were received. . The Board noted that:

- Governors would be invited to the College's awards ceremony.

07/110.4 Student Consultative Forum

The notes of the meeting held on 8th November 2007 were received. The Board noted that:

- The Forum had been very well attended. It had been difficult to keep the focus of discussion on the agenda.
- Improved feedback to and from students was needed.

The Board **AGREED** that:

- Faculty Directors are to attend these forums from now on.

07/110.5 Audit Committee

07/110.5.1 Minutes

The draft minutes of the meeting held on 29th November 2007 were received and noted.

07/110.5.2 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 2007/08 for the Group, subject to satisfactory agreement on price.
- authorise the Chair to sign the letter of engagement on behalf of the Board.

07/110.6 Search Committee

The minutes of the meeting held on 18th September 2007 were received.

07/110.7 Governor Training Event

The Board noted that:

- Hugh Harris had attended an AoC Good Governor conference on 31st October 2007.

07/111 MEMBERSHIP OF THE PLANNING AND BUDGETING COMMITTEE

A report was considered and received. It was **AGREED** to:

- Approve the changes to the membership of the Planning and Budgeting Committee.

07/112 PROJECT APPRAISAL FOR A RETAIL UNIT IN STRATFORD SHOPPING CENTRE (THE RETAIL ACADEMY)

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

- The Academy will sell mass produced clothes, as well as clothes and jewellery produced by local small businesses.
- Zandra Rhodes has donated a number of designs, which once they are manufactured, will be sold on the premises.

It was **AGREED** to:

- Approve the project to enter into a 10 year lease with Land Securities to lease unit 87 in Stratford Shopping Mall with an overall budget of £1.25 million.

07/113 DASHBOARD PARAMETERS

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

- All permanent teaching staff have to be registered with the Institute of Learning by 2010
- The Institute does not currently have a system for informing Colleges which staff have registered with them.

It was **AGREED** to:

- Approve the Dashboard parameters subject to including an indicator for the level of investment in training staff.

07/114 OPTIONS FOR STRATEGIC DEVELOPMENT

Confidential Minute

The report was received

07/115.1 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 18TH SEPTEMBER 2007

Confidential Minute

The minutes were received.

07/115.2 DRAFT MINUTES OF THE BOARD OF DIRECTORS OF EAST LONDON COLLEGE FEDERATION LTD

Confidential Minute

The minutes were received.

07/115.3 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES

Confidential Minute

The report was received

07/116 HUMAN RESOURCES AND EMPLOYEE RELATIONS ISSUES

Confidential Minute

The report was received

07/117 STUDENT DISCIPLINARY ACTIONS FOR THE PERIOD 1 AUGUST 2007 – 30 NOVEMBER 2007

Confidential Minute

The report was received

07/118 RISK REGISTER

Confidential Minute

The report was received

07/119 **CHAIR'S ACTION**
Confidential Minute
The report was received

07/120 **CUSTOMER COMPLAINTS**
A report was considered, noted and received.

07/121 **LITTLE ILFORD POST PROJECT REVIEW**
A report was considered, noted and received.

07/122 **LSC ANNUAL STATEMENT OF PRIORITIES**
A report was considered, noted and received. The Board noted that:

07/123 **CLERKING ARRANGEMENTS**
The Board noted that:

- An offer of employment as Clerk to the Corporation will be made to Zioge Smith who is currently the Assistant Company Secretary for Affinity Sutton Group Ltd.
- This was Graham Drummond's last meeting. He was thanked for the contribution he had made to the smooth running of Corporation meetings.

07/124 **NEWHAM YOUTH COUNCIL**
A report was considered and received. The Board noted that:

- The following students have been elected to represent the College at the Newham Youth Council:-
 - Ahmed Madlool who is studying on a full time young adult course at level 1 (NewCAD)
 - Manna Begum who is studying on a full time early years course at level 1 (NewCAD)

Signed as a correct record

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Parin Bahl Chair of the Board