



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

**MINUTES OF THE MEETING HELD ON
18TH SEPTEMBER 2007**

MEMBERS PRESENT: Parin Bahl (Chair), Jordi Cousin, Hugh Harris, Linda Jordan, Naomi Kingsley, Russell Lyseight, Peter Pendle, Quintin Peppiatt, Martin Tolhurst (Principal)

APOLOGIES: Enkelada Berisha, Russell Lyseight (for lateness), Edward Prosser

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

07/58 FORMAL SIGNING OF THE AGREEMENT OF COOPERATION AND COLLABORATION WITH SHAO MAO COLLEGE

The Chair and Principal signed a formal agreement of cooperation and collaboration with Shao Mao College.

07/59 DECLARATIONS OF INTEREST

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

Naomi Kingsley with respect to any matters relating to Newtec.

Peter Pendle with respect to any matters relating to the pay and conditions of ACM members.

07/60 MEMBERSHIP

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

- The revised Instruments and Articles, due to come into effect later on in the Academic year, will require the inclusion of two students within the membership of the Corporation.
- The inclusion of one additional member will increase the quoracy of Corporation meetings from 5 to 6.

It was **AGREED** to:

- Approve the inclusion of two student governors within the Corporation membership and thereby increase the size of the Corporation from 12 to 13 with effect from the December 2007 meeting.

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

- The Committee had made a recommendation for Enkelada Berisha, currently studying for a BTEC National in Business and Finance, to become a student governor.

It was **AGREED** to:

- Approve Enkelada Berisha as a student governor.

07/61 FRAMEWORK FOR EXCELLENCE (CURRICULUM & QUALITY IMPROVEMENT)

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

- The dashboard status of % sessional teaching staff observed is yellow (not red)

The Board discussed the College's recent AS and A2 results. The Board noted that:-

- Despite the decrease in the A2 pass rate from 97.3 % (in 05/06) to 95% (in 06/07), A2 results are of a very high standard.
- The decrease in AS pass rates from 93% to 79% is the subject of scrutiny and management action.
- The full impact of these results cannot be gauged until the College submits its individual learner records (ILR).
- Denise Brown Sackey agreed that the following issues would be considered in more detail at the Academic Standards and Performance Committee
 - The effect of students not claiming their achievement until they leave the College and its effect on success rates
 - Achievement within the curriculum areas of ICT and Business
- At this time there is no comparable local data.

07/62 3 YEAR DEVELOPMENT PLAN

A report was considered, noted and received.

07/63 FUNDING PERFORMANCE 06/07

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

- The College exceeded its revised Train to Gain contract.

07/64 FINANCIAL REPORT FOR THE PERIOD TO 31 AUGUST 2007

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

- The College shows an operating surplus of £19k as at 31st August 2007, the first month of the financial year 2007-08.
- The College is achieving six out of seven of its financial objectives.

It was **AGREED** that:

- At future meetings, a report on the financial period ending 31st July is to be reported to the Corporation until the accounts for that year have been signed off by the auditors.

07/65 ANNUAL REVIEW OF FINANCIAL AND TREASURY STRATEGY

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

- The College is currently in line with its funding profile.
- The targets within the College's Treasury Strategy are rigorous and designed to bring the College back into financial health status A, in time for the implementation of the LSC's Framework for Excellence.
- An increase in the College's borrowing commitments may be considered at a future meeting.

It was **AGREED** to:

- Approve the College's Financial and Treasury Strategies.

07/66 STRATFORD RENAISSANCE PARTNERSHIP

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

- Stratford Renaissance Partnership (SRP) is a membership organisation consisting of Newham Council and key developers and employers in the Olympics and Stratford City Developments.

- SRP is not a planning authority.
- It is the view of College management that Membership of SRP
 - will enable the College to ensure that education and training issues are considered as part of Olympic legacy decisions
 - will maximise the College's ability to bring benefits to its community.

It was **AGREED**:

- To Approve the College's membership of the Stratford Renaissance Partnership subject to the receipt of consent from the LSC and that there was no conflict of interest if the College decided to lobby for capital funds on its own behalf.
- That progress reports will be considered at future meetings.

07/67 BOARD MINUTES & COMMITTEE REPORTS

07/67.1 Minutes of the meeting held on 10th July 2007

The minutes were received and agreed as a correct record.

07/67.2 Matters Arising from the Meeting held on 10th July 2007

The Board noted that:

- 07/32: Newtec's accounts have been consolidated into the College group accounts since April 2007.
- 07/39: Alterations have been made to the audit committee meeting schedule.
- 07/40: A revised gender equality plan will be considered by the Board at its meeting on 11th December 2007.

07/67.3 Planning and Budgeting Committee held on 10th July 2007

The unconfirmed minutes of the meeting held on 10th July 2007 were considered, noted and received.

07/67.4 Search Committee held on 10th July 2007

The minutes of the meeting held on 10th July 2007 were considered, noted and received.

07/68 BOARD TRAINING PROGRAMME

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

- Online training materials will be made available to Governors.

07/69 MEMBERSHIP AND TERMS OF REFERENCE OF THE BOARD'S COMMITTEES

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

- The number of Board members on the Academic Standards and Performance Committee can be increased back to 4 at the discretion of the Board.

It was **AGREED** that:

- The Committee's membership and Terms of Reference be approved subject to a check by the Clerk that Audit Committee members can also sit on the Planning and Budgeting Committee.

07/70 MEMBERSHIP OF THE BOARD'S COMMITTEES

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

- Peter Pendle is no longer a member of the Academic Standards and Performance Committee.
- Russell Lyseight would be asked to join the Remuneration Committee.
- Quintin Peppiatt would be asked to join the Search Committee.
- Jordi Cousin would be asked to join the Audit Committee.

07/71 CODE OF CONDUCT FOR THE BOARD MEMBERS

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

- To approve the Code of Conduct for Corporation Members for the academic year 2007-08.

07/72 REGISTER OF INTEREST

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

- To approve the format of the register of the Board members interest for 2007/08.

07/73 STANDING ORDERS

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

- To approve the Standing Orders of the Conduct of Corporation meetings and related issues.

07/74 TRAINING AND DEVELOPMENT OF CORPORATION MEMBERS ANNUAL REPORT

A report was considered, noted and received.

07/75 HEALTH AND SAFETY ANNUAL REPORT

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

- Notification has been received from the Health and Safety Executive (HSE) that the College will be subject to a Health and Safety Inspection within the coming year.
- The College has commissioned independent Health and Safety advisers to carry out preparatory work.
- The College has a whistle blowing policy in place. A copy will be circulated to Hugh Harris.

07/76 CAMPUS MANAGEMENT ANNUAL REPORT

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

- The report needed more clarity in relation to categorising the reasons for physical violence.

07/77 CUSTOMER COMPLAINTS 2006-2007

A report was considered, noted and received.

07/78 DISABILITY DISCRIMINATION COMPLIANCE

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

- More could be done to promote the good practice, which exists within the College.

It was **AGREED** that:

- An updated Disability Equality Action Plan would be circulated to the Board prior to the next meeting.

07/79 OVERSEAS TRAVEL

A report was considered, noted and received.

07/80 COLLEGE SEAL

A report was considered, noted and received.

07/81 CLERKING ARRANGEMENTS

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

- Philip Badman had met with a possible replacement clerk; however the Corporation's meeting schedule would have needed a number of alterations. It was decided not to proceed

It was **AGREED** that:

- The post of Clerk to the Corporation would be externally advertised.

07/82 OPTIONS FOR STRATEGIC DEVELOPMENT

Confidential Minute

The report was received

07/83.1 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 10TH JULY 2007

Confidential Minute

The minutes were received.

07/83.2 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES

Confidential Minute

The report was received

07/84 HUMAN RESOURCES ANNUAL REPORT

Confidential Minute

The report was received

07/85 STUDENT DISCIPLINARY ACTIONS 2006-2007

Confidential Minute

The report was received

07/86 EAST LONDON E LEARNING

Confidential Minute

The report was received

07/87 ACCOMMODATION PROJECTS' PROGRESS REPORT

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

- The College is in the process of identifying a high profile businesswoman to open the Women's Business Centre.

07/88 SUBSIDIARY COMPANIES REPORT

A report was considered, noted and received.

07/89 NEW TEACHING REGULATIONS

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

- The change in Teaching Regulations which came into effect on 1st September allow for complaints about a Further Education lecturer to be made to the Institute for Learning (IfL)

07/90 CHAIR'S ACTION

A report was considered, noted and received.

Signed as a correct record

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Parin Bahl Chair of the Board