



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

**MINUTES OF THE BOARD MEETING HELD ON
7TH JULY 2009**

MEMBERS PRESENT: Parin Bahl (Chair), Paul Brickell, Simon Eko, Hugh Harris, Wilson Igbeneka, Linda Jordan, Russell Lyseight, Peter Pendle, Quintin Peppiatt, Tessa Sanderson, Martin Tolhurst (Principal).

APOLOGIES: Quintin Peppiatt (for lateness) and Paul Brickell.

IN ATTENDANCE: Philip Badman, Denise Brown-Sackey and Zioge Smith (Clerk to the Corporation).

09/36 DECLARATIONS OF INTEREST

Quintin Peppiatt in respect of Newham Council matters. Peter Pendle in respect of items 14 (Senior Post Holders Disciplinary Procedures) and 19 (Human Resource & Employee Issues).

09/37 ELECTION OF CHAIR AND VICE CHAIRS OF THE BOARD

Nominations for the Chair and Vice Chairs during 2009/10 were sought.

Peter Pendle nominated Parin Bahl as Chair, seconded by Hugh Harris. There were no other nominations. Parin Bahl accepted and took the Chair.

Hugh Harris nominated Linda Jordan and Quintin Peppiatt as Vice Chairs, seconded by Russell Lyseight and Peter Pendle. There were no other nominations.

09/38 DASHBOARD OF STRATEGIC INDICATORS

A report was considered and received.

09/39 FRAMEWORK FOR EXCELLENCE

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

- The changes within the Framework for Excellence grades.
- The College had appealed the learner destination scores which had no grade calculated as many of the survey returns were deemed "spoilt" by the LSC.
- Providers within the sector has expressed concern about the methodology behind the calculation of the FfE scores.
- The recent outcomes of the College Inspection and FMCE will be reflected in next year's report.

09/40 FINANCE REPORT FOR THE PERIOD ENDING 31ST MAY 2009

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

- The College was currently achieving all of its key financial objectives.
- The Operating Surplus/(Deficit) report erroneously showed the College as being £1.7m adrift of budget.
- A post project appraisal of the Fashion Textiles Museum would be carried out in September.

The Board suggested that:

- That a better+/-worse column should be added to the 2008/09 forecast.

09/41 FUNDING PERFORMANCE 08/09

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

- Although the College had exceeded its Train to Gain contract value with LSC consent, targets still may not be reached due to the financial restrictions recently placed on Train to Gain provision
- The College would be taking a very robust approach with the LSC in order to address any unfunded starts in 2008/09. The LSC either had to fund these or allow the College to withdraw them and fund in 2009/2010 without any performance measurement penalty.

09/42 REVENUE BUDGET 2009/10

A report was considered and received. The Chair gave a verbal report from the Planning & Budgeting Committee. The Board noted:

- The revenue budget was a holding budget as the College had yet to complete a full and robust cycle of budget building.
- The Train to Gain funding issues would have implications for next year.
- A revised budget and financial targets would be brought to the September Board meeting.

The Board **AGREED** to:

- Approve the provisional revenue budget based on based on an estimated income for the year of £45,011k, planned expenditure of £44,877k, generating an operating surplus of £133k and historic cost surplus of £663k, while noting the volatility of the budget.
- Receive an up-dated revenue budget at the September 2009 Board meeting.

09/43 THREE YEAR FINANCIAL PLAN

- A report was considered and received. The Chair gave a verbal report from the Planning & Budgeting Committee. The Board noted:
- The assumptions on which the financial plan was based and that it assumed no growth in learner numbers throughout the three year period.
- A further reduction of 6% in adult funding had been assumed in years two and three of the plan.
- A revised financial plan would be presented to the September 2009 Board meeting, following more analysis on future funding with more efficient ways of delivering the curriculum and possible further cost reductions and staff efficiencies.

The Board **AGREED**:

- To approve the three-year financial plan to be submitted to the LSC by 31 July 2009.
- To approve a target that assumes minimal or no operating surplus in each year of the plan in direct contrast to the Board approved target of 3% of income but with the expectation that senior management would come back with a revised plan with a more risk averse approach to operating surplus.
- To confirm that College's self assessment of financial health as good.

09/44 LONDON CAPITAL COLLEGES COMPANY

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

- The structure of London Capital Colleges (LCC) had recently become more formalised, thus enabling wider ambitions of the Group to be developed more fully.
- The preferred model for implementing project and development work involving the 13 member colleges was a formal joint enterprise.
- A single company structure would help take forward joint developments as well as cement the LCC brand in the eyes of funders and potential clients.
- Subject to professional advice, the umbrella structure was likely to take the form of a company limited by guarantee (London Capital Colleges Limited).

The Board **AGREED**:

- To approve the setting of the company 'London Capital Colleges Ltd', and Newham College's participation in this company as a member or shareholder.
- To delegate to the Principal and Chief Executive the powers to:
 - Make an application to the LSC, and if successful,
 - Give the College's approval; to the setting up of the company with Newham College's participation.

09/45 BOARD MINUTES AND COMMITTEE REPORTS

09/45.1 Minutes of the Special Board Meeting held on 16th May 2009

The minutes were received and agreed as a correct record.

09/45.2 Matters Arising from the Meeting held on 16th May 2009

There were no matters arising.

09/45.3 Conference Notes

The notes of the Board conference held on 15-16 May 2009 were received.

The Board noted that:

- The College was looking to move towards Grades 1 and 2 teaching and a report would go to the Academic Standards & Performance Committee on how to take this proposal forward.
- There had been a positive feedback on the profile of NCFE following the Newham 10k Run.

09/45.4 Governor's Self Assessment and Training Needs Analysis

The report was considered and received

09/45.5 Audit Committee

09/45.5.1 Minutes

The draft minutes of the meeting held on 17th June 2009 were received.

09/45.5.2 Internal Audit Plan 2009/2010

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

- Approve the internal audit plan, which was considered by the Audit Committee on 17th June 2009.

09/45.6 Staff Consultative Committee

- The unconfirmed minutes of the meeting held on 7th May 2009 were

considered and received.

- 09/17- Newham Academy of Sport
 - A talent spotting day was being organised for sometime in September.
 - It was agreed that the Sport Academy would be included in the Strategic Options paper coming to the next Board meeting.
- 09/19 – NCFE Flu Pandemic Contingency Plan
 - It was noted that there had been a couple of cases of swine flu in the College, and that measures in the Flu Pandemic Contingency Plan had been implemented.

09/45/7 Student Consultative Forum

- The unconfirmed minutes of the meeting held on 7th May 2009 were considered and received.
- It was noted that a new member for the Student Consultative Forum was required.

09/46 CAPITAL PROGRAMME COMMITTEE

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

- Following the cessation of the LSC Building Colleges for the Future programme, there was no longer an immediate requirement for a Capital Programme Committee.

The Board **AGREED** to:

- Disband the Capital Programme Committee with a proviso for reinstatement in the event of a single capital project at £10m or above.

09/47 CALENDAR OF BOARD AND COMMITTEE MEETINGS 2009-10

- A report was considered and received.

The Board **AGREED** that:

- The dates for the next May Board Annual conference be revised and options circulated by the Clerk.

09/48 SENIOR POST HOLDERS DISCIPLINARY AND GRIEVANCE PROCEDURE

- A report was considered and received.

The Board **AGREED** to:

- Approve the Senior Post Holders Disciplinary and Grievance Procedures.

09/49.1 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 16th May 2009

Confidential Minute

The minutes were approved and duly signed by the Chair.

09/49.2 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES

Confidential Minute

There were no matters arising.

09/50 OUTCOMES OF OFSTED INSPECTION AND FINANCIAL MANAGEMENT & CONTROL EVALUATION (FMCE) AUDIT

Confidential Minute

The report was received.

09/51 STRATEGIC OPTIONS FOR FUTURE DEVELOPMENT

*Confidential Minute
The report was received.*

09/52 HUMAN RESOURCE AND EMPLOYEE ISSUES

*Confidential Minute
The report was received.*

09/53 SAFEGUARDING MONITORING REPORT

*Confidential Minute
The report was received.*

09/54 SUBSIDIARY COMPANIES

*Confidential Minute
The report was received.*

09/55 INFORMATION SUPPORT CONTRACT

*Confidential Minute
The report was received.*

09/56 CUSTOMER COMPLAINTS TO JUNE 2009

- A report was considered and received.

09/57 COLLEGE EQUALITY POLICIES

- A report was considered and received.

The Board **AGREED** to:

- Approve the following equality policies:
 - Disability Equality Policy
 - Gender Equality Policy
 - Gender Reassignment Policy
 - Transgender Equality Policy

09/58 CORPORATION CYCLE OF BUSINESS 2009-10

- A report was considered and received.

09/59 DIRECTORS

The Board noted the resignation of Shagufta Shahin, Director of Foundation Studies in June 2009.

09/60 ANY OTHER BUSINESS

- *Senior officers, staff and student governors left the meeting at this point and a confidential item was discussed by the Board (separate minute).*

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Signed as a correct record

Parin Bahl Chair of the Board