



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

**MINUTES OF THE MEETING HELD ON  
18<sup>TH</sup> MARCH 2008**

**MEMBERS PRESENT:** Parin Bahl (Chair), Paul Brickell, Hugh Harris, Wilson Igbeneka, Naomi Kingsley, Russell Lyseight, Peter Pendle, Quintin Peppiatt, Edward Prosser, Martin Tolhurst (Principal)

**APOLOGIES:** Jordi Asher

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

**08/02 DECLARATIONS OF INTEREST**

Quintin Peppiatt in respect of Newham Council matters.  
Naomi Kingsley in respect of NewTEC matters.

**08/03 MEMBERSHIP**

Paul Brickell was welcomed to the meeting.

The Board noted:

- That Jade Okanlawon, Student Governor, had resigned from the Board as a result of her academic workload.

**08/04 DASHBOARD OF STRATEGIC INDICATORS**

- A report was considered and received.

**08/05 FRAMEWORK FOR EXCELLENCE PERFORMANCE**

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

- The College is well placed for the new Framework for Excellence assessment.
- Some learners have been dual accredited with NewCAD as well as entrance to national tests in order that their programme remained as flexible as possible.
- The College achieved a 65:35 balance on the proportions of NQF to non-NQF skills for life provision. Whilst short of the original target of 70:30, this represents a major shift in provision made more complex by the College's objective of retaining its flexible delivery format in the process, as well as trialing the Foundation Learning Tier and Qualifications and Curriculum Framework.

**08/06 3 YEAR DEVELOPMENT PLAN 2007/07 OUT-TURN**

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

- The 2006–09 three Year Development Plan is now superseded by the single year Provider Development Plan 2007-08.
- The College is falling short of its target that the whole teaching force will be qualified by 2010 but this is due to the leavers and their replacement by unqualified teachers, especially in vocational areas, who do not count towards the target whilst they are being trained. This issue is likely to continue for the foreseeable future but would be rectified by counting those teachers currently in, or about to go into teacher training programmes.

**08/07 SELF ASSESSMENT REPORT 2007/08**

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

- The College expects to be inspected within the next year.
- The recommendations from the Academic Standards and Performance Committee would be taken forward.
- Leadership and management issues had an impact on overall performance of certain curriculum areas such as Science and Maths.
- Succession planning had taken place to safeguard talent in curriculum areas.

It was **AGREED** that:

- An inspection briefing and preparation workshop would be held during the May Annual Board Conference.

**08/08 FUNDING PERFORMANCE REPORTS 2006/07 and 2007/08**

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

- The funding analysis for 2006-07 suggests that the College is expected to exceed the allocation for 2007/08, despite being under target on 16-18.
- From 2008/09, the College would be unable to balance under performance between the 16-18 and 19 plus allocations, as these will become individual contracts in line with Machinery of Government changes.

It was **AGREED** that:

- Train to Gain performance and growth issues would be considered in more detail at the May Board conference.

**08/09 LSC FINANCIAL ALLOCATION FOR 2008-09**

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

- There will be entirely discrete funding blocks for 16-18 and 19+.
- At this stage it appears there will be little or no allocation for developmental learning and the main emphasis to date has been on submitting alternative plans for the developmental learning block focused on converting such provision to LSC priorities. In some cases this is not possible, whilst in others there is a risk that customers will not want the revised programmes.
- The Mayor's London Skills and Employment Board has been consulted by the LSC about the 19+ allocation, and confirmed it. However, Principals of London Capital Colleges have raised with the Vice Chair of the LSEB, the implications of the decision on developmental learning, particularly with respect to part-time vocational courses at levels 2, 3 and 4.

**08/10 FINANCIAL REPORT FOR THE PERIOD TO 29<sup>TH</sup> FEBRUARY 2008**

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

- The College has an operating surplus of £891k as of 29<sup>th</sup> February 2008 and forecasts an operating surplus of £1,395k for 2007/08.
- The College is currently achieving six out its seven key financial objectives.
- The financial targets current ratio of 1.4:1.0 is forecast to improve throughout the course of the financial year to achieve budget level of 1.6:1.0.

## **08/11 EXCELLENCE FOR ALL IN NEWHAM**

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

- There appeared to be a need for a more explicit strategy for post 16 destinations in Newham, and local secondary schools should be encouraged to do more to recommend continuing education within the excellent provision in Newham.
- There is a need to seek reinforcement from the 14-19 Partnership for the current post-16 strategy and policy, viz. of a break at 16 and continuation of study within Newham.
- There was a need to do more to disseminate and promote achievements by providers within the Borough.

It was **AGREED** that:

- The draft response would incorporate comments about taking a stronger line in piloting Machinery of Government changes in Newham.
- The Principal would send out the revised discussion paper on behalf of the Board.
- Kim Bromley-Derry, London Borough of Newham's Director of Children's Services, would be invited to attend the Board's annual conference in May.

## **08/12 BOARD MINUTES & COMMITTEE REPORTS**

### **08/12.1 Minutes of the meeting held on 11<sup>th</sup> December 2007**

The minutes were received and agreed as a correct record.

### **08/12.2 Matters Arising from the Meeting held on 11<sup>th</sup> December 2007**

The Board noted that:

- The Board's response to the consultation on the LSEB draft strategy was submitted to the LSEB Board on 21 January 2008.
- All Faculty Directors were in attendance at the Student Consultative Forum on 7 February 2008.

### **08/12.3 Academic Standards and Performance Committee**

The unconfirmed minutes of the meeting held on 17<sup>th</sup> January 2008 were considered, noted and received.

### **08/12.4 Staff Consultative Committee**

The unconfirmed minutes of the meeting held on 7<sup>th</sup> February 2008 were considered, noted and received, subject to:

- An amendment incorporating Quintin Peppiatt's apology for absence and
- Deletion of the sentence "The ethnic profile of the teaching staff was still predominantly white male" – Item 10/03.

### **08/12.5 Student Consultative Forum**

The unconfirmed notes of the meeting held on 7<sup>th</sup> February 2008 were received. The Board noted that:

- There had been a positive meeting with the students and faculty directors had been in attendance.

### **08/12.6 Search Committee**

The unconfirmed minutes of the meeting held on 11<sup>th</sup> December 2007 were received. The Board noted that:

- Quintin Peppiatt would resume talks with John Turnbull as a possible co-opted member of the Audit Committee.

**08/13 CHAIR'S ACTIONS**

A report was considered, noted and received.

**08/14 ACCOMMODATION STRATEGY**

**08/14.1 Accommodation Projects Progress Report**

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

- As a result of discussions with Newham Council, who are providing additional funding, the Women's Business Centre will be formally named Business Works and will be launched on 2 May 2008.

**08/14.2 New Accommodation Strategy Development (Presentation)**

The Principal gave a presentation on the New Strategy development and the Board noted that:

- The College was not aware of any proposed alternative use of the Salway Road site next to the proposed development site for Birkbeck University in Stratford.
- The Mayor of Newham might consider a 200-year lease on the Salway Road site rather than an outright sale of the freehold of the site.
- The new strategy for the development of the College's accommodation would increase the College's borrowing requirement by £12m approximately, in order to release high rates of capital grant from the LSC.
- Planning permission for the development of the frontage of East Ham Campus had been secured some time ago.
- The new accommodation strategy framework for development.
- The proposal for a Stratford 'multiversity' on the Salway Road site with Birkbeck University.
- The alternative options for Stratford.
- The outline plan for East Ham Campus.

**08/15 INFORMATION, LEARNING & COMMUNICATIONS TECHNOLOGY STRATEGY 2008-2011**

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

- A governors page was being developed for the College website and a link would be forwarded to Governors when live.
- Tenders had gone out for the replacement of identity card controlled security barriers at the College, which would incorporate use of Radio Frequency Identity technology.

The Board **AGREED** to:

- Approve the ILCT strategy for 2008-11.
- Agree framework approval for the total cost of £8.715m over the three-year life of the plan subject to individual components being appraised, tendered and authorised under the relevant powers.

**08/16 STRATEGIC OPTIONS FOR FUTURE DEVELOPMENT**

*Confidential Minute*

*The report was received.*

**08/17.1 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 12<sup>th</sup> December 2006**

*Confidential Minute*

*The minutes were received.*

**08/17.2 CONFIDENTIAL MATTERS ARISING FROM THE MINUTES**

*No matters arising*

**08/18 SUBSIDIARY COMPANY REPORTS**

*Confidential Minute*

*The report was received*

**08/19 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**

*Confidential Minute*

*The report was received*

**08/20 STUDENT DISCIPLINARY ACTIONS FOR THE PERIOD 1<sup>ST</sup> DECEMBER 2007 – 29<sup>TH</sup> FEBRUARY 2008**

*Confidential Minute*

*The report was received*

**08/21 CUSTOMER COMPLAINTS DECEMBER '07 – FEBRUARY '08**

A report was considered, noted and received.

**08/22 EXTERNAL POLICY UPDATE**

A report was considered and received. The Board agreed the following recommendations:

- that the Principal presents a strategy at a future meeting of the Board for responding to the report of the Commission for Disabled Staff in Lifelong Learning.
- that the Principal responds on behalf of the College to the DIUS consultation on The Role of Further Education Providers in Promoting Community Cohesion, Fostering Shared Values and Preventing Violent Extremism.
- that the Principal responds to the DIUS consultation on 'Focusing English for Speakers of Other Languages (ESOL) on Community Cohesion'
- that the Principal develops and implements an action plan for implementing the FE Sector Workforce Strategy.

**08/23 INSTRUMENT AND ARTICLES OF GOVERNMENT**

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

- Members could now attend Board meetings via video-conferencing, if unable to be physically present.
- The Principal was going to contact DIUS regarding the definition of a term, as there was a requirement in the Instrument and Articles that colleges meet once per term.

The Board **AGREED** that:

- Board members would be referred to as "external governors" following the de-categorisation of the composition of the Corporation.
- Video conferencing attendance at meetings of the Board and its committees would be allowed and facilitated if a member could not attend by any other means.

**08/23 ANY OTHER BUSINESS**

- There was no other business.

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Signed as a correct record

Parin Bahl Chair of the Board

