



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

**MINUTES OF THE BOARD MEETING HELD ON  
16<sup>TH</sup> MARCH 2010**

**MEMBERS PRESENT:** Parin Bahl (Chair), Andrew Clark, Simon Eko, Hugh Harris, Wilson Igbeneka, Linda Jordan, Radha Kaur, Russell Lyseight, Peter Pendle, Martin Tolhurst (Principal).

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

**10/01 APOLOGIES**

Apologies were received from Paul Brickell, Quintin Peppiatt and Tessa Sanderson.

**10/02 DECLARATIONS OF INTEREST**

Peter Pendle in respect to agenda item 18 (Options for Strategic Development).

**10/03 MEMBERSHIP**

A verbal report was received from the Chair. The Board noted:

- The resignation of Peter Pendle and the recommendation that the vacancy was kept open in light of the strategic options generated tactical appointments to the Board.
- The resignation of Nanette Reid-Johnson from the Search Committee and the possibility of Jordi Asher being appointed to the Search Committee.

The Board **AGREED:**

- To approve the recommendation from the Search Committee that Russell Lyseight be re-appointed to the Audit Committee.

The Chair thanked Peter Pendle as the longest serving Board member for his untiring efforts and unstinting dedication to the College.

**10/04 DASHBOARD OF STRATEGIC INDICATORS**

A report was considered and received. The Board noted:

- The actual absence rate to date should be 4.21% not 5.3% as presented in the paper.

The Board recommended that:

- HSE information and indicators in the dashboard redefined as investigations.

**10/05 FRAMEWORK FOR EXCELLENCE**

A report was considered and received. The Board noted:

- The 2008/09 dip in success rates was discussed at length by the Academic Standards and Performance.
- The internally issued “notices to improve” for the IT and AS curriculum.
- The excellent outcomes from the Ofsted survey visits in January 2010.

**10/06 SELF ASSESSMENT REPORT 2009 AND TARGETS 09/10**

A report was considered and received. The Board noted:

- The SAR had been scrutinised at the Academic Standards and Performance Committee
- The actions being taken to address the curriculum areas contributing to the dip in success rates.
- Actions included closing down curriculum areas that show no improvement.
- The strengthened observation of teaching policy would be ready for implementation in September, taking into consideration that Board’s zero tolerance to poor or satisfactory teaching.

The Board **AGREED** to:

- Approve the targets for retention and achievement for 2009/10

**10/07 AUDIT COMMITTEE TERMS OF REFERENCE**

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

- It was not considered prudent for an independent member to be the Chair of the Audit Committee.

The Board **AGREED**:

- Approve the revised Audit Committee Terms of Reference.
- To appoint Peter Pendle as Chair of the Audit Committee for the period of one year.
- To review arrangements after one year.

**10/08 FUNDING PERFORMANCE 2008-09**

A report was considered and received. The Board noted:

- It was difficult to monitor the funding performance due to its unpredictability and ever changing profile.
- The College remained on top of budget and remained financially viable despite it being a difficult time for the sector.

**09/09 LSC PLANNING AND ALLOCATION FOR 2010/11**

A report was considered and received. The Board noted:

- The funding and efficiency pressures from the College’s main income source for 2010/11.
- Only national prioritise would be funded and there would be in-year adjustments to funding for under-performance with automatic knock-on impact the following year.
- The indicative allocations for the College and that the combined income reduction in 2010/11 was £2.4m to date.

**10/10 REVIEW OF THE DEVELOPMENT PROPOSALS FOR EAST HAM & STRATFORD CAMPUSES**

A report was considered and received. The Board noted:

- The need for a radical review of site options in view of the Government’s levels of funding

- for learners from 2010 onwards;
- Discussions taking place between NCFE and NewVic to identify the potential for collaboration in relocating colleges in Stratford.
- The possibility of a single main campus option, depending on the medium term impact of public spending and their impact on student numbers.

The Board **AGREED**:

- To approve the revised conceptual framework for campus re-development.

#### **10/11 NCFE HIGHER EDUCATION STRATEGY**

A report was considered and received. The Board noted:

- It was helpful to have a strategy lodged with HEFCE in the event that the College chose to apply for funding again in the future.

The Board **AGREED**:

- To adopt the NCFE Higher Education Strategy.

#### **10/12 FINANCE REPORT FOR THE PERIOD TO 28<sup>th</sup> FEBRUARY 2010**

A report was considered and received. The Board noted:

- The College had an operating deficit of £4 (budget £85k deficit) as at 28<sup>th</sup> February 2010.
- The College expected to achieve six of its seven key financial objectives.
- A mid year budget review would address the forecast out-turn which was £260k worse than budget.

#### **10/13 TUITION FEES 2010/11**

A report was considered and received. The Board noted:

- The College had the lowest yield of fee income in comparison to other colleges.
- The Skills and Funding Agency required colleges to set fees at 50% of its national base rate
- College management were looking to introduce a Pay as You Go approach, as a way of enabling learners pay in instalments and for the College to collect a higher level of fees.

The Board **AGREED** to:

- Approve the tuition fee policy for 2010/11ncial Rules of Business.
  - a 5.3% increase in adult learner responsive fees in line with national policy,
  - a new half-national tariff for some local reduced courses,
  - a payment facility by attendance, using prepaid tickets,
  - full examination fees for resits, and for late entries at the learner's request,
  - variable fees for some high-demand courses to be advised,
  - a 2.5% increase in post-graduate fees

#### **10/14 AMENDMENTS TO THE FINANCIAL RULES OF BUSINESS**

A report was considered and received.

The Board **AGREED** to:

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

#### **10/15 BOARD MINUTES AND COMMITTEE REPORTS**

##### **10/15.1 Minutes of the Board Meeting held on 8<sup>th</sup> December 2009**

The minutes were received and agreed as a correct record.

#### **10/15.2 Matters Arising from the Meeting held on 8<sup>th</sup> December 2009**

**09/99** The Board noted the changes to the Articles of Association of the London Capital Colleges.

#### **10/15.3 Audit Committee**

The draft minutes of the special meeting held on 8<sup>th</sup> December 2009 were considered and received. The Board noted that:

- It was necessary for an extraordinary meeting of the Audit Committee to be called subsequent to changes to the approved accounts.
- Some of the issues discussed at the meeting had been raised by members at earlier meetings, with assurances given by the auditors.
- Performance of the auditors had been noted

#### **10/15.4 Academic Standards and Performance Committee**

The draft minutes of the meeting held on 18<sup>th</sup> February 2010 were considered and received.

#### **10/15.5 Staff Consultative Committee**

The draft minutes of the meeting held on 18<sup>th</sup> February 2010 were considered and received. The Board noted that:

- Although there were some difficult conversations had at this meeting, staff remained professional and interested to the end.

#### **10/15.6 IT Managed Serviced Procurement Panel**

*(This item was chaired by Linda Jordan)*

The draft minutes of the meeting held on 3<sup>rd</sup> March 2010 were considered and received. The Board noted:

- The decision that the College would enter into a formal preferred bidder phase with Capita with a view to finalising details and agreeing a formal five year contract.

#### **10/16 POST PROJECT REVIEW OF THE PURCHASE OF THE FASHION TEXTILE MUSEUM & APPROVAL OF THE BUSINESS PLAN FOR SETTING UP A NEW FTM CHARITY**

A report was considered and received. The Board noted:

- The College wished to establish a “New Charity” as a company limited by guarantee which would be a subsidiary undertaking of the College for accounting purposes although the College would take no role in the finances of the New Charity (except to the extent that it chooses to do as a means of furthering the College’s statutory objectives).
- The current FTM brand used by the College was owned by the existing FTM charity and they were willing to donate this to the College.
- A future definitive proposal for the Charity would include risk assessments.

The Board **AGREED** to:

- Approve the post project appraisal report for the acquisition of the Fashion & Textiles Museum.
- Approve the business plan used to support the establishment by the College of an FTM Charity.

- 10/17 COLLEGE PAYMENTS TO THIRD PARTIES**
- A report was considered and received.
- 10/18 OPTIONS FOR STRATEGIC DEVELOPMENT MARCH 2010**  
*Confidential Minute*  
*The report was received.*
- 10/19 MINUTES OF THE MEETING HELD ON 16<sup>th</sup> March 2010**  
*10/19.1 Confidential Minute*  
*The minutes were approved and duly signed by the Chair.*
- 10/19.2 Matters arising from the minutes*  
*Confidential Minute*
- 10/20 HUMAN RESOURCE AND EMPLOYEE ISSUES**  
*Confidential Minute*  
*The report was received.*
- 10/21 MONITORING OF SAFEGUARDING ACTIONS**  
*Confidential Minute*  
*The report was received.*
- 10/22 SUBSIDIARY COMPANIES**  
*Confidential Minute*  
*The report was received.*
- 10/23 CHAIR'S ACTION**  
*Confidential Minute*  
*The report was received.*
- 10/24 SECURITY MANAGED SERVICE CONTRACT**  
*Confidential Minute*  
*The report was received.*
- 10/25 CUSTOMER COMPLAINTS FOR THE PERIOD 1 DECEMBER 2009 – 28 FEBRUARY 2010**
- A report was considered and received.
- 10/26 REVISED HEALTH & SAFETY ANNUAL REPORT**
- A report was considered and received.
- 10/27 NEWHAM CHILDREN'S TRUST BOARD MINUTES**  
The minutes were noted. The Board noted:
- In future, the Children's Trust Board may directly impact what the College does.
  - As issues arise from the Board, they would be reported to the Board.
- 10/28 ANY OTHER BUSINESS**
- The Chair reported that a number of other governors and senior management team had attended the Beacon Awards Ceremony.
  - The Board noted that it was Martin Tolhurst's last Board meeting as Principal of NCFE. The Chair thanked him for his enormous efforts and dedication to the College over the past 20 years.

Signed as a correct record

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Parin Bahl Chair of the Board