



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

**MINUTES OF THE BOARD MEETING HELD ON  
27<sup>TH</sup> SEPTEMBER 2011**

**MEMBERS PRESENT:** Parin Bahl (Chair), Denise Brown Sackey (Principal), Andrew Clark, Hugh Harris, Linda Jordan, Russell Lyseight and Tarlok Sura.

**IN ATTENDANCE:** Philip Badman and Zioge Smith (Clerk to the Corporation).

**11/50 APOLOGIES**

Apologies were received from Radha Kaur and Linda Jordan (for lateness)

**11/51 DECLARATIONS OF INTEREST**

Quintin Peppiatt in respect to matters concerning London Borough of Newham.  
Linda Jordan in respect of matters concerning NewTEC.

**11/52 MEMBERSHIP**

A verbal report on the recommendations of the Search Committee at its meeting held prior to this meeting was received from the Chair.

The Board noted:

- Paul Brickell's resignation from the Board following his appointment within OPLC.
- There were now four vacancies on the Board, which had deliberately been kept open pending any merger developments.
- The vacancy for a student governor which would be filled by the next Board meeting.
- The Chair and Principal had met with Stephen Timms MP, who was now considering the invitation to join the Board.
- The Principal was going to have an initial conversation with Grace Ononiwu, Deputy Chief Crown Prosecutor for London, with a view to inviting her to join the Board.
- The Principal was also going to approach the lead Newham representative from Siemens and/or CISCO to join the Board.
- Ben Burchett, a senior HR manager had replaced Jordi Asher as a co-optee to the Search Committee.

The Board agreed:

- To change the days of the Board meetings from Tuesdays to Thursdays to enable Stephen Timms to be in attendance, if he agreed to joining to the Board.

#### **11/53 DASHBOARD OF STRATEGIC INDICATORS**

A report was considered and received. The Board noted:

- That ‘% Judgements meeting College standards’ should read 85% not 70%.

The Board recommended that:

- Monitoring of Apprentice numbers be included in the dashboard.

The Board agreed:

- To approve the proposed dashboard format for 2011/12.

#### **11/54 FINANCE REPORTS FOR THE PERIOD TO 31 JULY AND 31 AUGUST 2011** **11/54.1 Finance Report – July 2011**

A report was considered and received. The Board noted:

- The expectation that the College’s operating surplus would be £1.7m instead of £1m but the accounts would show £1.4m, on account of the FRS17 Statement adjustments.
- The College was challenging the FRS17 outcome, with an outlook to getting the figure down from £300k to £200k.
- The College had met all seven Board approved objectives.
- Tuition fees collection had gone down.
- College management were looking at the financial implications repaying the Allied Irish Bank (This item is considered elsewhere on the agenda).

#### **11/54.2 Finance Report – August 2011**

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

- Staff categorisation had not been appropriately reflected in the budget.

#### **11/55 FUNDING PERFORMANCE 2010/11**

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

- The College had deliberately suppressed starts to prevent over-performance on the Adult Skills single line budget, in order to come in closer to budget.
- The College had about £1m worth of Apprenticeships to fund and was in discussions with the SFA regarding additional funding.
- A ministerial letter around funding of 16-18 apprenticeships and allocation of resources was due to go out.

#### **11/56 FUNDING CHANGES 2011/12**

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

- Colleges now had the freedom to claim full funding for learners on any benefits, where the outcome of the learning programme will be employment related and will support the learner in securing employment.
- On this basis, the College could return full funding status to virtually all learners who would have been in receipt of benefit-related fee remission in 2010/11.
- There was a risk that the College would now over yield its funding for 19+ adult skills early in the year and may have to review the volume of its offer. This review would be necessary to prevent expenditure against programme provision for which no funding could be yielded, above contract.

## **11/57 REVISED BUDGET AND FINANCIAL PLAN**

### **11/57.1 Revised Budget 10/11**

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

- The revised budget showed an operating surplus of £912k in 2010/11 and the Group target is 1,062k, which equated to 2.1% of total income of £51,036k.
- There were potential risks to the achievement of the budget and that management would undertake monthly risk reviews through the year as part of the management accounting process.
- The revised budget showed the recommended format of staff categorisation as agreed in the July Board meeting.
- The College was using some of its resources to provide free meals to 16-18s, following the stoppage of EMA payments and an inadequate bursary fund. There had so far been very positive feedback from learners.
- The actions outlined in the revised budget, if achieved should allow the College to maintain its 'Good' financial position by the end of the year.

The Board **agreed**:

- To approve the revisions to the revenue budget presented in the July 2011 Board papers
- To additional publicity around the free meals.

### **11/57.2 Revised Three Year Financial Plan 2010/11>2012/13**

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

- The operating surplus for years 2 and 3 of the plan remained the same because of the uncertainty of the forecast.

The Board **agreed** to:

- Approve the revisions to the three year financial plan presented in the July 2011 Board papers.

## **11/58 ANNUAL REVIEW OF FINANCIAL AND TREASURY STRATEGY**

A report was considered and received. The Board noted:

- The Strategy remained prudent but did not preclude changes in the event of other undertakings such as a capital expenditure/strategy.
- It was monitored by the SFA with ongoing commentary on the College's financial plan.
- The undertaking that total borrowing at any time would not exceed 50% of net assets would not be counted against the College by the SFA or auditors if the College changed its strategy
- The strategy underpinned the preparation of the College's annual revenue budget and three year financial plan.

The Board **AGREED** to:

- Approve the Financial and Treasury Strategy which would be called The Financial and Treasury Plan.

## **11/59 A LEVEL REPORT**

A report was considered and received. The Board noted:

- The decision to close down the Science and Maths A level provision
- The Principal's update to both the Academics Standards and Performance Committee (ASPC) and Board on the student performance at A level.
- The curriculum team had been disbanded and a specialist A level manager

was to be recruited to lead the recruitment of a new high quality staff team within a year, to aid rebuilding of the A' level provision.

- There would be a re-launch of a high quality science A level provision at the College and marketing would start before next September.
- Any other areas that may be seen to present a risk would be subject to detailed scrutiny and continuous monitoring.
- A forensic analysis had being carried and a more detailed report would be going to the next ASPC meeting in November.

#### **11/60 BPP UPDATE**

A report was considered and received. The Board noted:

- Following several meetings between management representatives of the College and private University BPP, a business case for delivery by BPP of a range of undergraduate programmes on College premises, facilitated by the College, was submitted to the Board of BPP for consideration early in September 2011.
- BPP declined the proposal from the College for collaboration on the grounds that it considered that placing some degree programmes at Stratford would undermine the financial viability of similar programmes already delivered by BPP at its Holborn headquarters.

#### **11/61 BOARD MINUTES AND COMMITTEE REPORTS**

##### **11/61.1 Minutes and matters arising from the meeting of the Board held on 27<sup>th</sup> September 2011**

The minutes were received and agreed as a correct record.

The Clerk was reminded that a Glossary of Terms should accompany the next set of papers.

##### **11/61.2 Planning and Budgeting Committee**

The draft minutes of the meeting held on 27<sup>th</sup> September 2011 were considered and received.

#### **11/62 BOARD TRAINING PROGRAMME 2011/12**

A report was considered and received.

#### **11/63 REVIEW OF CONSTITUTIONAL MATTERS**

##### **11/63.1 Membership of the Board's Committees**

A report was considered and received.

It was **AGREED** that:

- Quintin Peppiatt would step down from the Staff Consultative Committee
- The members and chairs of all other committees would remain the same as in 2010/11.

##### **11/63.2 Terms of Reference of the Board's Committees**

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

- To approve the Terms of Reference of the Board's Committees.

##### **11/63.3 Code of Conduct for Corporation Members**

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

- To approve the Code of Conduct for Corporation Members for 2011/12.

#### **11/63.4 Register of Interest**

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

- To approve the format of the Register of Members Interests for 2011/12.

#### **11/63.5 Standing Orders**

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

- To approve the Standing Orders for the Conduct of Corporation meetings and related issues for 2011/11.

### **11/64 ANNUAL REPORTS**

#### **11/64.1 Training and Development of Corporation Members**

A report was considered and received. It was **agreed** that

- The report would reflect that members sometimes individually attended training programmes in their own time which were relevant to their roles on the Board.

#### **11/64.2 Health & Safety Annual Report**

A report was considered and received. The Board **recommended** that:

- Management ensured that action had been taken around issues highlighted and reflected in the report.

#### **11/64.3 Campus Management Service Annual Report**

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

- A CCTV policy was in place and CCTV was used extensively throughout the College.

#### **11/64.4 Customer Complaints 2010/11**

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

- The report would go to the Staff Consultative Committee.

#### **11/64.5 Equality & Diversity Annual Report**

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

- The local profile should be added to the report, the format made clearer and more analysis given.

#### **11/64.6 Overseas Travel 2010/11**

A report was considered and received.

#### **11/64.7 Report on the use of the Corporation Seal**

A report was considered and received.

### **11/65 STRATEGIC CHALLENGES – JULY 2011**

*Confidential Minute*

*The report was received.*

### **11/66 UPDATE ON PROPERTY STRATEGY**

*Confidential Minute*

*The report was received.*

### **11/67 RECRUITMENT OF DEPUTY PRINCIPAL - CURRICULUM**

*Confidential Minute*

*The report was received.*

- 11/68 NEW HORIZONS COMMERCIAL VENTURE**  
*Confidential Minute*  
*The report was received.*
- 11/69 UPDATE ON COLLEGE MANAGEMENT STRUCTURE**  
*Confidential Minute*  
*The report was received.*
- 11/70 DEBT RESTRUCTURE**  
*Confidential Minute*  
*The report was received.*
- 11/71 PROCUREMENT OF CLEANING CONTRACT**  
*Confidential Minute*  
*The report was received.*
- 11/72 MINUTES OF THE MEETING HELD ON 15<sup>th</sup> MARCH 2011**  
11/43.1 *Confidential Minute*  
*The minutes were approved and duly signed by the Chair.*
- 11/43.2 *Matters arising from the minutes*  
*Confidential Minute*
- 11/73 SUBSIDIARY COMPANIES**  
*Confidential Minute*  
*The report was received.*
- 11/74 HUMAN RESOURCE ANNUAL REPORT**  
*Confidential Minute*  
*The report was received.*
- 11/75 SAFEGUARDING ANNUAL REPORT (2010 – 2011)**  
*Confidential Minute*  
*The report was received.*
- 11/76 GOVERNMENT CONSULTATION PAPERS**
- A report was considered and received.
- 11/77 NEWHAM CHILDREN'S TRUST BOARD MINUTES**
- The minutes were noted.
- 11/78 ANY OTHER BUSINESS**
- There was no other business.

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Signed as a correct record

Parin Bahl Chair of the Board