



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

**MINUTES OF THE BOARD MEETING HELD ON
27 SEPTEMBER 2016 at 6pm**

MEMBERS PRESENT: Andrew Clark (Chair), Parin Bahl, Andrew Edwards, Martin Cumella, Kim Bromley-Derry, Lucinda Smith, Quintin Peppiatt, Linda Jordan, Di Gowland, , Angelina Ikeako. David Surdeau, Nora Colton, Nnenna Anyanwu

IN ATTENDANCE: Anil Nagpal, Annette Cast, Beryl Hughes (Interim Clerk to the Corporation)

16/59 APOLOGIES
Apologies for absence from Andrew Hughes,

16/60 DECLARATIONS OF INTEREST
Parin Bahl, Martin Cumella and Di Gowland in respect of matters concerning Learning Revolution Trust.
Di Gowland and Andrew Hughes in respect of Digital Skills Solutions Limited
Kim Bromley-Derry and Quintin Peppiatt in respect of matters concerning London Borough of Newham.

16/61 ELECTION OF THE CHAIR AND VICE CHAIR OF THE BOARD

16/61/1 Election of the Chair of the Board

Andrew Clark was **proposed** by Parin Bahl and **seconded** by Martin Cumella and the vote was carried by a unanimous show of hands.

Andrew Clark was confirmed as the Chair of the Corporation

Chair gave thanks to the former Chair for her support.

The Principal thanked the former Chair on behalf of the college for her commitment to the college. A more fitting celebration of Parin Bahl's Board membership and work as Chair will take place at the December Board dinner

16/61/2 Election of the Vice Chair of the Board

David Surdeau was proposed by Andrew Clark and seconded by Parin Bahl and the vote was carried by a unanimous show of hands

David Surdeau was confirmed as a Vice Chair of the Corporation

16/62 MEMBERSHIP

Former Chair gave a verbal update from the meeting of the Search Committee which

had met immediately before the Board meeting:

- Student Governor Shivani Rambaran had left the college
- Student Governor Lucinda Smith would be standing down for personal reasons with immediate effect. She will devote her time to her studies
- An election for two student Governors is being run by the Student Union in October
- The rules of search committee had been agreed
- The monitoring of compliance for the code of Good Governance for English Colleges would continue by Search committee

The Board thanked Lucinda Smith for her input and commitment and wished her well for her future

A question was raised about terms of office and a discussion followed.

It was also confirmed by the Board that David Surdeau would be the new Chair of Audit and Risk Committee

16/63 GOVERNORS SCORECARD

A report was received and **agreed**

The Board asked for thanks to be passed to staff for the detailed report.

The Board **noted**:

- The management team have put intervention measures in place to achieve more excellent teaching.
- A report will go to Academic Standards and Performance Committee

16/64 FINANCIAL REPORT FOR THE PERIOD TO 31 JULY 2016

A report was received and considered.

The Board **noted**:

- Figures are slightly ahead of budget
- It will be the first surplus for three years for the group
- The NewTEC surplus is reduced
- The pension actuarial valuations are higher than expected
- The Newham pension is the second best performing scheme in the Country

Clarification is sought on the cash at bank figure at item 6.2 in the paper. Is it £2256k or £2036k

16/65 BUDGET UPDATE 2016/17 AND 2017/18 and TWO YEAR FINANCIAL PLAN UPDATE

The reports were received and considered

The board **noted**

- The budget approved by the Board in July was submitted to the SFA
- Risks are Apprenticeship funds, loans and ESF funding
- Measures are being taken to ensure students know about funding/bursaries
- Pensions will be added to the risk register

16/66 FUNDING PERFORMANCE 2015/2016

16/68/1 Funding Performance 2015/2016

A report was received and **noted**

16/68/2 Funding Performance 2016/2017

A report was received and **noted**

16/67 ANNUAL CYCLE OF BUSINESS

A report was received and **agreed**

16/68 AREA REVIEWS

A report was considered and discussed and it was **noted**:

- The standalone option had been accepted by the FE Commissioner and JARDU
- All colleges have now been asked to submit a 10-15 page document and Chair/DG and PB will work to produce it.
- As the standalone option has been accepted Board members do not need to attend the meeting on the 18th October unless they wish to.

16/69 ANNUAL REVIEW OF FINANCIAL AND TREASURY STRATEGY

A report was received and **noted**

16/70 THREE YEAR STRATEGIC PLAN – KEY PERFORMANCE MEASURES

A report was received and considered and the Board **noted**:

- The final plan will be signed off at the December board meeting

The Board **recommended**:

- To include at item 9 that 100% of staff are trained in safeguarding and prevent

16/71 GOVERNANCE –Draft board calendar 2016/2017

The calendar was **agreed**

16/72 BOARD MINUTES AND COMMITTEE REPORTS

16/72/1 Minutes of the meeting held on 12 July 2016

The minutes were received and **approved** as a correct record

16/73 BOARD TRAINING PROGRAMME 2016/2017

The programme was received and **agreed**.

It was also **agreed** Board Members will contact the Clerk if they wish to undertake other relevant training

16/74 REVIEW OF CONSTITUTIONAL MATTERS

16/74/1 Membership of the Board's Committees

It was **agreed** the membership schedule would be updated and recirculated to take account of the changes agreed at the meeting today :

16/74/2 Terms of Reference of the Board's Committees

It was **agreed**:

- Chairs would review the terms of reference for their committee and discuss with their members.
- The reviewed terms will be submitted to the December board for agreement

16/74/3 Code of Conduct for Board Members

The Code was **agreed**

16/74/4 Register of Interests

The Register of Interest template was **agreed**

The form will be sent to Board members to complete and return to the Clerk as soon as possible.

16/74/5 Standing Orders

The report was received and **accepted**

1

6/75

ANNUAL REPORTS

16/75/1 Health and Safety Annual Report 2015-2016

A report was received and **noted**

The Board **noted:**

- The college is working with UEL on a shared services basis for Estates Management
- The college is compliant with Health and Safety requirements

16/75/2 Campus Management Annual Report 2015-2016

A report was received and considered

The Board **noted:**

- The in-house team have been upskilled
- The introduction of a duty manager rota has been successful

16/75/3 Customer Complaints and Compliments 2015-2016

A report was received and considered

The Board **requested:**

A breakdown of the teaching and learning complaints

It was **agreed** a paper would be taken to the Academic Standards and Performance Committee

16/75/4 Equality & Diversity Annual Report 2015-2016

A report was received and considered

It was **noted:**

- The paper now includes staff and students
- The Student Union will elect a member to sit on the Equality and Diversity committee

The Board welcomed the expanded report

16/75/5 Overseas Travel 2015-2016

A report was received and **noted**

16/75/6 Freedom of Information requests 2015-16

A report was received and **noted**

16/75/7 College Seal

A report was received and **noted**

16/76 CONFIDENTIAL BOARD MINUTES

16/76/1 Minutes of the meeting held on 12th July 2016 and matters arising

16/76/1 Minutes of the Capital Programme Committee held on 3rd August 2016

16/76/3 Minutes of the Capital Programme Committee held on 13th September 2016

16/77 ACCOMMODATION STRATEGY UPDATE

Confidential minute

The report was received

16/78 FINANCIAL RECOVERY PLAN

Confidential minute

The report was received

16/79 HUMAN RESOURCES ANNUAL REPORT 2015-2016

Confidential minute

The report was received

16/80 SAFEGUARDING ANNUAL REPORT 2015-2016

Confidential minute

The report was received

16/81 SUBSIDIARY COMPANIES

Confidential minute

16/81/1 Learning Revolution Trust

16/81/2 Newham Foundation

16/81/3 NewTEC

16/81/4 Digital Skills Solutions Limited

16/82 SAINSBURY REVIEW

Board member MC gave a presentation to board colleagues and reminded them of

- The problems
- The main recommendations
- Previous attempts and reform
- Strengths
- Weaknesses
- Funding
- Implications for Newham College

The Board also received and considered the paper presented by the Deputy Principal for Quality, Inclusion and Performance

The Board engaged in discussion about the implications for the college and **noted**

- Awarding bodies need a three year lead in
- Students drop out of education at various ages and how to deal with it needs to be addressed
- The college is and will work with schools to ensure students know the options available to them
- Many 'A' level students now go straight to work
- The college is making a significant shift to vocational in HE and 14-19
- The college is working to build vocational pathways for level 1 to level 7

- Employers will be involved in the pathways
- The work being done fits well with the area review requirements

It was further **noted** the Sainsbury Review will be included as a standard agenda item for the Academic Standards and Performance Committee

Chair thanked MC and A Cast for the work done and for the presentation.

16/83 MARKETING

A report was received and considered

The Board welcomed the report and extended thanks for the work done on it.

It was **noted**:

- The college had a presence at each school on GCSE day
- Staff are working closely with schools
- The marketing campaign is more robust

It was **agreed**:

- More detail on impact will be included in the next report.

16/84 ANY OTHER BUSINESS

None

Signed as a correct record

Andrew Clark Chair of the Board