



**MINUTES – PART 1  
CORPORATION BOARD**

Date: Tuesday 17 July 2018

Venue: Executive Boardroom, Stratford Campus

Time: 6:00pm

<b>Chair</b>	Andrew Clark
<b>Corporation Members</b>	Andrew Edwards, Andrew Hughes, Angelina Ikeako, David Surdeau, Kim Bromley-Derry, Linda Jordan, Lorraine Reader, Martin Cumella, Nnenna Anyanwu, Paul Stephen (Principal), Quintin Peppiatt, Lloyd Johnson Diana Azanda, Julanta Carriere
<b>In Attendance</b>	Executive Director, Estates & Operations: Angela Mitten Deputy Principal, Finance & Infrastructure: Anil Nagpal
<b>Clerk to the Corporation</b>	Judith Nelson

<b>Item No</b>	<b>Item of business</b>
<b>PRELIMINARY PROCEDURAL MATTERS</b>	
<b>1.</b>	<b>Chair's Welcome &amp; Opening Remarks</b> The Chair presented the student governors with a letter, certificate and vouchers for their contribution and commitment on the Corporation Board.
<b>2.</b>	<b>Apologies For Absence</b> <ul style="list-style-type: none"> <li>▪ Andrew Edwards</li> <li>▪ Kim Bromley-Derry</li> <li>▪ Nnenna Anyanwu</li> </ul>
<b>3.</b>	<b>Declaration of Interests</b> <ul style="list-style-type: none"> <li>▪ Martin Cumella / Paul Stephen: in respect of the Learning Revolution Trust</li> <li>▪ Paul Stephen / Andrew Hughes: in respect of Digital Skills Solutions Limited</li> <li>▪ Linda Jordan / Paul Stephen in respect of NewTEC</li> <li>▪ Quintin Peppiatt: in respect of London Borough of Newham</li> </ul>
<b>4.</b>	<b>Minutes of the Last Meeting held on 20 March 2018</b> The minutes were approved as a true and accurate record.
<b>5.</b>	<b>Notes of the Annual Board Conference held on 18 May 2018</b> The notes were approved as a true and accurate record.
<b>6.</b>	<b>Matters Arising and Action Points from the Meeting</b> No outstanding matters.
<b>CORPORATION BUSINESS</b>	
<b>7.</b>	<b>Governance Membership</b> The chair presented a verbal update on the Search Committee, which took place prior to this Board meeting.

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	<p>The Corporation Board noted:</p> <ol style="list-style-type: none"> <li>a. The Search Committee were pleased to inform the Corporation Board that Janet Gardner was appointed as Deputy Principal, Curriculum &amp; Quality.</li> <li>b. <b>RESOLVED: The Corporation Board approved the appointment of Michelle May with effect from 17 July 2018.</b> The Chair welcomed Michelle to the Corporation Board.</li> <li>c. The resignation of Nnenna Anyanwu.</li> <li>d. Diana Azanda and Julante Carriere, will be stepping down as Student Governors. Student Union will elect two student governor candidates in readiness for the December 2018.</li> <li>e. The Search Committee were concerned the Board was losing governors and have tasked the Clerk to engage with external agencies and report back with a proposal on a governor recruitment strategy to the next September Search Committee.</li> </ol>
<b>THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION &amp; SAFEGUARDING THEIR ASSETS</b>	
8.	<p><b>FINANCIAL SERVICES:</b></p> <ol style="list-style-type: none"> <li>a. <b>Management Accounts</b> The Board noted the latest set of management accounts is on track with a surplus of £400k across the Group. The Deputy Principal also made Governors aware the management accounts also now captures contracts and funding reporting, appended to the report.</li> <li>b. <b>Draft Budget 2018-19</b> The Chair challenged whether this report was being too optimistic and whether the strategic objectives needed to be changed. It was also noted there was a high level of cuts in staffing, which is currently at 51% and should be at 55%. The Deputy Principal assured the Board the plan for the 3 years is in good shape and steps have been taken to improve the quality of teaching and learning and this will help to realign costs.</li> <li>c. <b>Financial Plan 2018-19 to 2019-20</b> The Board noted: <ul style="list-style-type: none"> <li>▪ The ESFA requirements to submit, the 3 year financial plan to the ESFA by 31 July 2018</li> <li>▪ The financial plan builds on the group’s strategic plan to deliver high quality education and training within available public funding, whilst continuing to diversify income streams</li> <li>▪ The plan has been designed to meet the financial objectives approved by the Board</li> </ul> </li> </ol> <p><b>RESOLVED: The Corporation Board approved the Financial Plan 2018-19</b></p>
9.	<p><b>Sub-contractor Fees &amp; Charges Policy 2018-19</b></p> <p><b>RESOLVED: The Governors approved the sub-contractor Fees and Charges Policy 2018-19</b></p>
10.	<p><b>Subsidiary Companies Update</b> Confidential Minutes in Part 2</p>

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<b>THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES</b>	
11.	<p><b>CURRICULUM &amp; QUALITY: Principal's Report</b></p> <p>The Corporation Board noted:</p> <p>The Principal highlighted the Principal's briefing is a new report and will be a standing agenda item, reporting on key issues and how the external landscape is affecting us.</p> <p>Curriculum Performance: Legacy Issues (Breach of minimum levels of provision 2016-17</p> <ol style="list-style-type: none"> <li>a. The College has submitted two action plans, which sets out the deliberative steps to address under-performance</li> <li>b. There is an expectation for the sanction on apprenticeships to be lifted imminently as apprenticeships are in good shape with the results this year in excess of national rates.</li> <li>c. Performance on 16-18 study programmes has deteriorated and the action plan identifies swift arrangements in the first term to steady the provision.</li> <li>d. Transferring stretch and challenge from support services to teaching staff.</li> <li>e. We are offering more provision and greater progression pathways in specialist areas i.e. engineering and construction</li> </ol> <p>Devolution of Adult Education Budget (AEB)</p> <ol style="list-style-type: none"> <li>f. Responsibility for allocating AEB for London transfers from ESFA to the Mayor of London in 2019/20.</li> <li>g. The college is engaging actively with the GLA to support a smooth transition. The Principal is on the GLAs capital task force, which is responsible for the allocation of capital grants and support.</li> <li>h. ESOL is our largest and successful provision at the college both on a carousel basis, running commercial ESOL. .</li> <li>i. The College's bid submission to PROCAT was the strongest on paper. The Principal has had feedback conversation with the FE Commissioner, PROCAT chose the closest college.</li> </ol> <p>Governors found the update very informative and welcomed this to form part of the standing agenda item.</p>
12.	<p><b>Governors' Scorecard Dashboard</b></p> <p>The Board noted:</p> <ul style="list-style-type: none"> <li>▪ Final achievement data will be recorded over the next 3 months and subsequent reports will show significant improvement to the achievement measures. "Best Case" achievement data is still significantly above current targets for both 16-18 and adult classroom delivery.</li> <li>▪ Learner destination &amp; progression surveys for the current academic year's completers will commence in September 2018.</li> <li>▪ Financial Health has remained good and the College Group is on track to achieve the surplus target of £400k, as approved by the Board.</li> </ul>
13.	<p><b>Student Voice Update</b></p> <p>The Board noted:</p>

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	<p><b>Student Union Success 2017-18</b></p> <ul style="list-style-type: none"> <li>▪ Bringing students closer to their Heads of school</li> <li>▪ Securing a good relationship with Heads of school</li> <li>▪ Improving communication with Heads of school</li> <li>▪ Improving and creating easy access to bursary</li> <li>▪ Fundraising initiatives for LRT</li> </ul> <p><b>Outstanding Matters:</b></p> <ul style="list-style-type: none"> <li>▪ Review and development of the complaints and feedback process</li> <li>▪ Introduce regular learner reviews and assessment of SMART targets</li> <li>▪ Expand and promote post college opportunities, not just university i.e. apprenticeship days</li> </ul> <p>The Principal commended and thanked the student governors for their commitment and their involvement with the fundraising initiatives.</p> <p>The meeting closed at 7:05pm</p>

**Signed as true record** .....

**Andrew Clark – Chair**

**Date:** 16 October 2018