



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

**MINUTES OF THE BOARD MEETING HELD ON
11 July 2017 at 6pm**

MEMBERS PRESENT: Andrew Clark (Chair), Paul Stephen
Andrew Edwards, Andrew Hughes, Angelina Ikeako,
David Surdeau, Linda Jordan, Nora Colton (first hour)
Lorraine Reader, Nnenna Anyanwu

IN ATTENDANCE: Anil Nagpal, Di Gowland,
Beryl Hughes (Clerk to the Corporation)

17/25 APOLOGIES

Kim Bromley-Derry, Quintin Peppiatt, Martin Cumella, Ahmed Noori

17/26 DECLARATIONS OF INTEREST

Andrew Hughes in respect of Digital Skills Solutions Limited.
Linda Jordan in respect of NewTEC

**17/27 APPOINTMENT OF DEPUTY PRINCIPAL QUALITY PERFORMANCE AND
INCLUSION**

A report was received and accepted

The Board **noted:**

- Personal issues have prevented the candidate starting on 17 July.
- A September start date has been indicated

The Board asked for their best wishes to be passed to the candidate and his family

17/28 GOVERNANCE AND MEMBERSHIP

The Board received a verbal update from Search Committee:

- Requests for reappointment from Quintin Peppiatt and Martin Cumella.
- The governance skills audit will be moderated and considered at the September Board
- There is an existing Board vacancy and a candidate should be considered from a local business, the Newham Chamber of Commerce or an accountancy firm
- The Board must continue to be diverse and inclusive.
- Recommendation to increase the size of the Board by two to eighteen.

The Board agreed:

- The reappointment of Quintin Peppiatt and Martin Cumella for a three term.

- A candidate for the existing vacancy should be sought.
- A resolution is to be taken to the September 2017 Board to amend the constitutional documents to increase the Board to eighteen members.

17/28/1 Draft Board Calendar 2017-2018

The calendar was received and it was agreed:

- To amend to include quarterly Capital and Resources Committee meetings.
- Members would send to the Clerk their preferences for the format of the annual Board conference 2018

17/29 BOARD AND COMMITTEE MINUTES

17/29/1 Minutes from the Corporation Board meeting held on 21 March 2017 and matters arising

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

17/29/2 Confidential minutes from the Corporation Board meeting held on 21 March 2017

Confidential minute

17/29/3 Confidential minutes from the Board Conference 2017

Confidential minute

17/29/4 Academic Standards and Performance Committee

The draft minutes of the meeting held on 14 June 2017 were **noted**

17/29/4 Audit and Risk Committee

The draft minutes of the meeting held on 20 June 2017 were **noted**

17/29/5 Confidential minutes from the Capital and Resources Committee

Confidential minute

17/29/6 Staff Consultative Committee

The unconfirmed minutes of the meeting held on 17 May 2017 were **noted**

17/29/7 Student Consultative Forum

The minutes from the meeting held on 17 May 2017 were **noted**

17/30 FUNDING PERFORMANCE 2016/2017

A report was received and discussed

The Board **noted**:

- The college has recruited to 94% of target
- Above target for high needs students
- The college is forecasting to achieve 100% of its 16-18 apprenticeship allocation
- The college is performing well against the advanced learning loans facility and forecast to generate 155% of its 2016-17 budget target
- Higher Education income is forecast at 72% of the budgeted target.

It was agreed that a paper will be presented at the December board to include

- Direction of travel for HE

- How HE numbers are forecast:
 - trend data
 - horizon scanning
- Higher apprenticeships

17/31 FINANCIAL REPORT FOR MAY 2017

A report was received and discussed

The Board **noted**:

- The surplus is now forecast at £358k.
- The reduction is a result of an adverse movement in the trading performance of Digital Skills Solutions Ltd.
- NewTEC is reporting a higher surplus than budget.

The Board **accepted** the revised surplus and asked management to be candid and alert the Board to any future risks.

17/32 TWO YEAR FINANCIAL PLAN 2017/18 – 2018/19

A report was received and considered:

The Board **noted**:

- The financial plan is based on the objectives in the college's strategic plan and the Education Skills Funding Agency (ESFA) contract values for 2017/18
- 2018/19 assumes a further increase in ESFA funding of 6%
- Adult funding is kept at 2017/18 levels
- The draft proposed revenue budget generates a surplus of £725k in year one and £872k in year two.
- The capital expenditure budget is £700k in each year.

The Board concluded the two year financial plan was too optimistic.

It was agreed:

- The two year financial plan would be reviewed to project more realistic operational targets
- Maintaining good financial health is the priority and should not currently stretch to achieve outstanding financial health.
- A good surplus must be maintained.

The Principal thanked the Board for their support.

Chair thanked the senior team for their work

17/33 REVENUE BUDGET 2017/18

A report was received, considered and approved

17/34 RISK REGISTER

Confidential minute

17/35 EXTERNAL CONTRACTORS REPORT

Confidential minute

17/36 ACCOMMODATION STRATEGY UPDATE

Confidential minute

17/37 CAMPUS SAFETY

A report was received and considered

The Board noted:

- The college has no external cladding similar to Grenfell Tower.
- There is fire compartmentation to all escape stairs and high risk areas are secure for 30 minutes
- There is intensive work being undertaken during the summer break on campus safety
- Random bag searches have increased
- A lock down practice is being organised.
- Student Services have delivered safeguarding, prevent and lockdown procedures to all classes

It was agreed:

- A schedule of work to be carried out on campus safety is to be prepared.
- Additional resources should be employed if necessary.
- A report to be taken to the September board meeting confirming that all compliance work has been completed.

17/38 SUBSIDIARY COMPANIES

17/14/1 Learning Revolution Trust

Confidential minute

17/14/2 Digital Skills Solutions Limited

Confidential minute

17/14/3 Newham Foundation

Confidential minute

17/14/4 NewTEC

Confidential minute

17/39 GOVERNORS SCORECARD AND DASHBOARD

A report was received and **noted**

17/40 CURRICULUM

17/40/1 Teaching and Learning

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

- The target of 85% for lesson observations of 'good' or 'better' has been exceeded and is now at 87%

17/40/2 Collaborative Provision 2017-2018

A report was received

The Board approved:

- The schedule of sub-contractors with contracts of at least £300k
- The 2017/18 Sub Contractors Fees and Charges policy

17/40/3 Strategic alliances

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

- The Principal will be meeting with all Strategic Partners as soon as practicable
- The work with the London College of Fashion is gaining momentum
- The Memorandum of Understanding with UEL ended in April
- The Principal met with the Vice Chancellor and Deputy Vice Chancellor to discuss collaboration on a two way partnership.
- A new MOU is in development and will be shared with the Board for consideration when available.

The Board recommended caution when taking forward a relationship with UEL

17/41. MONITORING OF SAFEGUARDING ACTIONS

Confidential minute

17/42 CUSTOMER COMPLAINTS AND COMPLIMENTS FOR THE PERIOD MARCH 2017 – MAY 2017

A report was received and **noted**:

17/43. NEWHAM PARTNERSHIP CHILDREN TRUST BOARD MINUTES

The minutes of the meeting of 11 April were received

Board member Linda Jordan asked for it to be recorded that she has significant concerns as the minutes of the Trust Board incorrectly state that Ms Jordan had given positive feedback on the Best for all 5-year Strategy for Special Educational Needs and Disability and Inclusion.

Ms Jordan has raised the discrepancy with the Chair of the Children and Young People Trust.

17/44 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES

Confidential minute

17/45 COLLEGE RESPONSE TO THE APPRENTICESHIP LEVY

Confidential minute

Signed as a true record

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Andrew Clark
Chair of the Board