



**MINUTES – PART 1  
CORPORATION BOARD**

Date: Tuesday 26 March 2019

Venue: Executive Boardroom, Stratford Campus

Time: 6:00pm

<b>Chair</b>	Andrew Clark
<b>Corporation Members</b>	Andrew Edwards, Andrew Hughes, David Surdeau, Julianne Marriott, Linda Jordan, Lorraine Reader, Lloyd Johnson, Martin Cumella, Mubin Ahmed, Paul Stephen (Principal), Quintin Peppiatt, Saima Rafiq
<b>In Attendance</b>	Deputy Principal, Curriculum & Quality: Janet Gardener Interim Chief Operating Officer (COO): Nirmal Borkhataria
<b>Clerk to the Corporation</b>	Judith Nelson

Item No	Item of business
<b>PRELIMINARY PROCEDURAL MATTERS</b>	
1.	<b>Chair's Welcome &amp; Opening Remarks</b> The Chair thanked all members present.
2.	<b>Apologies For Absence</b> <ul style="list-style-type: none"> <li>▪ David Surdeau</li> <li>▪ Bianca Ailenei</li> </ul>
3.	<b>Declaration of Interests</b> <ul style="list-style-type: none"> <li>▪ Martin Cumella / Paul Stephen, Lloyd Johnson, Quintin Peppiatt: in respect of the Learning Revolution Trust</li> <li>▪ Paul Stephen, Andrew Hughes: in respect of Digital Skills Solutions Limited</li> <li>▪ Linda Jordan in respect of NewTEC</li> <li>▪ Quintin Peppiatt: in respect of the London Borough of Newham</li> <li>▪ Julianne Marriott: in respect of NewVic 6<sup>th</sup> Form College</li> </ul>
4.	<b>Minutes of the Last Meeting held on 11 December 2018</b> The minutes were approved as a true and accurate record.
5.	<b>Matters Arising and Action Points from the Meeting</b> No outstanding matters.
<b>CORPORATION BUSINESS</b>	
6.	<p>a. <b>To note the Resignation of Michelle May</b> The Board noted the resignation of Michelle May and the Chair extended his thanks to Michelle for her participation on the Board.</p> <p>b. <b>Governance Membership – Search Committee Update:</b></p> <ul style="list-style-type: none"> <li>i. <b>Impending Governor Term of Office</b> The board noted in order to maintain governor continuity and succession planning, and approved the recommendation that governors who were coming to the end of their term of office this academic year i.e. July 2019, will be offered an extension to their term of office until March 2021, if they wish to do so, by informing the Clerk.</li> </ul>

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	<p>ii. Appointment of Corporation Board Chair Andrew Clark the Chair made the Board aware that he would stepping down with immediate effect. This has been discussed with the Search Committee. Andrew Clark was in receipt of one expression of interest from an internal candidate, Martin Cumella. Martin agreed to step down as Chair of the LRT Board, following legal advice sought by the Clerk on possible conflicts of interest.</p> <p>It was unanimously approved that Martin Cumella become Chair of the Corporation Board with effect from 27 March 2019 to 26 March 2020. Martin will Chair the forthcoming annual Board Conference.</p> <p>c. <b>Governor Appointments</b> <b>RESOLVED The Board unanimously approved that:</b></p> <ul style="list-style-type: none"> <li>i. Claire Helman</li> <li>ii. Bobby Seagull</li> <li>iii. Ifran Umarji</li> <li>iv. Zarina Naqvi</li> <li>v. James Beckles</li> </ul> <p><b>be appointed a Governor of the Corporation Board with immediate effect for a three year term of office.</b></p>
<b>THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES</b>	
7.	<p><b>Principal's Report</b> The Board noted:</p> <ul style="list-style-type: none"> <li>▪ Exceeded 16-18 learner numbers</li> <li>▪ Newham College is a first choice</li> <li>▪ Talked at the May 2018 conference of becoming famous for a few curriculum areas, we will hear whether we have been successful to create an institute of technology at the Royal Docks</li> <li>▪ In discussion with the National College around Newham College becoming the London spoke, which is a very exciting opportunity</li> <li>▪ TFL TUCA Tunelling owned by PROCAT, is a lease which is being offered on that facility</li> <li>▪ Digital Skills Solution presented its strategy in April 2019 to the DSS Board</li> <li>▪ Held a joint curriculum planning and progression event with London College of Fashion at FTM prior to Christmas</li> <li>▪ The relationship with Barts NHS Trust is developing well. It is the largest employer in East London, and is currently carrying c1,700 vacancies against its staffing establishment of 22,000.</li> <li>▪ The Prinicpal has commenced bi-termly meetings with the Chief Executive of Newtec and Managing Director of DSS to ensure that the Group work effectively.</li> </ul>
<b>CURRICULUM &amp; QUALITY</b>	
8.	<p><b>In Year Student Performance Report 2018-19</b> The Board noted:</p> <p>This report was presented to the Academic Standards and Performance Committee in early March 2019. The report highlights positives and areas of concerns which need to be closely monitored.</p> <ul style="list-style-type: none"> <li>• Overall college retention is at 94.5%</li> <li>• Retention for 16-18 year olds is at 95%, which is strong 3.5% above compared to 2017/18</li> <li>• Retention rate for adults is at 98.1%, which is 2.6% above compared to 2017/18</li> <li>• Attendance is an issue and still needs to improve, currently at 86% which is -1% below the target of 87%</li> <li>• In-year achievements for apprenticeships is currently at 87.3%</li> </ul>

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	<ul style="list-style-type: none"> <li>• Timely overall achievement in year for apprenticeships is 43.9%, which is 16.5% below, compared to 2017/18 and 15.1% below the national rate. This is partly due to sub-contracts running over from last year.</li> <li>• English and maths is strong, attendance is an issue and still needs to improve and looking strong on retention for 16-18 and 19+</li> </ul>
9.	<p><b>Governors' Scorecard Dashboard:</b> The Board noted:</p> <p>The dashboard for performance measures relating to the strategic goals to achieve is as follows:</p> <ul style="list-style-type: none"> <li>▪ Access = green (forecast to achieve at least 100% of target)</li> <li>▪ Success – amber (forecast to achieve at least 80% and 100% of target)</li> <li>▪ Progress = amber (forecast to achieve at least 80% and 100% of target)</li> </ul>
10.	<p><b>Quality Improvement Plan</b> The Board noted:</p> <p>This report summarised the progress and impact to date of actions within the College quality improvement plan (QIP) for 2018/19</p> <p>A total of 26 actions were agreed to address the areas identified as requiring further improvement in the College self-assessment report (SAR) for 2017/18. The College is making good progress against actions and the large majority of actions are on track for completion and required impact. 3 actions have made limited progress or impact, 21 are making good progress and 2 have already been completed. The governors will have sight of the self-assessment on an annual basis, alongside the quality improvement plan.</p> <p>Governors were pleased to note the progression rates, which highlighted a very positive position.</p>
<b>THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION &amp; SAFEGUARDING THEIR ASSETS</b>	
11.	<p><b>FINANCIAL REPORTING:</b></p> <p>a. <b>Finance Update – Management Accounts 28 February 2019</b> The Board noted:</p> <ul style="list-style-type: none"> <li>▪ The financial health grade based on the latest forecast figures drops to “Satisfactory”.</li> <li>▪ The block from the Open University was lifted in December and a small number of Higher Education (HE) students were recruited.</li> <li>▪ The pensions charge is a notional actuarial adjustment, which is not real money / cash.</li> <li>▪ Governors noted there was a 50% variation on HE, and the numbers have dropped. The targets set were ambitious but noted the significant savings made, the College is taking the right action with investing on additional teaching staff.</li> <li>▪ Budget setting has commenced and looking at a high level top down process as to where savings can be made.</li> <li>▪ The Board requested the Executive to present a more realistic budget rather than an over ambitious budget to the July meeting.</li> </ul> <p>b. <b>Tuition Fees Policy 2019/20</b> <b>RESOLVED The Board approved the Tuition Fees Policy 2019/20</b></p>

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	<p>The Board noted the Higher Education</p> <p>c. <b>AoC guidance on College Insolvency</b>  <a href="https://www.gov.uk/government/publications/further-education-bodies-insolvency-guidance">https://www.gov.uk/government/publications/further-education-bodies-insolvency-guidance</a></p> <p>The Board noted:</p> <p>Governors requested for more information to be presented at the May Board conference to bring them up to speed with fully discharging their statutory duties.</p>
12.	<p><b>Any Other Business</b></p> <p>Martin Cumella took the opportunity to invite Andrew Clark to attend the May Board conference dinner.</p>
13.	<p><b>Meeting Schedule for 2018-19</b></p> <ul style="list-style-type: none"> <li>• 17 May 2019 (Annual Board Conference – Venue: DWF LLP)</li> <li>• 16 July 2019</li> </ul>

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18.	<p>It should be noted agenda items 18 – 20 were presented in part 1 of the meeting:</p> <p><b>STUDENT WELFARE:</b></p> <p>a. <b>Safeguarding Policy for Children &amp; Vulnerable Adults</b>  <b>RESOLVED: The Board approved the Safeguarding Policy Children &amp; Vulnerable Adults</b></p> <p>b. <b>Prevent Strategy</b>  <b>RESOLVED: The Board approved the Prevent Strategy</b></p> <p>c. <b>Safeguarding &amp; Prevent Update Report</b>  The Board noted the report</p>
<b>HUMAN RESOURCES / COMPLAINTS &amp; COMPLIMENTS</b>	
19.	<p>a. <b>Complaints &amp; Compliments Report</b>  The Board noted the report</p> <p>b. <b>Human Resources &amp; Employee Relations Matters</b>  The Board noted the report</p> <p>Part 1 of the meeting closed at 7:15pm.</p>

Signed .....

**Martin Cumella**

Date: 16 July 2019