



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

**MINUTES OF THE BOARD MEETING HELD ON  
26 September 2017 at 6pm**

**MEMBERS PRESENT:** Andrew Clark (Chair), Paul Stephen  
Andrew Edwards, Andrew Hughes, Angelina Ikeako,  
David Surdeau, Linda Jordan, Nnenna Anyanwu,  
Kim Bromley-Derry, Martin Cumella  
Lorraine Reader (by phone)

**IN ATTENDANCE:** Anil Nagpal, Paul Stopford  
Beryl Hughes (Clerk to the Corporation)

**17/46 APOLOGIES**

Quintin Peppiatt, Nora Colton

**17/47 DECLARATIONS OF INTEREST**

Andrew Hughes in respect of Digital Skills Solutions Limited.  
Linda Jordan in respect of NewTEC  
Martin Cumella in respect of the Learning Revolution Trust.

**17/48 ELECTION OF THE CHAIR AND VICE CHAIRS OF THE BOARD**

**17/48/1 Election of the Chair of the Board**

Board member Andrew Hughes proposed Andrew Clark as Chair and it was seconded. The vote was carried unanimously.

Andrew Clark was confirmed as the Chair of the Corporation

**17/48/2 Election of the Vice Chairs of the Board**

David Surdeau and Linda Jordan were proposed by Andrew Clark and seconded. The vote was carried unanimously

David Surdeau and Linda Jordan were confirmed as Vice Chairs of the Corporation

**17/49 GOVERNANCE AND MEMBERSHIP**

The Board received a verbal update from Search Committee:

- There is an existing Board vacancy.
- The application from Lloyd Johnson to become a member of the Corporation Board was considered.

The Board noted:

- Mr Johnson is Chair of the Newham Chamber of Commerce.
- He is a supporter of the college
- He has good business experience
- He is part of the community

The Board confirmed the appointment of Lloyd Johnson to the Board.

It was further noted:

- The election of student governors is being held in October.
- The result will be known on 12 October.

## **17/50 REVIEW OF CONSTITUTIONAL MATTERS**

### **17/50/1 Membership of the Board's Committees**

The Committee structure and membership was agreed.

### **17/50/2 Terms of Reference of the Board's Committees**

The Terms of Reference were agreed

### **17/50/3 Code of Conduct for Board Members**

The Code was **agreed**

### **17/50/4 Register of Interests**

The Register of Interest template was **agreed**  
and will be completed and returned to the Clerk by 13 October

### **17/50/5 Standing Orders**

The report was received and **accepted**

### **17/50/6 Revision to the Instrument and Articles of Government**

The Board received the report and **approved** the change in the Instrument  
and Articles to increase the number of Board members to eighteen

## **17/51 CHAIR'S ACTIONS**

*Confidential minute*

## **17/52 BOARD TRAINING PROGRAMME 2017-18**

The programme was received and **agreed**.

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

## **17/53 ANNUAL CYCLE OF BUSINESS**

The report was received and the schedule approved

The Board noted the separate inclusion of:

- Financial Rules for Business
- Campus Safety

- Accommodation Strategy

## **17/54 BOARD AND COMMITTEE MINUTES**

**17/54/1** Minutes from the Corporation Board meeting held on 11 July 2017 and matters arising

- 17/30 Funding Performance – The Board were reminded a paper to include the direction of travel for HE will be presented to the December board.

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

**17/54/2 Confidential minutes from the Corporation Board meeting held on 11 July 2017 - Confidential minute**

## **17/55 FINANCIAL REPORT FOR THE PERIOD TO 31 JULY 2017**

A report was received

The Board noted:

- The provisional group outturn for the year is a surplus of £375k against a budgeted surplus of £611k.
- The variation is due to a late notification from a subsidiary of an adverse variance.
- There was positive cash flow throughout the year
- The majority of KPIs have been achieved.

## **17/56 2017/18 BUDGET AND TWO YEAR FINANCIAL PLAN UPDATE**

A report was received

The Board noted:

- The capital expenditure plan is maintained at £700k for each year of the plan but it may be under pressure with the accommodation strategy
- The self-assessment of financial health remains 'Good'
- The updated two year plan was submitted to the Education Skills Funding Agency (ESFA) on 28 July

## **17/57 FUNDING PERFORMANCE**

### **17/57/1 Funding Performance 2016/2017**

A report was received and noted

The Board noted:

- The ESFA undertook an external funding audit of the college
  - Auditors queried the process for ESOL funding.
  - Our process is Ofsted approved.
  - Adjudication on that point is awaited but the college remains confident that its approach follows Ofsted guidance, yields strong success rates, and, having been subject to funding audit 3 years ago, continues to meet detailed funding criteria
  - Adjudication on that point is awaiting but the college remains firm that the process is correct.
  - The college has no concerns on the overall outcome.

- The advanced learning loans facility is forecast to general £1.45m which is equivalent to 156% of the 2016-17 target of £940k.

### **17/57/2 Funding Performance 2017/2018**

A report was received and noted.

### **17/58 REVIEW OF THE FINANCIAL RULES FOR BUSINESS**

A report was received

The Board noted:

- The FRB are being reviewed
- The revised FRB will be taken to Audit and Risk at the November meeting
- A recommendation will be taken to the December Corporation Board for adoption.

### **17/59 HIGHER EDUCATION (HE) FEES POLICY 2017/18**

A report was received and the Board **approved** the fee policy

### **17/60 PROCUREMENT OF CLEANING SERVICES**

A report was received

The Board noted:

- The process was conducted via the London Universities Purchasing Consortium (LUPC)
- The most competitive supplier is not paying the London Living Wage (LLW)

The Board approved the procurement but asked that payment of LLW be targeted from the second year of the contract

The Board approved the procurement but asked that the figures be reworked to ensure the LLW is paid in year two.

### **17/61 ACCOMMODATION STRATEGY – UPDATE REPORT**

*Confidential minute*

### **17/62 SUBSIDIARY COMPANIES**

#### **17/62/1 Learning Revolution Trust**

*Confidential minute*

#### **17/62/2 Digital Skills Solutions Limited**

*Confidential minute*

#### **17/62/3 Newham Foundation**

*Confidential minute*

#### **17/62/4 NewTEC**

*Confidential minute*

**17/63 GOVERNORS SCORECARD AND DASHBOARD**

A report was received

The Board noted:

- Apprenticeships are slow and efforts are being made to increase numbers
- 2017-18 focus will be to develop performance against employer engagement targets to ensure specialisms meet the needs of employers who will support our students to progress into work.

**17/64 SAFEGUARDING ANNUAL REPORT 2016/2017**

*Confidential minute*

**17/65 CUSTOMER COMPLAINTS AND COMPLIMENTS 2016/2017**

A report was received and **noted**

**17/66 NEWHAM PARTNERSHIP CHILDREN TRUST BOARD MINUTES**

The minutes of the meeting of 11 July have not been published.

**17/67 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**

*Confidential minute*

**17/68 HEALTH AND SAFETY ANNUAL REPORT 2016/2017**

*Confidential minute*

**17/69 CAMPUS MANAGEMENT AND CAMPUS SAFETY ANNUAL REPORT 2016-2017**

A report was received and noted.

The Board asked for the definition of RISE.

- RISE - Raising and Inspiring Success in Education

*The Board commended the security staff for their vigilance at Campuses and centres.*

**17/70 ANNUAL REVIEW OF FINANCIAL AND TREASURY STRATEGY**

A report was received and noted

The Board noted:

- The gearing level is good
- It is difficult to drive higher value through treasury management as the college only has 20 days cash flow
- It is difficult to demonstrate treasury management as the college only has 20 days cash flow
- The target is to achieve a month's cash flow.

**17/71 EQUALITY & DIVERSITY ANNUAL REPORT 2016-2017**

A report was received and noted

**17/72 OVERSEAS TRAVEL 2016-2017**

A report was received and noted

**17/73 FREEDOM OF INFORMATION REQUESTS 2016-2017**

*Confidential minute*

**17/74 COLLEGE SEAL**

A report was received and noted.

**17/75 COMPLAINTS POLICY**

*Confidential minute*

**17/76 MARKETING**

*Confidential minute*

Signed as a true record

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Andrew Clark, Chair of the Board