



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

**MINUTES OF THE BOARD MEETING HELD ON
15TH DECEMBER 2015**

MEMBERS PRESENT: Parin Bahl (Chair), Di Gowland, Andrew Clark, Andrew Hughes, Quintin Peppiatt, Andrew Edwards, Linda Jordan, Martin Cumella, Linda Jordan, David Surdeau

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

15/81 APOLOGIES

Apologies for absence were received from Nnenna Ayanwu, Kim Bromley-Derry, Angelina Ikeako and Arbaz Asghar

15/82 DECLARATIONS OF INTEREST

Linda Jordan in respect of matters concerning NewTEC.
Parin Bahl, Martin Cumella and Di Gowland in respect of matters concerning Learning Revolution Trust.
Di Gowland and Andrew Hughes in respect of NHCL and Digital Skills UK
Quintin Peppiatt in respect of matters concerning London Borough of Newham.

15/83 MEMBERSHIP

Chair reported to the Board that Search Committee recommends the appointment of David Surdeau to the Board. It is also recommended that Arbaz Asghar be appointed to the Board as a Student Governor.

It was also reported that Beryl Hughes had stepped down as the co-opted member of Search Committee following her appointment as Interim Clerk to the Corporation. It was recommended that Carlos Cubillo-Barsi be appointed as co-opted member in her place.

The Board **agreed** the appointment of David Surdeau and Arbaz Aghar to the Corporation Board.

Chair introduced and welcomed David Surdeau to the Board.

The Board **agreed** the appointment of Carlos Cubillo-Barsi as co-opted member of Search Committee

15/84 GOVERNORS SCORECARD AND DASHBOARD

A report was considered and received. The Board noted:

- The different format of the scorecard and dashboard as agreed at the September 2015 meeting of the Board.
- Room utilisation is 30% and it is proposed to close area of the campuses as there are now fewer small class groups.

The Board **recommended** that:

- A room utilisation survey be undertaken to include, 09.00 to 17.00, evenings and days
- A paper be taken to the Capital Programme Committee on space utilisation
- Clarification be given on the 78% progression rate
- The Dashboard be further reviewed to ensure that there isn't an overlap between the measure used for s 'Amber' and 'Green' ratings i.e. Amber up to and including 97%

15/85 CURRICULUM

15/85/1 – 2014/15 SELF ASSESSMENT REPORT (SAR) SUMMARY

A report was considered and received. The Board noted that:

- The SAR had been written to reflect the requirements of the Common Inspection Framework (CIF)
- The college intended to increase and grow its Apprenticeship delivery and reduce subcontracting.
- Ofsted training will be available to Board members in January 2016

The Board **approved** the 2014/15 Self Assessment Report including the main priorities for 2015-2016 and thanked the senior management team for the succinct document.

The Board **recommended**:

- A sub-contracting report is submitted to the Board.

15/85/2 – 2014/2015 RESULTS

A report was considered and received. The Board noted the results.

The Board **recommended**:

- The wording of performance measures be reviewed in order to give a clearer picture of performance

15/85/3 – QAA REVIEW

A report was considered and received. The Board **approved** the report.

15/85/4 – CURRICULUM MATRIX

A report was considered and received. The Board **approved** the report

15/86 FUNDING PERFORMANCE

15/86/1 – Funding Performance outturn 2014/15

A report was considered and received. The Board noted:

- The need to improve the take up of 24+ student loans.

The Board **recommended**:

- A paper on the progress of student loan campaign and uptake to be taken to the March 2016 Board.

15/86/2 – Funding Performance 2015/16

A report was considered and received.

The Board **recommended** that:

- A paper on the progress on student funding to be taken to the March 2016 Board

15/87 ANNUAL REPORT OF THE AUDIT COMMITTEE

A report was considered and received. The Board noted:

- The Learner Recruitment Strategies internal audit be replaced with a review of sub-contacting to address the SFA's requirement for an independent assurance to be provided on sub-contracting for the 2015/16 academic year by 30 January 2016.

The Board **approved** the annual report.

15/88 ANNUAL REPORT OF THE INTERNAL AUDIT SERVICE

A report was considered and received. The Board **approved** the report.

15/89 ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 JULY 2015

A report was considered and received. The Board **approved** the report and the financial statements.

15/90 FINANCIAL REPORT FOR PERIOD TO 31st OCTOBER 2015

A report was considered and received. The Board **approved** the report.

The Board **recommended**:

- A note on loan renewals and repayment should be included in the March financial report to the Board
- A report on pensions to be submitted to the March 2016 Board meeting.

15/91 FINANCIAL STATEMENTS AUDIT FINDINGS 2014/15

A report was considered and received. The Board **approved** the report.

15/92 LETTER OF REPRESENTATION

15/92/1 –Regulatory Audit –year ended 31 July 2015

The letter was considered and received. The Board **approved** the letter.

15/93 RISK MANAGEMENT – ANNUAL REPORT

A report was considered and received. The Board **noted** the report

15/94 BOARD MINUTES AND COMMITTEE REPORTS

15/94/1 Minutes and matters arising from the meeting of the Board held on 22nd September 2015

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

15/94/2 – Student Consultative Forum

The notes of the meeting held on 4th November 2015 were received and **noted** as a correct record

15/94/3 – Academic Standards and Performance Committee

The minutes of the meeting held on 24th November 2015 were received and **noted** as a correct record

15/94/4 – Staff Consultative Committee

The minutes of the meeting held on 4th November 2015 were received and **noted** as a correct record

15/94/5 – Audit Committee

15/94/5/1 – The minutes of the meeting held on 23rd November were received and **noted** as a correct record

15/94/5/2 – The appointment of the Financial Statement Auditors was **approved**

15/95 FE COMMISSIONER’S AUTUMN CORRESPONDENCE TO SECTOR

A report was considered and received. The Board **noted** the report

15/96 GOVERNOR’S LIABILITY

A report was considered and received. The Board **noted** the report

- An update on insurance cover for personal liability will be sent to Board members
- A check on insurance cover for officers of subsidiary companies will also be made and an update sent

15/97 CONFIDENTIAL MINUTES

15/97.1 and 2 Board Minutes and matters arising

15/98 RISK REGISTER

*Confidential Minute
The report was received.*

15/99 FINANCIAL RECOVERY PLAN

*Confidential Minute
The report was received*

15/100 SFA –FINANCIAL HEALTH

*Confidential Minute
The report was received.*

15/101 MATRIX ACCREDITATION REVIEW – CURRICULUM

*Confidential Minute
The report was received.*

15/102 INVESTORS IN PEOPLE

*Confidential Minute
The report was received.*

15/103 HUMAN RESOURCES AND EMPLOYEE RELATIONS ISSUES

*Confidential Minute
The report was received.*

15/104 PREVENT MONITORING REPORT

Confidential Minute

The report was received.

15/105 SAFEGUARDING MONITORING REPORT

Confidential Minute

The report was received

15/106 ACCOMMODATION STRATEGY UPDATE

Confidential Minute

The report was received

15/107 SUBSIDIARY COMPANIES

Confidential Minutes

15/107/1 – Learning Revolution Trust

15/107/2 – NHCL Limited

15/107/3 – Newham Foundation

15/107/4 – NewTEC

The reports were received

15/108 LICENCES TO OCCUPY

Confidential Minute

The report was received

**15/109 CUSTOMER COMPLAINTS AND COMPLIMENTS FOR THE PERIOD
SEPTEMBER – NOVEMBER 2015**

A report was considered and received. The Board **agreed** the report.

15/110 NEWHAM PARTNERSHIP CHILDREN TRUST BOARD MINUTES

The minutes of the meeting of 24th September 2015 were received and **noted**

15/111 DISCLOSURE AND MODERN DAY SLAVERY DUTY

A report was considered and received. The Board **noted** the report.

It was agreed:

- A note referring to the paper is to be placed on the college website and intranet
- Procurement process to be reviewed to ensure compliance.

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Signed as a correct record

Parin Bahl Chair of the Board