



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

**MINUTES OF THE BOARD MEETING HELD ON  
5 December 2017 at 6pm**

**MEMBERS PRESENT:** Andrew Clark (Chair), David Surdeau, Paul Stephen Quintin Peppiatt, Andrew Edwards, Andrew Hughes, Martin Cumella, Angelina Ikeako, . Nora Colton, Lorraine Reader, Lloyd Johnson, Diana Azanda, Julanta Carriere,

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

**17/77 APOLOGIES**

Linda Jordan, Kim Bromley-Derry and Nnenna Anyanwu

**17/78 DECLARATIONS OF INTEREST**

Martin Cumella and Paul Stephen in respect of matters concerning the Learning Revolution Trust.

Paul Stephen and Andrew Hughes in respect of matters concerning Digital Skills Solutions Limited

Quintin Peppiatt in respect of matters concerning London Borough of Newham.

**17/79 GOVERNANCE AND MEMBERSHIP**

**17/79/1 Membership**

The Board received an oral report from Search Committee which had met prior to Board and noted:

- The appointment of Diana Azanda and Julanta Carriere as Student Governors and Lloyd Johnson as Governor of the Corporation Board.

Chair welcomed Lloyd Johnson, Diana Azanda and Julanta Carriere to their first board meeting

**17/79/2 Appointment of Clerk**

The current Clerk is retiring on 31 December and the Board confirmed the appointment of Judith Nelson as Clerk to the Corporation following a Board selection process of a senior post holder.

## **17/80 BOARD AND COMMITTEE MINUTES**

**17/80/1** Minutes from the Corporation Board meeting held on 26 September 2017 and matters arising

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

**17/80/2 Confidential minutes from the Corporation Board meeting held on 26 September 2017 - Confidential minute**

**17/80/3 Student Consultative Forum**

The notes of the meeting held on 8 November 2017 were **noted** as a true record

**17/80/4 Academic Standards and Performance Committee**

The draft minutes of the meeting held on 16 November 2017 were **noted** as a true record.

**17/80/5 Staff Consultative Committee**

The draft minutes of the meeting held on 8 November 2017 were **noted** as a true record

**17/80/6 Audit and Risk Committee**

The unconfirmed minutes of the meeting held on 21 November 2017 were **noted** as a true record

**17/80/7 Minutes from the Capital and Resources Committee meeting held on 26 September – confidential minute**

## **17/81 HEALTH AND SAFETY POLICY**

A report and policy document was received:

The Board noted the inclusion of:

- Recommendations made by external auditors
- Legislative and best practice changes.

The board **approved** the policy

## **17/82 GENERAL DATA PROTECTION REGULATION (GDPR)**

A report was received.

The Board noted:

- GDPR becomes enforceable across the EU on 25 May 2018
- A Project Initiation Document (PID) and action plan have been produced to achieve compliance
- The Director of IT is accredited in GDPR
- The Executive team will be monitoring compliance
- Penalties for breach of the regulations are high

## **17/83 FUNDING PERFORMANCE**

### **17/83/1 Funding Performance outturn 2016/2017**

A report was received

The Board noted:

- A very successful outcome to the external funding assurance review by the ESFA

### **17/83/2 Funding Performance 2017/2018**

A report was received:

The Board noted:

- The forecast is on track for all income targets apart from HE
- There is a strategic funding agreement with the University of the Arts (UAL)
- A Memorandum of Understanding to continue the relationship with the University of East London (UEL) is in draft.
- The HE offer will be reviewed as it is currently too narrow.

## **17/84 ANNUAL REPORT OF THE AUDIT COMMITTEE**

A report was received:

The Board noted:

- The Committee had met three times during the year.
- The college is well controlled
- The audits were thorough
- The risk environment is closely monitored.

## **17/85 ANNUAL REPORT OF THE INTERNAL AUDIT SERVICE**

A report was received and discussed:

The Board **noted**:

- Ten audits were undertaken and the outcomes were:
  - Strong IT infrastructure
  - Significant Student satisfaction (FE and HE)
  - Significant Curriculum planning
  - Significant Corporate Governance
  - Significant Franchising (subcontracting assurance)
  - Significant Student records FE
  - Significant Subsidiary companies
  - Significant Ordering and payments
  - Reasonable General ledger
  - Reasonable Student recruitment strategies

## **17/86 ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 JULY 2017**

The financial statements were received and **approved**

The Board noted:

- The group surplus for the year was £383k
- The college surplus for the year was £429k
- The £429k is the highest surplus since 2011
- It was a smooth audit.

## **17/87 FINANCIAL REPORT FOR THE PERIOD TO 31 OCTOBER 2017**

A report was received

The Board noted:

- No variance to the group surplus is forecast
- The 'good' financial health projection is maintained

## **17/88 FINANCIAL STATEMENTS AUDIT FINDINGS 2016/17**

A report was received

The Board noted:

- The key areas of audit focus
- The approach of each by the auditors
- No significant difficulties were identified during the audit.

## **17/89 LETTER OF REPRESENTATION**

The letter was received.

The Board **approved** the letter for signature.

## **17/90 RISK MANAGEMENT – ANNUAL REPORT AND RISK REGISTER**

A report was received.

The Board noted:

- There are 55 risks
- 19 of the risks are shown as significant
- The brief narrative of each.

## **17/91 FINANCIAL RULES FOR BUSINESS UPDATE**

A report was received and considered

The Board noted:

- The FRB had been reviewed with input from the internal auditors.
- They represent best practice
- They will embed effective financial management
- Four substantive changes

The Board **approved** the updated FRB

## **17/92 EDUCATION AND SKILLS FUNDING AGENCY**

*Confidential minute*

## **17/93 SUBSIDIARY COMPANIES**

**17/93/1      *Learning Revolution Trust***

*Confidential minute*

**17/93/2      *Digital Skills Solutions Limited***

*Confidential minute*

**17/93/3 Newham Foundation**

*Confidential minute*

**17/93/4 NewTEC**

*Confidential minute*

**17/94 GOVERNORS SCORECARD AND DASHBOARD**

A report was received

The Board noted:

- This is the first year of delivering against the 2017/20 strategic plan.
- The majority of indicators are showing a positive direction of travel
- There are three areas, highlighted red, indicating they are forecast to achieve less than 80% of the target:

**17/95 CURRICULUM**

**17/95/1 206/17 SAR summary**

A report was received:

The Board noted:

- The SAR has been moderated by a panel including a Principal and Vice Principal of other colleges.
- The SAR was approved and validated by ASPC subject to a small number of amendments.
- The amendments have been incorporated.
- One amendment was to downgrade 'Outcome for Students' from 2 to 3
- Staff will be disappointed at the new grade and the rationale will be explained to them and communications will aim to motivate them.
- The recommended grades are:
  - Overall Effectiveness 2
  - Effectiveness of leadership & management 2
  - Quality of teaching, learning and assessment 2
  - Personal development, behaviour and welfare 2
  - Outcomes for students 3

The Board **approved** the SAR subject to one amendment:

- Page 4, paragraph 2, correct 'BME' to 'BAME'

**17/95/2 Quality Improved Plan**

A report was received:

The Board noted:

- The QIP will be updated on a monthly basis
- The Executive Board will review the QIP monthly.

**17/95/3 & 4 Newham University Centre report (NUC) and Self evaluation document (SED)**

A report was received:

The Board noted:

- Quality assurance issues are being addressed with the Open University
- The recent revalidation visit was successful
- The periodic institutional review is imminent.
- Further development of the provision is being explored.
- There are a lot of changes in the sector.

The Board **recommended** there should be a strategic discussion on HE

**17/96 CAMPUS HEALTH AND SAFETY COMPLIANCE UPDATE**

*Confidential minute*

**17/97 ACCOMMODATION STRATEGY UPDATE**

*Confidential minute*

**17/98 SAFEGUARDING AND PREVENT MONITORING REPORT**

*Confidential minute*

**17/99 CUSTOMER COMPLAINTS AND COMPLIMENTS  
FOR THE PERIOD SEPTEMBER TO NOVEMBER 2017**

A report was received and **noted**

**17/100 NEWHAM PARTNERSHIP CHILDREN TRUST BOARD MINUTES**

The minutes of the meeting of 11 July were noted

It was further noted that James Thomas, Director for Commissioning, Children and Safeguarding has now left.

**17/101 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**

*Confidential minute*

**17/102 APPRENTICESHIP UPDATE**

*Confidential minute*

**On behalf of the Board Chair thanked the Clerk for her support of the Corporation Board and Committees and offered good wishes for her retirement.**

Signed as a true record

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Andrew Clark, Chair of the Board