



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

**MINUTES OF THE BOARD MEETING HELD ON
12 July 2016 at 6pm**

MEMBERS PRESENT: Parin Bahl (Chair), Andrew Clark, Andrew Edwards, Martin Cumella, Kim Bromley-Derry, Lucinda Smith, Quintin Peppiatt, Linda Jordan, Di Gowland

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

16/26 APOLOGIES

Apologies for absence from Andrew Hughes, Angelina Ikeako. David Surdeau, Nora Colton, Nnenna Anyanwu

16/27 DECLARATIONS OF INTEREST

Parin Bahl, Martin Cumella and Di Gowland in respect of matters concerning Learning Revolution Trust.
Di Gowland in respect of Digital Skills Solutions Limited
Kim Bromley-Derry and Quintin Peppiatt in respect of matters concerning London Borough of Newham.

16/28 MEMBERSHIP

Chair noted that the Board had agreed to Nora Colton becoming a member of the Board and was grateful that Nora has been able to attend part of the Board conference.

Chair informed the Board that Student Governor Shivani Rambaran had ceased to be a member as she has completed her studies at the college.

The Board noted that a letter of thanks will be sent to Shivani Rambaran

The Board considered and **approved** the extension of the contract for the Interim Clerk until 31 July 2017.

16/29 GOVERNORS SCORECARD AND DASHBOARD

A report was received and considered.

The Board noted:

- Timely apprenticeship success rates are currently 56%, which is an increase of 8% compared to 2014-15.
- Attendance is currently 83%, an improvement of 4% compared to 2014-15.
- The average class size is now 20, representing an increase of 7.3 compared to 2014-15.

- 99% of staff feel that the vision, strategic direction of the college and management expectations are well communicated.
- Income associated with 24+ loans is less than the budget target and the college will continue to raise the profile of the loans taking note of the fact that loans are not attractive to a number of college students

16/30 FINANCIAL PERFORMANCE UPDATE

A report was received and considered.

The Board **noted**:

- The underlying performance remains in line with budget and is on track to achieve the £47k surplus

The Board congratulated the team on robust management and providing accurate data

16/31 FUNDING PERFORMANCE 2015/2016

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

- The college had secured additional adult apprenticeship growth funding of £786k
- The college had achieved 16-18 apprenticeship growth of £409k

16/32 REVENUE BUDGET 2016/17

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

- The college budget will generate an operating surplus
- A group revenue budget will also generate an operating surplus
- The 2016/17 budget is to be submitted to the SFA no later than 31 July 2016

The Board **approved** the 2016/17 Revenue Budget

The Board further noted

- The risk register will be tracked against emerging risks and opportunities on BREXIT to consider the impact on each risk
- The adult skills budget is matched with ESF
- The need to keep the budget under review given the changing national context

16/33 TWO YEAR FINANCIAL PLAN 2016/17 AND 2017/18

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

- The two year plan is to be submitted to the SFA by 31 July 2016
- It provides for delivering an increased college surplus over the next two years. The college's self-assessment of financial health as progressing to 'Good' in year one of the plan and consolidating the rating in year two.
- More scrutiny will be required following the Autumn statement and information on European Funding

The Board **approved** the Two Year Financial Plan with the caveat that year two should be reviewed when further information is available about the potential financial impact of BREXIT

16/34 THREE YEAR STRATEGIC PLAN 2016-19

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

- The Executive team had revised the Strategic Goals

- Thirteen revised goals have been developed
- The Key Performance Indicators will be developed and would be taken to the September board

The Board **recommended**

- The second Access strategic goal, as below, be reviewed to sharpen the focus
 - Continue to develop the widening participation agenda

16/35 APPRENTICESHIP LEVY

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

- There is now uncertainty around the implementation of the levy as a result of BREXIT and the impending autumn statement.
- To ensure that employers are engaged and fully informed, an employer event is planned for 20 July in partnership with UEL and the East London Business Alliance

16/36 BOARD MINUTES AND COMMITTEE REPORTS

16/36/1 Minutes and matters arising from the meeting held on 15 March 2016

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

16/36/2 Audit Committee

The minutes of the meeting held on 15 June 2016 were received and **noted** as a correct record.

16/36/3 Academic Standards and Performance Committee

The minutes of the meeting held on 14 June 2016 were received and **noted** as a correct record.

16/36/4 Student Consultative Forum

The notes of the meeting held on 11 May 2016 were received and **noted** as a correct record.

16/36/5 Staff Consultative Committee

The minutes of the meeting held on 11 May 2016 were received and **noted** as a correct record.

16/37 INSPECTION OUTCOME

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

- The college achieved 'Good' in all areas in the Ofsted Inspection of April 2016
- A Post Inspection Action plan is in preparation and will be presented to the November meeting of ASPC and to Corporation Board at the December meeting.

16/38 QUALITY OF TEACHING AND LEARNING

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

- The final observation profile for 15/16 is 84% good or better
- The difference between the final grade profile for 14/15 and 15/16 shows a 3% improvement
- Teaching and Learning is robust and Ofsted commented on the Board's detailed scrutiny
- HE has been included in the observation process

- Consideration is being given to involve students in learning walks

16/39 COLLABORATIVE PROVISION MONITORING

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

- The number of sub-contractors the college plans to work with in 2016/17 will reduce from 17 to 6, (including two members of the college group: NewTEC and DSS Ltd.)
- The reduced level is in line with the agreed strategy to enable the college to maximise funding generated by direct delivery.

The Board further considered and **approved** the request to approve 2016/17 sub contracts worth £300k or over

16/40 EXTERNAL GRANT FUNDED PROJECTS MONITORING

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

- An ERDF bid has been approved for a full application
- CIPS are working on new bids for ERDF and ESF funding for submission on 11 July
- Early discussions indicate that the ESF programme could end in 2018 and any unspent money would need to be returned.
- The college is a delivery partner in the Preventative NEETs project which provides support to students at risk of leaving their courses.

16/41 CONFIDENTIAL MINUTES

16/41/1 Board minutes and matters arising

16/41/2 Board Conference 2016 notes

16/41/3 Minutes of the Capital Programme Committee

16/42 MONITORING OF PREVENT AND SAFEGUARDING ACTIONS

Confidential minute

The report was received

16/43 HUMAN RESOURCES AND EMPLOYEE RELATIONS ISSUES

Confidential minute

The report was received

16/44 SUBSIDIARY COMPANIES

Confidential Minute

16/44/1 Learning Revolution Trust

16/44/2 Digital Skills Solutions Limited

16/44/3 Newham Foundation

16/44/4 NewTEC

16/45 FINANCIAL RECOVERY PLAN

Confidential minute

The report was received

16/46 GOVERNANCE

Confidential minute

The report was received

16/47 AREA REVIEW

Confidential minute

The report was received

16/48 ACCOMMODATION STRATEGY

Confidential minute

The report was received

16/49 STRATEGIC ALLIANCES

Confidential minute

The report was received

16/50 MARKETING STRATEGY

Confidential minute

The report was received

16/51 EXTERNAL CONTRACTORS REPORT

Confidential minute

The report was received

16/52 BACK OFFICE SHARED SERVICES

Confidential minute

The report was received

16/53 BANK LOAN

Confidential minute

The report was received

**16/54 CUSTOMER COMPLAINTS AND COMPLIMENTS FOR THE PERIOD
MARCH - MAY 2016**

A report was received and considered

It was **recommended** student compliments be included in future reports as many are received at the Student Forum

The Board **agreed** the report

16/55 RISK REGISTER

A report was received and considered

The Board **agreed** the report

16/56 NEWHAM PARTNERSHIP CHILDREN TRUST BOARD MINUTES

The minutes of the meeting of 3 February had not been published by the Borough

16/57 ANY OTHER BUSINESS

The date of the NUC graduation ceremony on 18 November was noted

16/58 BACKGROUND PAPER

For item 12- 2016 Ofsted report was received for information

For item 18 – Staff Survey was received for information

Signed as a correct record

Parin Bahl Chair of the Board