



**MINUTES – PART 1
CORPORATION BOARD**

Date: Tuesday 11 December 2018
Venue: 4th Floor Boardroom, East Ham Campus
Time: 6:00pm

Chair	Andrew Clark
Corporation Members	Andrew Edwards, Andrew Hughes, David Surdeau, Julianne Marriott, Linda Jordan, Lorraine Reader, Lloyd Johnson, Martin Cumella, Michelle May, Mubin Ahmed, Paul Stephen (Principal), Quintin Peppiatt
In Attendance	Deputy Principal, Financial & Infrastructure: Anil Nagpal Deputy Principal, Curriculum & Quality: Janet Gardener
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair’s Welcome & Opening Remarks The Chair thanked all present and reminded all present the meeting would be followed by the annual seasonal dinner, hosted by the students.
2.	Apologies For Absence <ul style="list-style-type: none"> ▪ Michelle May
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Martin Cumella / Paul Stephen, Lloyd Johnson, Quintin Peppiatt: in respect of the Learning Revolution Trust ▪ Paul Stephen, Andrew Hughes: in respect of Digital Skills Solutions Limited ▪ Linda Jordan in respect of NewTEC ▪ Quintin Peppiatt: in respect of the London Borough of Newham ▪ Julianne Marriott: in respect of NewVic 6th Form College
4.	Minutes of the Last Meeting held on 16 October 2018 The minutes were approved as a true and accurate record.
5.	Matters Arising and Action Points from the Meeting No outstanding matters.
CORPORATION BUSINESS	
6.	Governance & Membership Appointment of Student Governors The Chair presented a verbal update on the Search Committee, which took place prior to this Board meeting. The Corporation Board noted: <ul style="list-style-type: none"> ▪ Senior Postholder Post (Chief Operating Officer – COO) Governors to inform the Clerk if they would be willing to form the shortlisting and interview panel. The Clerk to co-ordinate dates and convene the board shortlisting / interview panel.

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	<ul style="list-style-type: none"> ▪ Governor Search and Recruitment Campaign: <p>The Clerk updated the Board on the governor search and recruitment campaign as follows:</p> <ol style="list-style-type: none"> a. The assignment went 'live' on Monday 3rd December with the tile being promoted via various forms of social media, including LinkedIn and Twitter b. Also posted on various website sites to attract candidates and raise the profile of the opportunity, including nedonboard, charity jobs and women on boards c. Peridot are currently researching businesses and organisations in the area local to Newham and have looked at their senior executive teams to source potential candidates d. To date 40 potential candidates have been contacted to gauge their interest and engage in further conversation. Candidates range from a variety of backgrounds and experience <p>The timeline and recruitment process is as follows:</p> <ul style="list-style-type: none"> ▪ Application deadline Monday 14 January 2019 ▪ Shortlist discussion (panel: Chair, Principal and Clerk) ▪ Interviews planned for w/c 28 January 2019 ▪ Board appointment 26 March 2019 <p><i>RESOLVED: The Corporation Board approved the appointment of the two student governors with effect from 11 December 2018 for a one year term of office.</i></p> <p>The Chair welcomed the two students to the Corporation Board:</p> <ul style="list-style-type: none"> ▪ Saima Rafiq (HE Student Governor) ▪ Bianca Stefania Ailenei FE Student Governor)
THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES	
7.	<p>Principal's Report</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ A College wide staff and student engagement process was undertaken to refresh and sharpen the College values. A lot of feedback was generated and pleasing to note the following values which set out the type of organisation the College aspires to be: ▪ (A) Ambitious – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do. ▪ (S) Successful – We build resilience and determination to achieve great results, celebrating individual and collective success. ▪ (P) Professional – We foster high levels of professional standards, with an emphasis on integrity and accountability. ▪ (I) Innovative – We strive to be at the forefront of innovation for education, skills and employment. ▪ (R) Respectful – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders. ▪ (E) Engaging – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making. <p><i>RESOLVED: The Board approved the College Values 'ASPIRE'</i></p> <ul style="list-style-type: none"> ▪ The Deputy Principal, Curriculum & Quality has introduced a new rigour to tracking and improvement of the KPIs. As a result student retention and attendance have improved this year.

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	<ul style="list-style-type: none"> ▪ The College led by the Deputy Principal Curriculum & Quality has recently subscribed to a new economic modelling service (EMSI) that will help link the curriculum pathways to local job vacancies and salary levels. These reports will be a valuable tool in supporting curriculum planning ▪ The College continues to develop its curriculum specialisms: <ul style="list-style-type: none"> ○ Engineering & construction ○ Digital ○ Health & Social Care ○ Fashion & Tailoring ▪ AEB will transfer from the ESFA to the GLA from 2019/20. GLA will top-slice c£130m of its funding allocation via a competitive procurement process ▪ The Principal is the FE Skills representative on the Local London Skills and Employment Board, chairing a workshop on developing a skills escalator model for the Local London sub-region ▪ The Principal has commenced bi-termly meetings with the Chief Executive of Newtec and Managing Director of DSS to ensure that the Group work effectively as a Group; support each other; and “read the road” in terms of no surprises. ▪ We have recently agreed a new Vice Principal post, funded between the College and its two subsidiaries, to focus on improving the student outcomes and quality across the Group
THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION & SAFEGUARDING THEIR ASSETS	
8.	<p>a. Newham College Final Audit Findings for year ended 31 July 2018</p> <p>b. Accounts For The Year Ended 31 July 2018 The external audit service confirmed to the Audit & Risk Assurance Committee meeting of 28 November 2019 that:</p> <ul style="list-style-type: none"> ▪ The audit went very well ▪ The College group is a going concern ▪ A concern regarding an ongoing dispute with NewTEC and Learn Direct, was brought to the Committee’s attention. ▪ The dispute is regarding funding provided to NewTEC for the provision of training on behalf of Learndirect. ▪ The Deputy Principal, Finance and Infrastructure is currently having ongoing legal discussions, to resolve this matter. <p>The Board noted the final audit findings and accounts for the year ended 31 July 2018 was discussed and debated at great length at the Audit and Risk Committee of 28 November 2018 and the committee recommended the reports for approval.</p> <p><i>RESOLVED: The Board approved the final audit findings and accounts for the year ended 31 July 2018</i></p>
9.	<p>Annual Report of the Audit Committee 2017-18 The Board noted the annual report opinion that; Newham College has adequate and effective processes in place as follows:</p> <ul style="list-style-type: none"> ▪ risk management ▪ governance ▪ control (notwithstanding HE Student Recruitment) ▪ efficiency, effectiveness and economy processes ▪ assurance arrangements ▪ solvency of the institution ▪ safeguarding of its assets

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	<ul style="list-style-type: none"> ▪ The Board noted the Annual Report of the Audit Committee 2017-18 was discussed and debated at great length at the Audit and Risk Committee of 28 November 2018 and the committee recommended the report for approval. <p>RESOLVED: The Board approved the annual report of the Audit Committee 2017-18</p>
10.	<p>Annual Risk Management Report 2017-18</p> <p>The Board received the report and noted there are:</p> <ul style="list-style-type: none"> ▪ 10 Significant risks ▪ 22 Contingency risks ▪ 15 Housekeeping risks ▪ 9 Low risks ▪ The Board noted the Annual Risk Management Report 2017-18 was discussed and debated at great length at the Audit and Risk Committee of 28 November 2018 and the committee recommended the report for approval. <p>RESOLVED: The Board approved the annual risk management report 2017-18</p>
11.	<p>Internal Audit Annual Report 2017-18</p> <p>The Board received the report and noted:</p> <ul style="list-style-type: none"> ▪ Subcontracting - strong ▪ Key Financial Controls - strong ▪ Examinations – significant ▪ Marketing – significant ▪ Apprenticeships – significant ▪ Student Attendance – reasonable ▪ Business Continuity – Limited ▪ Health & Safety – limited. Good progress has been since a follow up review in July 2018. ▪ Student Recruitment HE – Limited ▪ The Board noted the Internal Audit Annual Report 2017-18 was discussed and debated at great length at the Audit and Risk Committee of 28 November 2018 and the committee recommended the report for approval. <p>RESOLVED: The Board approved the internal audit annual report 2017-18</p>
12.	<p>FINANCIAL REPORTING:</p> <p>a. Management Accounts – October 2018</p> <p>The Board noted the College group’s forecast for the year is a surplus of £475k. This is currently in line with the budgeted surplus.</p> <ul style="list-style-type: none"> • There is a going concern due to an adverse variance in Newtec, which is being followed up to ensure this is mitigated by the end of this financial year • All of the KPIs, 10 out of 10, are currently projected to be achieved • Cashflow and solvency indicators remain strong • Significant pressures on income have been identified early in the financial year • A detailed forecast is being produced for the November 2018 report to identify early intervention/corrective actions • The pensions cost/liability continues to increase year-on-year and this remains a challenging issue for the college <p>b. ESFA Financial Health Grade Update</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ The ESFA have reviewed the Financial Plan submission for 2017/18 to 2019/20. As a result, the ESFA have assessed the financial health of the College to be <ul style="list-style-type: none"> ○ Good for 2017/18 (latest outturn forecast) ○ Good for 2018/19 (current year budget)

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	<ul style="list-style-type: none"> ▪ The Deputy Principal, Finance & Infrastructure made the Board aware the current financial health grade is showing as outstanding and will not be confirmed until March 2019 by the ESFA. <p>c. Financial Rules for Business (FRB) Update The Board noted:</p> <ul style="list-style-type: none"> ▪ A codicil 5.76 pertaining to legal or binding agreements (leases, rentals or hire purchase agreements) / New leases for business purposes was presented for approval ▪ The FRB will continue to be reviewed on an annual basis <p><i>RESOLVED: The Board approved the updates presented to the Financial Rules of Business</i></p>
CURRICULUM & QUALITY	
13.	<p>In Year Student Performance Report 2018-19 The Board noted the early evidence of progress made, having put in place the following management priorities:</p> <ul style="list-style-type: none"> ▪ Rigorous monitoring and additional support for areas identified at risk ▪ Weekly league tables published highlighting RAG rated attendance for each curriculum area and directorate to further raise profile of attendance cross college ▪ Bespoke attendance initiatives to be implemented across each curriculum area ▪ College wide celebration and recognition of learners with 100% attendance each term with a prize and employer endorsement ▪ Attendance to be included in all learners' targets <p>The Board commended the Deputy Principal, Curriculum & Quality for a comprehensive and clear report.</p>
14.	<p>Governors' Scorecard Dashboard</p> <p>The Board noted the update presented on the Governors' scorecard dashboard.</p>
15.	<p>Self-Assessment Report (SAR) 2017-18</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ The College Self-Assessment Review underwent a moderation process involving an external inspector and the Chair of Academic Standards and Performance Committee (ASPC), the College has self-assessed as Good overall, and in all sub-categories bar one. The process has restored a balance between recognition of progress made with a clear sense of what the College needs to do to improve further. <ul style="list-style-type: none"> ○ Overall Effectiveness of the college: Grade 2 ○ Effectiveness of leadership & management: Grade 2 ○ Quality of teaching, learning & assessment: Grade 2 ○ Personal development, behaviour & welfare: Grade 2 ○ Outcomes for Learners: Grade 2 ○ Study Programmes: Grade 3 ○ Adult Provision: Grade 2 ○ Apprentices: Grade 2 ○ Students with high needs: Grade 2 <p><i>RESOLVED: The Board noted the recommendation from the validation panel and approved the SAR gradings as presented.</i></p>

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16.	<p>Quality Improvement Plan (QIP)</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ Key areas of priority have been identified with the drive for improvement ▪ Further work is required to update the work experience
17.	<p>Higher Education Self Evaluation (SED) Report</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ This report presented an overview of the College performance for Higher Education in 2017/18, and highlighted some of the historical issues being addressed. Whilst there are still significant improvements needed, good progress is now being made against outstanding actions. ▪ The SED was reviewed in detail by a validation panel which included an external quality expert, the Chair of ASPC and the Principal/CEO. Each section was scrutinised in detail to ensure relevant evidence and information was provided and several areas highlighted for clarification. The Director of Higher Education and the new Director of Quality for HE were in attendance and respond to questions by the panel. Amendments arising from the validation panel have been incorporated into the final version of the SAR.
18.	<p>Any Other Business</p> <p>None to report.</p>
19.	<p>Meeting Schedule for 2018-19</p> <ul style="list-style-type: none"> • 26 March 2019 • 17 May 2019 (Annual Board Conference – Venue: DWF LLP) • 16 July 2019