



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

**MINUTES OF THE BOARD MEETING HELD ON
21 March 2017 at 6pm**

MEMBERS PRESENT: Andrew Clark (Chair), Quintin Peppiatt,
Andrew Edwards, Andrew Hughes,
Martin Cumella, Linda Jordan, Di Gowland,
Nora Colton, Ahmed Noori, Lorraine Reader

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

Chair opened the meeting by welcoming Lorraine Reader to her first meeting as a Corporation Board member and invited members to introduce themselves

It was noted the Deputy Principal Curriculum was leaving the college at the end of the Month and the Board thanked her contribution in the good position the college is in today

17/01 APOLOGIES

Kim Bromley-Derry, Nnenna Anyanwu, Joshua Anderson, Angelina Ikeako and David Surdeau

17/02 DECLARATIONS OF INTEREST

Martin Cumella and Di Gowland in respect of the Learning Revolution Trust.
Di Gowland and Andrew Hughes in respect of Digital Skills Solutions Limited
Quintin Peppiatt in respect of the London Borough of Newham.
Linda Jordan and Di Gowland in respect of NewTEC

17/03 APPOINTMENT OF PRINCIPAL AND CHIEF EXECUTIVE

A report was received and accepted

The Board **noted**

- The Principal Designate is available to become Principal and Chief Executive from 1 July 2017
- The current Principal will be Principal (Transition) from 1 July 2017 and her leaving date is 31 August 2017
- The Principal Designate will be involved in the recruitment process for the Deputy Principal who ideally will be in place by the autumn term.

17/04 GOVERNANCE AND MEMBERSHIP

The Board received a verbal update from Search Committee and noted that Linda Jordan has indicated she would be content to be proposed as Vice Chair to replace Quintin Peppiatt who had previously agreed to stay as Vice Chair until March 2017

The appointment was proposed by AC and seconded by MC

Linda Jordan was confirmed as Vice Chair along with David Surdeau

17/05 BOARD AND COMMITTEE MINUTES

17/05/1 Minutes from the Corporation Board meeting held on 6th December 2016 and matters arising

- 16/87/1 It was noted the Skills Audit undertaken in January 2017 will be expanded and Governance will be addressed at the May conference.

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

17/05/2 Confidential minutes from the Corporation Board meeting held on 6th December 2016

Confidential minute

17/05/3 Academic Standards and Performance Committee

The draft minutes of the meeting held on 8 March 2017 were **noted**

17/05/4 Audit and Risk Committee

The draft minutes of the meeting held on 14 March 2017 were unavailable

17/05/5 Confidential minutes from the Capital and Resources Committee

Confidential minute

17/05/6 Staff Consultative Committee

The unconfirmed minutes of the meeting held on 8 February 2017 were **noted**

17/05/07 Student Consultative Forum

The minutes from the meeting held on 8 February 2017 were **noted**

17/06 BOARD MAY CONFERENCE AGENDA

The Board **noted** the dates:

- Dinner on 18th May at East Ham Campus
- Conference on 19th May at East Ham Campus

Consideration was given to items to be included on the agenda and it was proposed to include:

- Governance including skills development and training for board members.
- Accommodation strategy
- Funding update
- The Skills Landscape

Speakers are to be invited to address the Board on funding, accommodation and the skills landscape.

17/07 FUNDING PERFORMANCE 2016/2017

A report was received and discussed

The Board **noted**:

- Most targets are on track except HE and Adult apprenticeships
- Risks of a funding shortfall are still apparent with HE delivery and adult apprenticeships.

17/08 FINANCIAL REPORT FOR JANUARY 2017

A report was received and discussed

The Board **noted**:

- HE numbers are down
- Apprenticeships are down and thought to be related to the introduction of the levy.
- Considerable work has been done to work with companies to maximise income
- To stay at good financial health:
 - Spending has been cut
 - There is a freeze on vacancies and only essential posts are filled.
- A Principal's contingency is included in budget build.
- Considerable work is underway to mitigate £2m of risk

The Board **asked** for the Project Funding cost included in the cash flow to be reviewed to ensure it is sufficient.

17/09 TUITION FEES 2017/2018

A report was received and considered

The Board **noted**:

- There were minimal changes to the policy
- The fees for SFA funded courses have been reduced to bring the college into line with SFA guidelines and as a result of market testing the college against other local providers
- A new fee band for HNC and HNDs have been added

The Board **approved** the fees policy

17/10 SFA – FINANCIAL HEALTH

Confidential minute

17/11 RISK REGISTER

Confidential minute

17/12 EXTERNAL CONTRACTORS REPORT

Confidential minute

17/13 ACCOMMODATION STRATEGY UPDATE

Confidential minute

17/14 SUBSIDIARY COMPANIES

17/14/1 Learning Revolution Trust

Confidential minute

17/14/2 Digital Skills Solutions Limited
Confidential minute

17/14/3 Newham Foundation
Confidential minute

17/14/4 NewTEC
Confidential minute

17/15 GOVERNORS SCORECARD AND DASHBOARD

A report was received and **noted**

17/16 CURRICULUM

17/16/1 Teaching and Learning

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

- The target for is 88% to 90% of 'good' or 'better' teaching as a college on the road to outstanding.
- Advances practitioners have made a positive impact
- Work on 'Stretch and Challenge' is ongoing
- HE is included in observations.

17/16/2 Collaborative Provision 2017-2018

A report was received and **noted**:

17/16/3 Newham College University Centre Report

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

- The centre is working on two key areas to improve overall performance for 2016/2017:
 - Financial
 - Quality of Provision

17/16/4 Newham College University Centre Self Evaluation Document (SED) 2015-2016

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

- The Self Evaluation Document details a review of the work completed in 15/16 and gives a clear analysis of the centre's performance and areas for improvement.

The Board **approved** the Self Evaluation Document

17/16/5 Quality Strategy Annual Review

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

17/16/6 Young People with Special Educational Needs and Disabilities (SEND) Strategy

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

- The college is leading on the Borough Post 16 SEND Strategy
- The college is being recognised as an excellent provider
- All high needs students are on a study programme.

17/16/7 Post Inspection Action Plan

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

- The progress since the April 2016 inspection.
- The PIAP it will be incorporated in the Quality Improvement Action Plan (QUIP) as a PIAP is only for one year.

17/16/8 Value Added

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

- Minimum standard for 16-18 year old vocational courses is based on student progress.
- The 2015-16 progress score is below the minimum standard threshold
- Staff are checking written feedback to see where improvements can be achieved.
- A notice to improve has been received from the SFA; an action plan created and sent to the SFA.

Vice Chair LJ asked for thanks to be given to staff for the positive work on curriculum

17. LEARNER PERFORMANCE

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

- Term A achievement rates have increased compared to 2015-16
- In year retention has improved:
 - currently 96.1%, 1.4% higher than 2015-16.
 - 16-18 in-year retention is 94.2%, 3.5% higher than 2015-16
 - in-year retention for adults 96.8% . An increase of 0.9% compared to 2015-16.

18. AREA REVIEW UPDATE

Confidential minute

19. MONITORING OF SAFEGUARDING ACTIONS

Confidential minute

20. CUSTOMER COMPLAINTS AND COMPLIMENTS FOR THE PERIOD 1 DECEMBER 2016 TO 28 FEBRUARY 2017

A report was received and **noted**:

21. NEWHAM PARTNERSHIP CHILDREN TRUST BOARD MINUTES

The minutes of the meeting of 20 December 2016 were received and noted

22. HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES

Confidential minute

23. COLLEGE RESPONSE TO THE APPRENTICESHIP LEVY
Confidential minute

24. CONFIDENTIAL ITEMS
Confidential minute

Signed as a true record

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Andrew Clark
Chair of the Board