



**MINUTES – PART 1
CORPORATION BOARD**

Date: Tuesday 16 October 2018

Venue: Executive Boardroom, Stratford Campus

Time: 6:00pm

Chair	Andrew Clark
Corporation Members	Andrew Edwards, David Surdeau, Julianne Marriott, Linda Jordan, Martin Cumella, Michelle May, Mubin Ahmed (Staff Governor); Paul Stephen (Principal)
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 for their attendance and welcomed Janet Gardner, Deputy Principal, Curriculum & Quality
2.	Apologies For Absence <ul style="list-style-type: none"> ▪ Andrew Hughes ▪ Lloyd Johnson ▪ Lorraine Reader ▪ Quintin Peppiatt
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Martin Cumella / Paul Stephen: in respect of the Learning Revolution Trust ▪ Paul Stephen: in respect of Digital Skills Solutions Limited ▪ Linda Jordan / Paul Stephen in respect of NewTEC
4.	Minutes of the Last Meeting held on 17 July 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: <p>a. ELECTION OF THE CHAIR AND VICE CHAIR OF THE BOARD</p> <p>i. Election of the Corporation Chair Board member Martin Cumella proposed Andrew Clark to be reappointed as Chair and it was seconded. The vote was carried unanimously.</p> <p><i>RESOLVED: Andrew Clark was confirmed as the Chair of the Corporation</i></p>

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	<p>ii. Election of the Vice Chair of the Board David Surdeau and Linda Jordan were proposed by Andrew Clark and seconded. The vote was carried unanimously RESOLVED: David Surdeau and Linda Jordan were confirmed as Vice Chairs of the Corporation.</p> <p>b. Staff Governor Appointment:</p> <p>RESOLVED: The Board unanimously approved that Mubin Ahmed to stand as Staff Governor of the Corporation Board with immediate effect for a three-year term of office.</p> <p>c. Search Committee Meeting of 25 September Update</p> <p>i. Governor Appointment: Councillor Julianne Marriott</p> <p>RESOLVED: The Board unanimously approved that Councillor Julianne Marriott become a Governor of the Corporation Board with immediate effect for a three year term of office.</p> <p>ii. To note the resignation of Angelina Ikeako and Kim Bromley-Derry</p> <p>The Board noted the resignation from Angelina Ikeako and Kim Bromley-Derry. The Chair extended his appreciation on behalf of the Corporation Board for the commitment and dedication during Angelina and Kim’s tenure as a governor.</p> <p>iii. Governor Recruitment Process & Timeline</p> <p>Following much discussion, debate, and deliberation, governors agreed that:</p> <ul style="list-style-type: none"> ▪ the position of Chair of Audit & Risk Committee and Chair of Academic Standards & Performance Committee should not be advertised by Peridot Partners (external recruitment agency). ▪ the Clerk to work closely with Peridot Partners ▪ the vacancy for x6 governors be advertised. Once the new governor appointments have been approved, it is hoped the position of the sub-committee Chairs can be filled by the talent and skills of the existing Board members ▪ there was no immediate urgency to recruit a Chair of the Corporation and this role should be rolled out in the new year
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"> ▪ The Principal welcomed Janet Gardner as she completes the Leadership team and looks forward to seeing the impacts, with the pathways of the future direction of the College being much clearer. ▪ The Mary Ward Centre, a “Specialist Designated Institute” specialising in legal advice, ESOL and adult community learning is moving from Camden to Stratford next year. The College will seek an early meeting with both the London Borough of Newham and the Mary Ward Centre.

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	<ul style="list-style-type: none"> ▪ Governor, Julianne Marriott took the opportunity to thank the College for the support demonstrated during the recent outbreak of a spider infestation and in particular allowing Eastlea Community School students to temporarily relocate to the East Ham campus and continue their studies at the College, whilst the school was undergoing fumigation.
CURRICULUM & QUALITY	
8.	<p>Provisional Summary of Student Outcomes 2017-18</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ The new national rate will be published in March 2019 ▪ Predicted overall achievement rates indicate a slight improvement of 0.7% compared to the final outturn for 2016/17 at 89.9% and is 5.5% above the last known national rate ▪ Level 3 is showing a decline in achievement. This is a worrying picture and the key areas for improvement are timely achievements and the notice to improve on apprenticeships, the Executive is very positive the sanction will be lifted in March 2019. ▪ Achievements for 16-18 are predicted to be in line with the final outturn for 2016/17 at 80% and is 1.5% below NR. ▪ Achievement of GCSE English and maths high grades (4-9) have significantly improved, and exceed national rates for resits by 7.1% for English and 14.7% for maths, which has contributed to a maths centre of excellence
9.	<p>Enrolment Position Update 2018-19</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ RO2 submitted very early in October, which highlights current enrolments against each funding stream and identifies areas at risk of not meeting funding allocations. ▪ Additional provision is being planned to mitigate the risk of not meeting targets. ▪ It is predicted the College will meet its ESFA 16-18 allocation on current planned activity. ▪ There will be a shortfall against the AEB allocation and in the learner loans allocation on current planned activity. ▪ On current planned activity there will be a shortfall of around £420k in the learner loans allocation
10.	<p>Governors' Scorecard Dashboard</p> <p>The Board noted:</p> <ul style="list-style-type: none"> ▪ The scorecard dashboard highlights 2 ambers and 1 green. Access and Success rated as amber and Progress rated as green ▪ The student survey conducted over the summer identified that 98% of students said that that their year with the College helped them to progress to the next stage of their studies or career.
THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION & SAFEGUARDING THEIR ASSETS	
11.	<p>FINANCIAL SERVICES:</p> <p>a. Management Accounts</p>

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	<p>The Board noted:</p> <ul style="list-style-type: none"> ▪ The accounts are currently being audited with material items to report and the auditors are ahead of target. ▪ The provisional outturn for the third consecutive year is reporting a surplus (including the pensions cost). This is the first time all entities within the group have achieved a breakeven/surplus position. ▪ Cash flow is very positive throughout the year, remaining a key strength. ▪ 9 out of 10 of the key performance indicators have been achieved. <p><i>ACTION: The Deputy Principal, Finance and Infrastructure to commend and extend the Board's recognition to the front line staff for the instrumental work undertaken to get the College to the surplus position.</i></p>
ANNUAL REPORTS 2017-18	
12.	<p>a. Health & Safety Annual Report b. Health & Safety Policy Statement</p> <ul style="list-style-type: none"> ▪ <i>RESOLVED: The Board approved the health & safety policy statement will be appended to the Health & Safety Policy.</i> <p>c. Customer Complaints & Compliments d. Equality & Diversity e. Human Resources & Employee Relations Matters</p> <p>The Board noted all the annual reports for 2017-18</p>
13.	<p>Any Other Business</p> <ul style="list-style-type: none"> ▪ Deputy Principal, Curriculum & Quality tabled an item on Ofsted governance judgements and highlighted the themes on achieving outstanding and inadequate results.
14.	<p>Meeting Schedule for 2018-19</p> <p>The Board noted the meeting schedule as follows:</p> <ul style="list-style-type: none"> • 11 December 2018 • 26 March 2019 • 17 May 2019 (Annual Board Conference – Venue: DWF LLP) • 16 July 2019

Signed as true record
Andrew Clark – Chair

Date: 11 December 2018