



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

**MINUTES OF THE BOARD MEETING HELD ON  
15 MARCH 2016 at 6pm**

**MEMBERS PRESENT:** Parin Bahl (Chair), Di Gowland, Andrew Clark, Andrew Hughes, Andrew Edwards, Martin Cumella, David Surdeau, Kim Bromley-Derry, Angelina Ikeako, Nnenna Anyanwu, Lucinda Smith, Shivani Rambaran

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

**16/1 APOLOGIES**

Apologies for absence from Linda Jordan and Quintin Peppiatt  
Apologies for lateness from Angelina Ikeako and Nnenna Anyanwu

**16/2 DECLARATIONS OF INTEREST**

Parin Bahl, Martin Cumella and Di Gowland in respect of matters concerning Learning Revolution Trust.

Di Gowland and Andrew Hughes in respect of Digital Skills Solutions Limited

Kim Bromley-Derry in respect of matters concerning London Borough of Newham.

**16/3 MEMBERSHIP**

Chair reported to the Board that Search Committee recommends Lucinda Smith and Shivani Shaw Rambaran be appointed to the Board as Student Governors.

The Board agreed the appointment of Lucinda Smith and Shivani Shaw Rambaran to the Corporation Board.

Lucinda Smith and Shivani Shaw Rambaran were invited to join the meeting and Chair introduced them to the Board.

Chair also reported to the Board that efforts are being made to identify a governor with higher education knowledge to join the Board. The Chair and Vice Chair hope to meet with a prospective candidate soon.

**16/4 GOVERNORS SCORECARD AND DASHBOARD**

A report was received and considered. The Board noted:

- Timely apprenticeship success rates are 56%, which is an increase of 8% when compared to 2014/15
- The impact of a data cleaning process on overall success rates noting that this

had no financial implications.

- Average class size is now 18 which is an increase of 5.3 when compared to 2014/15
- There is a 5% improvement from 2014/15 to 84% and improving overall attendance rate remains a priority.

The Board **recommended** that:

- A template be considered at the May board conference to review the destination data of 16-18 year olds included in the dashboard, this information to be provided in more detail.

## **16/5 CURRICULUM**

### **16/5/1 -Teaching and Learning**

A report was received and considered. The Board noted:

- All members of the observation team have attended training in the use of Pro-observe.
- All teaching staff have attended training on the new Observation of Teaching and Learning process
- The new CIF standards relating to teaching, learning and assessment have been distributed to all curriculum areas and are available to all staff on the intranet
- All teachers graded 3 or 4 had intensive support from an Advanced Practitioner.
- On re-observation 10 of the 15 teachers graded 3 or 4 have gained good or better

The Board **recommended** that:

- The report should contain more detailed information.
- Consideration be given to a different presentation of the tables detailing observation and re-observation grades.

### **16/5/2 -Collaborative Provision**

A report was received and considered. The Board noted:

- NewTEC is in special measures due to poor apprenticeship timely success rates and this offer will now be delivered directly through the college
- The College is taking a similar approach with Eden
- Students will not be disadvantaged by these actions.

### **16/5/3 -Newham University Centre Report**

A report was received and considered. The Board noted:

- There are discussions with UEL around a Strategic Alliance.
- To enhance its offer NUC staff are writing HNDs for:
  - Fashion and Tailoring
  - Health and Social Care
  - Engineering
  - Catering and Hospitality
  - Business
- The 2016 graduation ceremony date of Friday 18 November is being reviewed with a view to moving to Friday 25 November.
- Following the QAA Higher Education Review the college received:
  - Three commendations for good practice
  - Two recommendations
  - Two affirmations.

**Chair asked for congratulations from the Board to be sent to the team involved in the review.**

The Board **recommended** that:

- A risk assessment should be carried out of the proposed Strategic Alliance and that this be considered at the May board conference.

### **16/5/4 -Quality Strategy Annual Review**

A report was received and considered. The Board noted:

- Monitoring of the Quality Improvement Action Plan is undertaken by the Academic Standards and Performance Committee and noted that this was most recently considered at the December meeting.

### **LEARNER PERFORMANCE**

A report was received and considered. The Board noted:

- Retention is improving

### **16/6 FUNDING PERFORMANCE 2015/2016**

A report was received and considered. The Board noted:

- Take up of SFA 24+ Advanced Learning Loans has improved as applications are now made on campus and staff assist in providing advice
- It is envisaged that loans will be changing to comply with Sharia Law.

### **16/7 FINANCIAL REPORT FOR THE PERIOD TO 31 JANUARY 2016**

A report was received and considered.

The Board **approved** the finance report for period ending 31 January 2016

### **TUITION FEES**

#### **16/8 16/9/1 -2015/2016 amended**

A report was received and considered.

The Board **approved** the updated 2015-16 tuition fee policy

#### **16/9/2 -2016/2017**

#### **16/9** A report was received and considered

The Board **approved** the 2016-17 tuition fee policy

### **ADMISSIONS POLICY**

A report was received and considered.

The Board **approved** the Admissions Policy for 2016-17

### **BOARD MINUTES AND COMMITTEE REPORTS**

#### **16/10**

#### **16/11/1 Minutes and matters arising from the meeting held on 15 December 2015**

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

Matters arising:

#### **16/11**

The Clerk has confirmed the personal liability cover for Board members and Directors of subsidiaries is currently £2 million. The Board requested further advice as to whether the level of cover is appropriate. In addition, brokers will be asked for a quotation for an increased level of cover.

#### **16/11/2 Audit Committee**

Chair of Audit Committee gave a verbal report on the meeting held on 8 March 2016:

- Audit report for Data Protection
- Robust policies have been developed with regards to Data Protection and Data Security for paper-based and electronic data.
- Sub-contractors are required to follow processes.
- An acceptable user policy is in place for students.
- A training plan is in place for data protection.
- Management have confirmed recommendations are being actioned to address enrolment inaccuracies in data.
- There is a projected £47k surplus at Group level
- Inquiry action plan is complete and signed off.
- Concern re NewTEC re EFA funding clawback. The Chair agreed to discuss this with the Chair of audit and the Principal to ensure timely action.

Minutes of the meeting will be circulated to the Board.

### **16/11/3 Academic Standards and Performance Committee**

The minutes of the meeting held on 2 March 2016 were received and **noted** as a correct record.

### **16/11/4 Student Consultative Forum**

The notes of the meeting held on 10 February 2016 were received and **noted** as a correct record.

The Board were re-assured Wi-Fi issues are being resolved.

### **16/11/5 Staff Consultative Committee**

The minutes of the meeting held on 10 February 2016 were received and **noted** as a correct record.

Chair is pleased key challenges are being shared with the Committee

## **16/12 BOARD MAY CONFERENCE AGENDA**

Suggested agenda items for the May conference are:

- Area Reviews
- Finance
- Accommodation strategy
- Options for collaboration
- Ofsted
- Governance
- AH to give a presentation on Digital Skills Solutions Ltd
- Strategic Alliance with UEL
- KB-D to give a presentation
- External speaker to give a presentation of FE landscape and challenges

## **16/13 CONFIDENTIAL MINUTES**

*16/13/1 Board minutes and matters arising*

*16/13/2 Capital Programme Committee minutes*

*16/13/3 Capital Programme Committee minutes*

## **16/14 MONITORING OF SAFEGUARDING ACTIONS**

*Confidential minute*

*The report was received*

## **16/15 HUMAN RESOURCES & EMPLOYEE RELATIONS ISSUES**

*Confidential minute*

*The report was received*

**16/16 EXTERNAL CONTRACTORS REPORT**

*Confidential minute  
The report was received*

**16/17 ACCOMMODATION STRATEGY**

*Confidential minute  
Verbal update was received*

**16/18 AREA REVIEW UPDATE**

*Confidential minute  
The report was received*

**16/19 FINANCIAL RECOVERY PLAN**

*Confidential minute  
The report was received*

**16/20 SFA – FINANCIAL HEALTH**

*Confidential minute  
The report was received*

**16/21 SUBSIDIARY COMPANIES**

*Confidential Minute  
16/20/1 Learning Revolution Trust  
16/20/2 Digital Skills Solutions Limited  
16/20/3 Newham Foundation  
16/20/4 NewTEC*

**16/22 CUSTOMER COMPLAINTS AND COMPLIMENTS  
FOR THE PERIOD 1 DECEMBER TO 29 FEBRUARY 2016**

A report was considered and received.  
The Board **agreed** the report

**16/23 RISK REGISTER**

A report was considered and received.  
The Board **agreed** the report

**16/24 NEWHAM PARTNERSHIP CHILDREN TRUST BOARD MINUTES**

To minutes of the meeting of 10 December 2015 were received and **noted**.

**16/25 BACKGROUND PAPER FOR ITEM 18 - AREA REVIEW UPDATE**

HM Government updated guidance on area reviews was received for information

Signed as a correct record

Parin Bahl Chair of the Board