



**MINUTES – PART 1
CORPORATION BOARD**

Date: Tuesday 20 March 2018

Venue: Executive Boardroom, Stratford Campus

Time: 6:00pm

Chair	Andrew Clark
Corporation Members	Andrew Edwards, Andrew Hughes, Angelina Ikeako, David Surdeau, Linda Jordan, Lloyd Johnson, Lorraine Reader, Martin Cumella, Paul Stephen (Principal), Quintin Peppiatt
In Attendance	Deputy Principal Curriculum, Performance Quality & Inclusion: Paul Stopford Deputy Principal, Financial & Infrastructure: Anil Nagpal
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks
2.	Apologies For Absence <ul style="list-style-type: none"> ▪ Kim Bromley-Derry ▪ Nnenna Anyanwu ▪ Julanta Carriere ▪ Diana Azanda
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Martin Cumella / Paul Stephen: in respect of the Learning Revolution Trust ▪ Paul Stephen / Andrew Hughes: in respect of Digital Skills Solutions Limited ▪ Linda Jordan / Paul Stephen in respect of NewTEC ▪ Quintin Peppiatt: in respect of London Borough of Newham
4.	Minutes of the Last Meeting Held on 05 December 2017 The minutes were approved as a true and accurate record.
5.	Matters Arising and Action Points from the Meeting Actioned.
CORPORATION BUSINESS	
6.	Governance Membership The Board received a verbal report from the Search Committee which took place prior to Corporation Board and noted: <ul style="list-style-type: none"> ▪ The resignation of Nora Colton ▪ The current composition of the Board and the number of vacancies arising. The Clerk to look into the recruitment process with a view to bridging the skills gap; filling current vacancies and succession planning.
7.	May 2018 Corporation Conference Draft Agenda Governors received the proposed draft Board conference agenda and undertook a discussion on the venue, timings and external speakers. ACTION: The Clerk to arrange for: <ul style="list-style-type: none"> ▪ The Board conference to commence on the afternoon of Thursday 17 May, to start with a formal Board meeting ▪ An alternative venue for Board conference ▪ Student Voice to be added to the agenda

Item No	Item of business
CORPORATON SUB-COMMITTEE MEETINGS UPDATE	
8.	<p>a. Student Consultative Forum: Draft Notes of the meeting held on 21 February 2018 The draft minutes were noted and Governors were concerned that students raised matters regarding bullying. The Principal expanded that students were working with Marketing on an anti-bullying campaign.</p> <p>b. Staff Consultative Forum: Draft Minutes of the meeting held on 21 February 2018 The draft minutes were noted.</p> <p>CURRICULUM & QUALITY:</p> <p>c. Academic Standards and Performance Committee (ASPC) Draft Minutes of the meeting held on 07 March 2018 Memoranda of Understanding (MoUs) with Higher Education Institutions (HEIs):</p> <p>i. UEL Federation Agreement <i>RESOLVED: The Corporation Board endorsed ASPCs recommended approval defer signing the Federation of East London Colleges MoU.</i></p> <p>ii. East London Fashion Cluster MoU with UAL <i>RESOLVED: The Corporation Board endorsed ASPCs recommended approval of the MoU with UAL</i></p> <p>iii. Ofsted Inspection Readiness Update Governors noted the key themes arising were:</p> <ol style="list-style-type: none"> a. Student attendance is currently at 86%; b. Higher than expect use of authorised absences; c. Stretch and challenge targets - requires improvement; d. Data achievement rates for in year progress - requirements improvement; e. Apprenticeships are on a downward trajectory due to the timely achievement; f. A HMI consultant will be working with the curriculum directors in April <p>iv. Quality Improvement Plan (QIP) Governors noted the QIP update.</p> <p>d. Audit & Risk Committee Meeting: 13 March 2018</p> <p>i. ESFA Funding Audit Outcome The Corporation Board endorsed a comprehensive discussion was undertaken at the Audit Committee and noted the very detailed audit. Overall a good outcome giving the Committee assurance of a good validation of the College's procedures and processes.</p> <p>ii. Risk Register Governors noted there was very little movement on the risk register</p>
ITEMS FOR CHALLENGE, MONITORING & REVIEW	
9.	<p>FINANCIAL UPDATE:</p> <p>a. Funding Performance Report 2017/18 Governors noted the College:</p> <ul style="list-style-type: none"> ▪ is forecasting to meet all income targets apart from higher education which is significantly below budget; ▪ has procured a non-levy apprenticeship contract for students starting on or after 01/01/2018; ▪ entered into a strategic funding agreement with UAL <p>b. Financial Report for the Period to 31 January 2018 Governors noted:</p> <ul style="list-style-type: none"> ▪ The College group is forecasting a surplus which is in line with the budgeted surplus. ▪ DSS is reporting an adverse variance which is offset by a favourable variance at group level to ensure the group forecast remains on track ▪ The year to date position reports a surplus ▪ A majority of the KPIs, 9 out of 10, are currently projected to be achieved. ▪ Newham Collegiate Sixth Form Centre has joined the City of London Academic Trust with effect from 1 January 2018. Governors noted the from the Mayor of Newham (Sir Robin Wales) acknowledging the contribution made by the College ▪ The contract with Capita is moving to a custom fit service rather than a managed service offering

Item No	Item of business
	<p>This will result in significant savings of c£250k in a full year.</p> <p>c. Tuition Fees 2018/19 (For Approval) <i>RESOLVED: Governors approved the Tuition and HE Fees 2018-19</i></p> <p>d. Governors' Scorecard and Dashboard Governors noted the report.</p> <p>e. Lloyds Bank – FRS102 amendment letter (For Approval) Governors noted: The introduction of FRS102 is now reflected in the College's financial statements. There should not be a change to the underlying financial covenants and they should reflect both the new accounting treatment and the relevant definitions now used in the College's financial statements. There are no other changes to terms and conditions. <i>RESOLVED: Governors approved FRS102 amendment letter and was signed by the Chair and the Principal</i></p>
10.	<p>ACCOMMODATION STRATEGY:</p> <p>a. Renewal Update The Corporation Board received and noted: Competitive procurements were underway across a range of the property disciplines in order to appoint the professional design teams ranging from:</p> <ul style="list-style-type: none"> ▪ Architectural design ▪ Development planning advice ▪ Project management ▪ Cost management ▪ Building services and structural engineering ▪ BREEAM assessment <p>The Chair made Governors aware following on from the Capital and Resources Committee, which took place prior to Board, the RENEWAL programme is on schedule to deliver an outcome of the scheme for review and decision by the Corporation Board on 17 July 2018.</p>
11.	<p>SUBSIDIARY COMPANIES UPDATE:</p> <p>a. Learning Revolution Trust b. Digital Skills Solutions Limited c. Newham Foundation d. NewTEC</p> <p>Governors noted the subsidiary companies update reports.</p>
12.	<p>STUDENT WELFARE: Safeguarding & Prevent Update Report</p> <p>Governors noted the safeguarding and prevent update report and were pleased that bullying was on the decrease but concerned that assault had increased.</p>
13.	<p>Complaints & Compliments Report</p> <p>Governors noted the complaints and compliments update report.</p>
14.	<p>STAFF WELFARE: Human Resources & Employee Relations Matters</p> <p>Governors noted the HR and employee relations update report.</p>
15.	<p>Any Other Business</p> <p>Learn Direct:</p> <p>See confidential minute.</p>
16.	<p>Meeting Schedule for 2017-18</p> <ul style="list-style-type: none"> • 17 (pm) and 18 May 2018 – Annual Board Conference • 17 July 2018 • 25 September 2018 • 04 December 2018

Item No	Item of business
	Governors noted the meeting schedule for 2017-18

Signed as true record

Andrew Clark – Chair

Date: 17 July 2018