



**MINUTES – PART 1
CORPORATION BOARD**

Date: Tuesday 10 December 2019
Venue: Boardroom, Stratford Campus
Time: 6:00pm

Chair	Martin Cumella
Corporation Members	Andrew Edwards, Andrew Hughes, Bobby Seagull, Claire Helman, David Surdeau, Ifran Umarji, James Beckles, Julianne Marriott, Linda Jordan, Lorraine Reader, Lloyd Johnson, Mubin Ahmed, Paul Stephen (Principal), Quintin Peppiatt
In Attendance	Deputy CEO: Janet Gardner
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair’s Welcome & Opening Remarks The Chair thanked and welcomed governors to the final meeting of this calendar year.
2.	Apologies For Absence <ul style="list-style-type: none"> ▪ Andrew Hughes ▪ Bobby Seagull ▪ James Beckles
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 and the London Borough of Newham
4.	<p>a. Minutes of the Last Meeting held on 15 October 2019 RESOLVED: The minutes were approved as a true and accurate record.</p> <p>b. Matters Arising and Action Points from the Meeting All matters were covered during the meeting.</p>
CORPORATION BUSINESS	
5.	Governance & Membership - Appointment of Student Governors RESOLVED The Board unanimously approved that Richard Matovu be appointed student Governor of the Corporation Board with immediate effect for a three year term of office.

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THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES	
6.	<p>Principal's Report</p> <ul style="list-style-type: none"> ▪ FE Commissioner Visit This was delayed from November, initially because of Commissioner illness, and then because of political purdah. The visit has been rearranged for 15-16 January 2020. The Executive have liaised closely with the ESFA in preparing for this visit. The Principal will share a briefing note with governors before the end of term to reflect the latest position on finances. ▪ OfS The College continues to await the OfS decision on teach out, in the meantime the College continues to support approximately 90 students. The graduation ceremony for NUC students completing their degrees last year was held in the last week of November. Over 100 students, supported by their families, received their degree certificate in an event that was both inspiring and humbling. ▪ Curriculum Developments The College awaits formal confirmation of the Investors in People (IIP) accreditation conducted between October and November 2019. The College has received very positive feedback from the external assessor, with an expectation of being awarded IIP Gold status. The College has secured two new ESF projects in late November, with a value of £5m over 2.5 years. The bids are exciting – to teach modules at level 4 that support people in work to progress to more secure and better paid work, aligning with the College's core mission. ▪ GLA Two bids submitted to the GLA this term - £300k for small capital equipment; and up to £500k for an innovation fund to deliver skills programmes in line with Mayoral priorities. ▪ LB Newham A pleasing and important breakthrough with the Council, around the use of its unspent apprenticeship levy. The Principal and the DSS Managing Director made a proposal to the Council to use the levy that the Borough currently returns to HM Treasury (currently around £100k per month) to help local people get apprenticeships with local businesses. The scheme has been badged the scheme as a small but tangible example of Community Wealth Building, a flagship programme of Mayor Fiaz.
MAIN ITEMS FOR DISCUSSION & RECOMMENDED FOR APPROVAL BY THE AUDIT AND RISK COMMITTEE – 21 NOVEMBER 2019	
7.	<p>a. Newham College Final Audit Findings for year ended 31 July 2019 Governors noted the accounts / year end final audit findings and financial statements received robust scrutiny by the Audit & Risk Committee. Members of the Audit & Risk Committee requested for the wording on the regularity statement in the accounts to correctly reflect the fraud and renewal payments.</p> <p>b. Accounts For The Year Ended 31 July 2019 Governors noted:</p> <ul style="list-style-type: none"> ▪ The Audit & Risk Committee having thoroughly reviewed the accounts, were not in a position at the November meeting to approve and sign off. ▪ The final accounts have now been reviewed by RSMs technical team. ▪ The College has now moved into requires improvement financial health.

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	<i>RESOLVED</i> Governors approved the Accounts / Draft Annual Report / Financial Statements for the year ended 31 July 2019.
8.	<p>a. Annual Report of the Audit Committee 2018-19</p> <p>Governors noted:</p> <ul style="list-style-type: none"> ▪ The Audit and Risk Committee has been effective. ▪ There was a cause for concern regarding non-adherence of processes, questioning the culture of staff, proper controls need to be in place. ▪ The performance of the internal audit service needs to be under review, with a focus on the reviewed compliance adherence. <p><i>RESOLVED</i> approved the Annual Report of the Audit Committee 2018-19</p> <p>b. Internal Audit Annual Report 2018-19 <i>RESOLVED</i> approved the Annual Report of the Audit Committee 2018-19</p>
9.	<p>Annual Risk Management Report 2018-19</p> <p>Governors noted:</p> <ul style="list-style-type: none"> ▪ The annual risk management report was robustly reviewed at the November Audit & Risk Committee. ▪ The number of risks have reduced, introducing a tier of risks. ▪ A risk has been included on failing to adhere to compliance, procedures and culture. ▪ The COO advised the current format and content is an unfinished piece of work and welcomed comments. <p><i>RESOLVED</i> approved subject the final format of the risk management being presented to the Board.</p>
10.	<p>Financial Rules for Business Update</p> <p>Governors reviewed the proposed amendments to the financial rules of business, noting this was to ensure effective financial management and controls were in place to protect the College. <i>RESOLVED</i> Governors approved the recommended amendments.</p>
11.	Agenda item 11 is minuted in the confidential restricted part 2 minutes.
12.	<p>Health & Safety Annual Report</p> <p>Governors noted:</p> <p>The key issues related to the management of health and safety over the last academic year, also noting an overview of the work delivered to maintain and improve the College's compliance with relevant health and safety legislation. During 2018/19:</p> <ul style="list-style-type: none"> ▪ The Group level Health and Safety Committee continued to meet regularly with senior management attendance. In 2019/20, we will be continuing to ensure that Health and Safety is addressed at both a local level within departments and also at College Management level to address more significant issues. ▪ Some progress was made to ensure legal compliance of building services, plant and equipment which is continuing in 2019/20. This includes the management of estates and facilities contracts and online maintenance reporting software. ▪ Work continued to improve the scope and frequency of safety inspections across the College's estate. <p><i>RESOLVED</i> Governors approved the Newham College Health and Safety Policy and Statement of Intent</p>

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THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION & SAFEGUARDING THEIR ASSETS	
13.	<p>FINANCIAL REPORTING:</p> <p>a. Management Accounts – October 2019</p> <p>Governors noted:</p> <ul style="list-style-type: none"> ▪ The College budget approved by the Board for 2019/20 was for an operating surplus of £259k. ▪ At the end of October 2019, there was an operating deficit of -£2,345k, £1,231k worse than the planned budget deficit of £1,113k. ▪ The main causes of the October deficit are the adjustment for the exceptional item of £435k, which relates to the fraud that took place in September 2020; timing differences on processing AEB students and shortfall on HE tuition fees. ▪ A detailed reforecast budget review will take place over the next few weeks and will be reported on in the November finance report. <p>b. ESFA Financial Health Grade Update</p> <p>Governors noted:</p> <ul style="list-style-type: none"> ▪ The ESFA’s feedback following their review of the College’s Financial Plan submitted in July 2019, includes benchmarking of the College against sector averages on several key metrics. ▪ Although the report indicates the College’s financial health is ‘Good’ for 2018/19 and forecast as ‘Good’ for 2019/20, the Financial Plan did not reflect the final position on RENEWAL, the full extent of Newtec’s losses in 2019 or the subsequent fraud. It is therefore not reflective of the College’s current financial health which is Requires Improvement. ▪ The College had alerted the ESFA of this likely deterioration prior to end-July so they are fully aware of the current status. The ESFA will update its outlook for the College following submission of the Finance Record for 2019 later this month.
14.	<p>Institute of Technology Update Report</p> <p>Governors noted:</p> <ul style="list-style-type: none"> ▪ Following the successful IoT bid, the College is now in a process of contracting with DfE on the terms of the grant and the license agreement under which we can use the IoT brand. ▪ We understand that our IoT is the slowest of the 12 approved projects to get into contract. DfE recognised that it is a more complex project than others, and remain very supportive. There has been positive progress on the capital programme, which was always the most critical risk. GLA has played a positive role in driving a programme that will handover the site earlier than planned. ▪ Now that we have a firm proposal to address programme risk, we need to deal systematically with other project risks, including commercial, business case, curriculum and accountable body risk. These are expected to be largely confirmatory, but recommendations will be brought to Finance & Resources Committee for approval before any contractual commitments are made. ▪ If necessary, a governors’ working group will be set up that meets on a regular basis to oversee the process of getting into contract with the DfE. This is to ensure the Board is fully involved in any decisions and support any quick decisions that may be needed. <p><i>RESOLVED Governors approved that the Finance and Resource Committee oversees the IoT progress towards contractual commitment</i></p>
CURRICULUM & QUALITY	
15.	<p>Self-Assessment Report (SAR) 2018-19</p> <p>Governors noted a SAR validation panel took place on Friday 6 December 2019, led by an external consultant, Ian Rimmington, with Andrew Edwards representing the governors.</p>

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	<p>RESOLVED Governors approved the following grades as recommended by the validation panel.</p> <ul style="list-style-type: none"> ▪ Quality of Education: Grade 2 ▪ Behaviours & attitudes of learners: Grade 2 ▪ Personal development & welfare of learners: Grade 2 ▪ Leadership & management: Grade 2 ▪ Overall Effectiveness of the College: Grade 2
16.	<p>Higher Education Self Evaluation (SED) Report Governors noted:</p> <ul style="list-style-type: none"> ▪ The SED drawn up using the QAA UK Quality Code for Higher Education methodology. It draws on several external data sources, including; external examiners, the findings of validating partners and graduate outcomes data. ▪ Governors received an overview of the College performance for Higher Education in 2018/19, and highlighted some of the historical issues which have been addressed. Noting very good progress has now been made against key actions. ▪ Despite the challenging year for higher education, the College has made very good progress in improving the quality of education and student experience for its existing students', and this has been recognised by the Open University. The College will continue to work with its current students to ensure they receive the best possible support to successfully complete their qualifications.
17.	<p>In Year Student Performance Report 2019-20 Governors noted:</p> <ul style="list-style-type: none"> ▪ The current retention is 99.2%, which is just above the retention rate. ▪ Retention for 16-18 year old learners is currently at 99.7% which is 0.7% above the same point in 2018/19 and 6.7% above target. ▪ The current attendance is 91.5% which is 1.5% above the College target and 3.9% above the same period for 2018/19. ▪ The attendance rate has continued a three year trend of improvement and correlates with the trend of increased achievement rates. ▪ 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 is included in all learners' targets ▪ Monthly updates sent to parents/carers of attendance including for English and maths ▪ Parental review reports for all study programme learners for parents' evenings which include progress and attendance ▪ Employers have been supportive during the first half term, reinforcing professional expectations particularly around attendance. ▪ Two different projects are taking place in partnership with external organisations, within the Construction and Engineering department at Stratford Campus, which has been identified as high risk, to support with retention, attendance and progress, one with Princes Trust and the other with GRIT.
HUMAN RESOURCES / COMPLAINTS & COMPLIMENTS	
18.	<p>a. Human Resources & Employee Relations Matters Governors reviewed the HR and employee relations report.</p> <p>b. Customer & Complaints Update Governors reviewed the customer and complaints update report.</p>

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19.	Meeting Schedule for 2019-20 @ 6:00pm <ul style="list-style-type: none">• 31 March 2020 (Fashion Textile Museum - 83 Bermondsey Street, London SE1 3XF)• 14 & 15 May 2020 – Board conference (Offsite tbc)• 14 July 2020 (Stratford campus)