



**MINUTES – PART 1
CORPORATION BOARD**

Date: Tuesday 14 December 2021
Via Microsoft Teams
Time: 6:00pm

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| Chair | Martin Cumella |
| Corporation Members | Ammar Mahmoodi, Bobby Seagull, Claire Helman, Danny Ridgeway, David Surdeau, Irfan Umarji, James Beckles, Joanne Roxburgh, Lloyd Johnson, Lorraine Reader, Mubin Ahmed, Pam Rowe, Paul Stephen (Principal), Richard Matovu, Trina Sarkar |
| In Attendance | Deputy Principal: Jamie Purser Chief Operating Officer (COO): Judith Abbott Executive Director, Strategy & Innovation: Matt Fawcett External Audit Service – RSM: Sarah Mason |
| For Item 8 | |
| Clerk to the Corporation | Judith Nelson |

| Item No | Item of business |
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| PRELIMINARY PROCEDURAL MATTERS | |
| 1. | Chair’s Welcome & Opening Remarks The Chair introduced and welcomed Geoffrey Makstutis, Gurjit Kahlon and Femi Olatidoye, three new governors, appointed to the Corporation Board with immediate effect. Noting Femi will be in attendance at board meetings from new calendar year 2022. |
| 2. | Apologies For Absence <ul style="list-style-type: none"> • David Surdeau • Richard Matovu • Claire Helman • Lorraine Reader • Irfan Umarji • Pam Rowe • Mubin Ahmed |
| 3. | Declaration of Interests <ul style="list-style-type: none"> ▪ Martin Cumella, Lloyd Johnson: in respect of the Learning Revolution Trust ▪ James Beckles: in respect of the London Borough of Newham |
| 4. | a. Minutes of the Last Meeting held on 19 October 2021 RESOLVED: The minutes were Approved as a true and accurate record. b. Matters Arising and Action Points from the Meeting All matters were covered during the meeting |
| CORPORATION BUSINESS | |
| 5. | GOVERNANCE MEMBERSHIP: <ul style="list-style-type: none"> a. To note the resignation of Claire Helman The Corporation Board noted the resignation of Claire Helman, following an excellent tenure as a governor. The Chair on behalf of the Board extended his appreciation to Claire for her commitment and continuing support as a Governor of Newham College |

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| | <p>b. Board Structure / Membership Update The Chair made governors aware that David Surdeau, Vice Chair, had requested to step down as an independent Governor of the Corporation before the end of his term of office (December 2024). David Surdeau has also agreed to remain in post until the end of the academic year, July 2022. This will allow the Search Committee to undertake succession planning for the position of Vice Chair and Chair of Finance & Resources Committee.</p> <p>Governors RESOLVED to unanimously approve:</p> <ol style="list-style-type: none"> i. the appointment of Geoffrey Makstutis, Gurjit Kahlon and Femi Olatidoye as an independent governor of the Corporation with effect from 14 December 2021. ii. that Geoffrey Makstutis forms part of the Curriculum & Quality Committee membership. iii. that Gurjit Kahlon forms part of the Audit & Risk Committee membership. iv. that Joanne Roxburgh, Femi Olatidoye and Lloyd Johnson forms part of the Finance & Resources Committee Membership. v. that Lloyd Johnson steps down as a member of the Audit & Risk Committee. vi. that David Surdeau remains a governor until the end of the academic year July 2022. |
| 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 Governors welcomed the bitesize update arising from the Principal's briefing, on the operational and strategic oversight of the College. The pertinent points to note were as follows:</p> <ul style="list-style-type: none"> ▪ The knife arches and sniffer dogs at the entrances of both campuses, will become a periodic feature at both campuses, having received positive feedback from most students. The atmosphere at the College is noticeably calmer and with a focus on learning. ▪ The biggest single challenge this year has been the under-recruitment of 16-18 students. We have a significant shortfall against our contracted student number targets, and whilst this has no in-year financial impact, it will result in a material reduction in funding in 2022/23. Steps are in place to improve marketing and schools' outreach, with applications for next year highest from those schools that we have visited this term. With a designed programme to visit all local schools by quarter 1 of 2022. ▪ The College approach to modernising its curriculum for 2022-23 and beyond. The projects referenced by the Principal each has the potential to add significant value to the College. The Executive is working hard to integrate and embed new funding initiatives into the mainstream business. ▪ The College ran its first Covid vaccination clinic at East Ham on 7 December 2021, with over 50 students being vaccinated, many for the first time. This comes on the back of a sustained campaign of Covid awareness and vaccine hesitancy support run by our Student Services team. |
| 7. | <p>Strategic Plan 2022-2027 The Principal made Governors aware the consultative draft strategic plan had been tested with all staff; the student parliament, and a wide group of external stakeholders. The quantity of external feedback was disappointing, but the quality was strong. External stakeholders suggested some semantic changes. Governors reviewed the textual changes and final desk top publishing version, which illustrated the proposed final imagery.</p> <p>Governors RESOLVED to unanimously approve and adopt the Strategic Plan 2022-2027</p> |
| 8. | <p>Key Performance Indicators (KPIs) Report Governors noted the following:</p> <ul style="list-style-type: none"> ▪ The performance year to date on both operational targets and the targets agreed with the Board in October 2021. ▪ The College has made reasonable progress against both strategic and operational KPIs in the first term of the year, given that few have (or were designed to have) been completed. ▪ The steps and interventions being taken to improve overall attendance, 16-18 recruitment and staff retention. ▪ Stephen Timms MP is going to write to the OfS to endorse the College's request for re-registration. |

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| MAIN ITEMS 9-13 REVIEWED & RECOMMENDED FOR APPROVAL BY THE AUDIT AND RISK COMMITTEE OF 30/11/2021 | |
| 9. | <p>a. Newham College Final Audit Findings for year ended 31 July 2021 b. Accounts For The Year Ended 31 July 2021 The Chair welcomed Sarah Mason, RSM (external audit service) to present the year end accounts and audit findings. RSM attendance at the Board meeting was a requirement of the latest Audit Code of Practice. Governors noted the following pertinent points:</p> <ol style="list-style-type: none"> i. The audit identified no unadjusted disclosure item omissions and one balance sheet misstatement that has no impact on the year end result and is below the materiality threshold. ii. One risk has been identified, in relation a third party provider during 2017/18 for the provision of HE programme), the College has refuted claims of owing any monies. <p>Governors RESOLVED to unanimously approve the Draft Annual Report / Financial Statements for the year ended 31 July 2021 as recommended by the Audit & Risk Committee.</p> |
| 10. | <p>Annual Report of the Audit Committee 2020-2021 Governors reviewed and noted the pertinent points of the work undertaken by the Audit Committee during the last academic year.</p> <p>Governors RESOLVED to unanimously approve the Annual Report of the Audit Committee 2020-2021 as recommended by the Audit & Risk Committee.</p> |
| 11. | <p>a. Annual Risk Management Report 2020-2021 Governors reviewed and noted the summary of work during the last academic year. It was pleasing to note the College identified and monitored/sought to mitigate 22 separate risks during 2020/21, one more than in 2019/20.</p> <p>Governors RESOLVED to unanimously approve the Annual Risk Management Report 2020-2021 as recommended by the Audit & Risk Committee.</p> <p>b. Risk Management Register Governors noted the following pertinent points:</p> <ol style="list-style-type: none"> i. The Risk Register has been refreshed for 2021/22 with the strategic objectives updated to reflect the new strategic plan. ii. There are two new risks this year – delivering the HTQ grant to invest in digital skills and improving Marketing and Schools Liaison activities. iii. Failure to comply with new subcontracting rules is now regarded as part of the overarching risk of failure to comply with changing funding rules; and failure to maintain the estate is now part of the risk of failure to make progress on medium/long term estate regeneration. iv. Three risks have been removed from the register altogether this year, as it is considered they have been fully mitigated |
| 12. | <p>Health & Safety Annual Report The COO presented the following pertinent points:</p> <ul style="list-style-type: none"> ▪ The year continued to be dominated by Covid. Governors can be assured the risk mitigation performed well, with no proven in College transmission, which is a positive outcome. ▪ The College has addressed most of the infrastructure deficiencies identified last year, including replacement of East Ham and upgrade of Stratford fire alarm systems; replacement of CCTV on both campuses and phase 1 of fire door replacements/repairs. ▪ An online accident and incident reporting system, Be-Online, has been launched. It also includes training modules which are being rolled-out to staff. ▪ The new online system has led to an increase in reporting although there is still a sense of considerable under-reporting of accidents, incidents and near misses. ▪ The Health & Safety Committee has been re-invigorated after a hiatus due to Covid. ▪ The College continues to follow DfE guidance. All lecturers need to open windows after each lesson for 5 mins; continue virus spraying which lasts for 28 days. Reinstated mask wearing in corridors, security challenging this element. ▪ There has been an outbreak in the SEND department, staff in this area are not COVID vaccinated, therefore required to self-isolate at home. ▪ The local demographic is having an impact with low uptake of the COVID vaccination. |

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| 13. | <p>Safeguarding & Prevent Update The Deputy Principal made Governors aware:</p> <ul style="list-style-type: none"> ▪ A very well executed knife arch took place, with the support of the MET Police, which also included drug searches undertaken by police dogs. This initiative was very well received by staff and students. ▪ The Audit and Risk Committee were made aware of student disciplinaries, resulting in exclusions. ▪ Approximately 250 students classify as the most vulnerable students. This cohort is made up of Looked After Children (LACs), high needs, mental health and SEND. The vulnerable students are well known to the safeguarding team, and in particular were well supported throughout the lockdown periods. |
| <p>ITEMS 14 – 16 REVIEWED & RECOMMENDED FOR APPROVAL BY THE FINANCE & RESOURCES COMMITTEE OF 24/11/2021</p> | |
| 14. | <p>Management Accounts – October 2021 Governors noted the following:</p> <ul style="list-style-type: none"> ▪ The College has recorded a YTD EBITDA deficit of £83k which is -1.3% of income; £688k worse than YTD budget and £274k worse than prior year. ▪ Income year to date is £6.5m which is £1m worse than budget though 0.3m better than prior year. This is primarily due to under-delivery YTD of GLA AEB (£639k), GLA Procured AEB (£325k) and Apprenticeships (£180k). ▪ High needs learners continue to exceed allocation and the College has persuaded the London Borough of Newham to apply for growth for next year, from 109 to 130. This will guarantee element 2 funding (£6k) for 130 learners. ▪ Cash balance is £13.2m and higher than budgeted due to timing differences ▪ Risks and opportunities are evenly balanced. |
| 15. | <p>Institute of Technology Position Update</p> <ul style="list-style-type: none"> ▪ Governors noted that the Finance & Resources Committee was highly engaged and committed with reviewing emerging developments relating to the IoT. ▪ The Deputy Principal has taken the lead in co-ordinating the IoT project workstreams, receiving good Executive oversight. ▪ Governors were pleased to note the collaborative working relationship between the College and QMUL. |
| 16. | <p>Human Resources Annual Report 2020-2021 Governors noted the HR annual report had been scrutinised by the Finance & Resources Committee and the metric concerning the percentage of teaching staff related to staff who were not fully qualified.</p> |
| <p>ITEM 17-18 REVIEWED & RECOMMENDED FOR APPROVAL BY THE CURRICULUM & QUALITY COMMITTEE OF 01/12/2020</p> | |
| 17. | <p>Fashion & Textiles Museum (FTM) Governors were pleased to note that FTM has been a discussion point at the Curriculum & Quality Committee. Early steps are being taken to integrate the FTM better with the College fashion curriculum; and will receive an update on progress, with a view to reviewing strategic options no later than 2023.</p> |
| 18. | <p>Self-Assessment Report (SAR) Judgements & Final Achievement 2020-2021</p> <p><i>Governors RESOLVED to unanimously approve the judgements and grades of the SAR 2020-2021 as recommended by the Curriculum & Quality Committee:</i></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 (GOOD) |
| 19. | <p>Meeting Schedule for 2021-2022 @ 6:00pm</p> <ul style="list-style-type: none"> • 22 March 2022 • 23 to 24 June 2022 – Board Conference (Venue to be confirmed) • 19 July 2022 |