

Chair	Martin Cumella
Corporation Members	Ammar Mahmoodi, Bobby Seagull, Danny Ridgeway, David Surdeau, Femi Olatidoye, Geoffrey Makstutis, Gurjit Kahlon, 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
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair welcomed and thanked all in attendance.
2.	Apologies For Absence <ul style="list-style-type: none"> ▪ Danny Ridgeway ▪ James Beckles ▪ Lloyd Johnson ▪ Gurjit Kahlon ▪ Trina Sarkar ▪ Bobby Seagull ▪ David Surdeau
3.	Declaration of Interests <ul style="list-style-type: none"> ▪ Martin Cumella: in respect of the Learning Revolution Trust
4.	a. Minutes of the Last Meeting held on 14 December 2021 <i>RESOLVED: The minutes were Approved as a true and accurate record.</i> b. Matters Arising and Action Points from the Meeting All matters were covered during the meeting
GOVERNANCE BUSINESS	
5.	a. To report the resignation of Lorraine Reader The Chair reported the resignation of Lorraine Reader and extended his appreciation on behalf of the Board for Lorraine's contribution as a governor of the Newham College Corporation Board. b. Corporation Sub-committee Composition The Board unanimously RESOLVED to approve that: <ul style="list-style-type: none"> ▪ Danny Ridgeway be appointed Vice Chair with immediate effect ▪ Irfan Umarji be appointed Chair of Finance and Resources with effect from September 2022 ▪ Pam Rowe be appointed Chair of Audit & Risk with effect from September 2022.

Item No	Item of business
THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES	
6.	<p>Institute of Technology Position Update</p> <p>The Principal presented a strategic oversight of the Institute of Technology (IoT) project, which enabled newer governors to gauge a better understanding of the project's opportunities and challenges.</p> <p>The Board RESOLVED to approve the governance oversight of the IoT project as follows:</p> <ul style="list-style-type: none"> ▪ The capital programme, contracts, budgets, financial performance to be reviewed, scrutinised and approved by the Finance & Resources Committee. ▪ The curriculum development and coherence; quality & impact; regulatory conditions to be reviewed, scrutinised and approved by the Curriculum & Quality Committee. ▪ The risk management; H&S and safeguarding to be reviewed, scrutinised and approved by the Audit & Risk Committee.
7.	<p>Principal's Report</p> <p>Governors received the Principal's position update noting the following:</p> <ul style="list-style-type: none"> ▪ The two dominant themes this term relate to the execution of complex, time bound projects; and the re-balancing of staffing resources. ▪ Our Union colleagues have recently accepted our proposals to address historical anomalies which hinder staff recruitment and retention, or simply lack fairness. ▪ In addition to addressing pay, the College has identified it needs to create opportunities, supported by CPD, for career development, including both progression ladders and new Curriculum Manager roles. These measures will add around £850k to our payroll costs this year. ▪ The consultation exercise is in process, and we expect the new structures to come into effect in May. No student facing roles (teachers or direct student support) are included in the proposals. The main drivers of the structure are to realign staffing to projected income next year; to reflect changes in curriculum direction; and to strengthen the leadership in areas that have not performed well over a number of years.
8.	<p>Governor Dashboard & College KPIs</p> <p>Governors received a position update dashboard and KPIs noting the following:</p> <ul style="list-style-type: none"> ▪ Enrolment of 16-18-year-old students has been disappointing in term 1. The Executive are actively analysing what best course of action should be taken to improve and increase 16-18 learner recruitment. Ongoing dialogue with our ESFA and DfE account managers. ▪ Attendance stands at 83.4% currently, below the 90% KPI target set this academic year. Vocational attendance is stable and close to target. ▪ Retention remains high. Overall retention stands at 98.1%, against a target of 96%. 16-18 retention is slightly above the College target of 96%, currently standing at 96.6%. adult retention remains strong and is currently 98.5%, 2.5% above College target. ▪ Staff utilisation stands at 95.6%, 1.4% short of the College's target of 97%. Interventions are being taken at all levels to address under utilisation of staff. ▪ The College financial health is strong this year and is forecast to outturn as Good.
AUDIT AND RISK COMMITTEE	
9.	<p>a. Risk Management Update</p> <p>Governors received a position update on the risk register noting the following:</p> <ul style="list-style-type: none"> ▪ No new risks have been added since the start of the year. ▪ Out of the nineteen risks identified, nine are judged to have reduced in severity at this point in the year while two have increased. ▪ The two risks that have increased in severity are failure to recruit and retain sufficient 16-18 students to meet or exceed allocation of 2,006; and failure to fully deliver the apprenticeship budget. For both risks, there is no longer any chance of achieving the original target for the year.

Item No	Item of business
	<p>b. Safeguarding & Prevent Update Governors received a position update on the College's safeguarding and prevent activities and compliance measures that the College is currently undertaking to keep its learners and staff safe. The report covered:</p> <ul style="list-style-type: none"> ▪ an analysis of safeguarding cases ▪ staff survey ▪ 3-year trends and compliance of staff ▪ training schedules ▪ policy updates ▪ partnership relations and activities <p>The Designated Safeguarding Lead is scheduling roadshows with Heads of departments, as the recent staff survey revealed some confusion around student behaviour and safeguarding.</p>
FINANCE & RESOURCES COMMITTEE	
10.	<p>a. College Management Accounts Governors received an update on the management accounts for 6 months to 31 January 2022:</p> <ol style="list-style-type: none"> i. The College has recorded a year to date (YTD) EBITDA surplus of £1,287k which is 8.3% of income; £73k better than YTD budget and £285k better than prior year. ii. 16-18-funded learner number was 1,745 compared with a funding allocation of 2,006. This reduction is now reflected in our funding allocation for next year, of 1,752 learners. iii. Income year to date is £15.6m which is £600k worse than budget though £1.3m better than prior year. This is primarily due to under-delivery YTD of GLA AEB (£882k), iv. It is estimated that the College has avoided a gas and electricity cost increase of £600k (100% of our budgeted energy cost) by not going to market in September 2021. v. Completion date now for the sale of Mark Street is now confirmed as 29 March 2022. vi. Income charges and cost challenges - the unions are being consulted with regards to the staff consultation / restructure programme. <p>b. Draft Budget 2023 Governors noted the key points:</p> <ul style="list-style-type: none"> ▪ The College has modelled a 'top down' budget based on known funding information (16-18 allocations; indicative GLA AEB allocations; procured AEB final year income profile) together with reasonable assumptions for other income streams based on experience. ▪ The draft budget is highly directional and subject to change as the curriculum plans and bottom-up budgets are developed; final GLA AEB funding allocation; increasing energy costs; outcome of the consultation / restructuring programme with staff. ▪ IoT activities have been separated out, to give clear focus on the contribution of this key sector to the College's overall performance. The IoT draft budget is based on the business case for the IoT – this needs considerable updating before a final budget is submitted. ▪ The IoT is forecast to make a loss in its first year, primarily due to lagged funding on any 16-18 learners that will be funded in arrears. ▪ Staff costs reflect additional costs for recent decisions (pay increases, lecturers' pay etc.) but have not been modelled at a detailed level. ▪ Non pay costs had assumed 70% increase in utilities costs based on assumptions, which is now out of date. ▪ General Consumables includes a contingency of £500k. ▪ The draft budget meets all the benchmark targets and would achieve Good financial health with a score of 220 points. <p>c. Estates Position Update Governors received a position update on the estate, noting the following:</p> <ul style="list-style-type: none"> ▪ No news on the FE Capital Transformation Grant applications. ▪ Planning approval granted for East Ham window replacements.

Item No	Item of business
	<ul style="list-style-type: none"> ▪ G Block refurbishment on track. ▪ Little Ilford decarbonisation grant application was unsuccessful. ▪ Solar House lease agreed; signed by College and awaiting signature from Rainham Steel. ▪ T Levels Wave 4 - Two grant applications submitted, for refurbishment of Stratford W Block and a wing of EH 5th floor. ▪ Newtec sale of Mark Street – all planning conditions now met and completion of sale could be as soon as 29 March. <p>d. Staff Survey Results 2022 Governors were pleased to note that 300 College staff completed the survey this year, with a good level of uptake and engagement, compared to previous years' 35%.</p> <p>e. Redundancy Policy <i>Governors RESOLVED to approve the Redundancy Policy</i></p>
CURRICULUM & QUALITY COMMITTEE	
11.	<p>a. Level 4+ Curriculum Update</p> <p>The Principal presented the context and rationale for the College's strategic direction of travel at L4+, updating governors on how these programmes will be delivered and regulated. This College is now actively pursuing Awarding Body accreditation to deliver L4+ courses; the means by which students can access loan funding (via franchising); and the process by which the College aims to achieve direct OfS registration.</p> <p><i>Governors RESOLVED to approve that the Curriculum and Quality Committee form a sub-Committee to act as a HE Board to assess progress and evidence oversight. The Board to comprise of Danny Ridgeway, Joanne Roxburgh and Geoffrey Makstutis.</i></p> <p>b. QDP Learner Voice Term 1 Results Governors were pleased with the outcome of the term 1 QDP learner voice results.</p>
12.	<p>Governors noted the meeting Schedule for the rest of the year:</p> <ul style="list-style-type: none"> • 23 & 24 June 2022 (Annual Board Conference – venue tbc) • 19 July 2022