

Chair	Paul Jackson
Corporation Members in person	Grant Wilson, Irfan Umarji, Joanne Roxburgh, John McMahon, Lalage Clay, Michael Magbagbeola, Mubin Ahmed, Pam Rowe, Paul Stephen (Principal), Suhud Yekini, Tom Flynn
Corporation Members joined by Teams	Danny Ridgeway, Femi Olatidoye, Geoffrey Makstutis, Sarah Thomas
In Attendance	Deputy CEO: Jamie Purser Chief Operating Officer (COO): Judith Abbott
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	<p>a. Chair’s Welcome & Opening Remarks The Chair welcomed governors to the final Corporation Board of the academic year.</p> <p>b. Chair’s Action The Chair asked governors to contribute their views and comments to the first draft of the Religious & Belief Equality Policy, which was emailed to governors under separate cover.</p>
2.	<p>Apologies For Absence</p> <ul style="list-style-type: none"> ▪ Lloyd Johnson ▪ Derwent Jaconelli
3.	<p>Declaration of Interests</p> <p>None</p>
4.	<p>a. Minutes of the Last Meeting held on 28 March 2023 Approved.</p> <p>b. Matters Arising and Action Points from the Meeting All matters were covered during the meeting.</p> <p>c. Notes of the Board Conference held on 24 May 2023 Approved.</p>
CORPORATION BUSINESS	
5.	<p>Principal’s Report</p> <p>The Principal’s report covered the following headlines:</p> <ul style="list-style-type: none"> ▪ Summary of the year ▪ Operational performance 2022/23 ▪ Provisional KPIs 2023/24 ▪ Neighbouring Sixth Form College ▪ Priorities for 2023/24 ▪ External relations & student events ▪ Religion & Beliefs Equality Policy <p>Governors extended their appreciation and congratulations to the team on the successful registration with the OfS.</p>

Item No	Item of business
	<p>The Principal advised Governors the impact of the DfE ONS reclassification is difficult to read and thus far no evidence on how colleges are to manage their finances for the long term.</p> <p>Governors had a lengthy discussion on the Religion & Beliefs Equality Policy Governors feedback as follows:</p> <ul style="list-style-type: none"> ▪ External speakers should exclude speakers on religion. ▪ A rewording of <i>‘Behaviours that offend, intimidate, are hostile, degrading or humiliating towards a member of staff or student on the basis of their faith, or faith practice, or assumptions of the same, will constitute harassment and will be cause for disciplinary action.’</i> ▪ The final iteration of the policy to be presented to governors prior to publishing.
6.	<p>Learner Voice Update</p> <p>a. Ongoing improvements on student complaint Students were encouraged by discussions with the Executive following the last governors meeting regarding the recruitment of new qualified IT teachers in the upcoming academic year. Moreover, students can look forward to benefiting from practical knowledge and skills through the presence of industry ambassadors.</p> <p>b. Refurbishments, Relocations and Participation in enrichment event It has been necessary for a small cohort of students to relocate as part of the ongoing extensive construction activities taking place at both campuses. This has also resulted in a decline in participation of enrichment events and workshops. All campuses will provide ample facilities, including gyms, canteens, and more, with the aim of encouraging active participation in enrichment events.</p> <p>c. Student communication platforms Students reported an improvement with communication regarding upcoming events. Updates are received through various channels such email, posters, and Teams chat, which has significantly increased student awareness of college events. A new communication system is being devised, which involves class representatives conveying news updates to students in their respective classes. This approach is expected to be an effective means of reaching a broader audience, particularly those who may have overlooked an email or poster.</p> <p>d. Online Resource Various resources, such as office apps, eTracker and eTimetable, have played a pivotal role in student productivity and accessibility to important information such as grade results, timetable schedules, and attendance records. Additionally, the Evolve platform has proven to be highly influential in assisting students to manage their courses effectively. Students have access to student toolkit, supporting the delivery of online modules that educate students on safety and security measures within the college environment.</p> <p>e. Student Safety Around the College There have been no reports of student dissatisfaction regarding feeling unsafe, whilst on campus. Students and staff members demonstrate a strong adherence to the British values.</p> <p>The Deputy CEO added that the College has engaged with an external company, UNLOC. UNLOC’s mission is to inspire and empower young people to be changemakers. They have undertaken a student voice audit and will be working with students and staff to implement improvements and change.</p> <p><i>ACTION: The Executive will report back to the next Board on longer term options for creating more student space.</i></p>

Item No	Item of business
7.	<p>Strategic Topic – Approaches to Teacher Recruitment Challenges A lengthy discussion took place on the challenges of attracting and recruiting IT teachers. The following ideas were noted in order to assist the Executive:</p> <ul style="list-style-type: none"> ▪ Review the platforms where the position is being advertised ▪ Approach companies to see if there is an appetite to deploy a secondment team ▪ Approach universities and pitch to PHD students ▪ Make approaches via LinkedIn to potential candidates ▪ Need to be mindful of staff morale, in particular if the salary of this post is on a higher band ▪ Given the way the IT industry is moving onto cloud base, the biggest player is Amazon, it might be worth tapping into Amazon to build a potential pipeline ▪ Is appointing a director of digital moving the problem to one person <p>Governors were pleased to note that the College has recently appointed a Talent Acquisition Manager.</p>
8.	<p>a. Governor Dashboard and College KPIs Governors noted most of the KPIs were met for the academic year 2022/23. The main exceptions relate to shortfalls in the Business Skills Solutions (BSS) division and the in-year impact of integrating BSS programmes into the mainstream College.</p> <p>A lengthy discussion took place on the KPIs and governors felt the student attendance target should be RAG rated red and the priorities for FRC need to have a further bullet point about recruiting and retaining staff.</p> <p>b. Draft Key Performance Indicators (KPIs) 2023/24 Currently 65% student destination is known, this is an improvement, but an ongoing challenge. Governors were interested if the student destination matched their intended destination.</p> <p>Governors' views were that the curriculum KPIs should include underperforming curriculum areas and clear EDI targets in terms of student achievement.</p> <p>Governors RESOLVED to approve the draft KPIs 2023/24</p>
THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES	
9.	<p>CURRICULUM & QUALITY COMMITTEE BUSINESS:</p> <p>a. Sub-contracting Arrangements for 2023-24 The Corporation Board noted the Curriculum & Quality Committee as its meeting on 13 June 2023:</p> <ul style="list-style-type: none"> ▪ approved the award of a sub-contract to Vesta College for up to 50 L2 Digital 16–18-year-old students, subject to satisfactory completion of due diligence; ▪ approved the award of a sub-contract to Canary Wharf Learning Centre, to teach adults L2 construction courses, subject to satisfactory completion of due diligence; and ▪ noted the cessation of the sub-contracting arrangement with A1 Sports at the end of this financial year. <p>b. Predicted Learner Achievements 2022/23</p> <ul style="list-style-type: none"> ▪ The College is predicting an overall 16-18 achievement rate of 81.2%. Governors received predicted achievements by curriculum area. ▪ BTEC and GCSE results are published in late August and will contribute significantly to the overall 16-18 achievement outcome. ▪ A1 Sports have been given a target of minimum 85% achievement from their final cohorts of learners. ▪ The College is predicting an overall 19+ achievement rate of 91.2%. ▪ Access is now fully integrated into main curriculum activity and appropriate areas of the College. ▪ The College is predicting an overall Apprenticeship achievement rate of 60%.

Item No	Item of business
THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION & SAFEGUARDING THEIR ASSETS	
10.	<p>FINANCE & RESOURCES COMMITTEE BUSINESS:</p> <p>a. Draft Budget 2023-2024 Governors noted the proposed budget for 2023/24, which is broadly in line with targets set in March 2023 to deliver:</p> <ul style="list-style-type: none"> • An EBITDA Surplus £2,200k, 6% of income • Adjusted operating surplus (excluding pensions adjustment) £17k • 61 Cash days at balance sheet date • Income £36.6 million • Bank covenants all met • Good financial health <p>The COO confirmed the Newtec windfall cannot be carried forward into next year.</p> <p>ACTION: Governors requested that the COO lock funds into a 6-month higher rate interest bank account.</p> <p>Governors RESOLVED to approve draft budget 2023-2024</p> <p>b. Draft Capital Budget 2023-2024 Governors RESOLVED to approve the draft capital budget 2023-24.</p> <p>a. Financial Plan 2023-2024 to 2024-2025 Governors RESOLVED to approve the financial plan 2023-2024 to 2024-2025</p>
11.	<p>AUDIT & RISK COMMITTEE BUSINESS:</p> <p>a. Internal Audit Plan 2023-2024 Governors endorsed the recommendation made by the Audit & Risk Committee and RESOLVED to approve the internal audit plan 2023-24. Governors noted the COO had negotiated a 4% increase of the internal audit service fees.</p> <p>b. External Audit Plan Year ending 31 July 2023 Governors endorsed the recommendation made by the Audit & Risk Committee and RESOLVED to approve the external audit plan year ending 31 July 2023. Governors noted the COO had negotiated a 7% increase of the external audit service fees and the change in account manager from Sarah Mason to Hannah Catchpool.</p> <p>c. Risk Register Update The board reviewed and noted the risk register position update.</p> <p>d. Safeguarding & Prevent Update The board reviewed and noted the safeguarding and prevent position update.</p>
12.	<p>Meeting Schedule for 2023-2024 @ 6:00pm, East Ham Campus</p> <ul style="list-style-type: none"> • 18 October 2023 • 13 December 2023 • 27 March 2024 • Strategic Planning Conference (TBC) • 10 July 2024
13.	<p>Any Other Business Chair asked new members of the Board, with time permitting that they form part of a sub-committee. Governors RESOLVED to approve that:</p> <ul style="list-style-type: none"> ▪ Tom Flynn form part of the Audit & Risk Committee ▪ John McMahon form part of the Curriculum & Quality Committee
Staff and Students were asked to leave for part 2 of the meeting	