

**MINUTES
CORPORATION BOARD**

Date: Tuesday 13 December 2022
Venue: London City IoT, 5 Hope Street, London City Island, E14 0BZ
Time: 5:30pm

Chair	Martin Cumella
Vice Chair	Danny Ridgeway
Corporation Members	Femi Olatidoye, Geoffrey Makstutis, Irfan Umarji, Joanne Roxburgh, Lloyd Johnson, Mubin Ahmed, Pam Rowe, Paul Stephen (Principal), Sarah Thomas, Trina Sarkar
In Attendance	Chair Designate: Paul Jackson Deputy Principal: Jamie Purser Chief Operating Officer (COO): Judith Abbott
Clerk to the Corporation	Judith Nelson

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair gave a warm welcome to Paul Jackson, Corporation Board Chair designate, who would commence his position as Chair from 1 February 2023.
2.	Apologies For Absence <ul style="list-style-type: none"> ▪ Pam Rowe ▪ Trina Sarkar ▪ Lloyd Johnson
3.	Declaration of Interests None received.
4.	a. Minutes of the Last Meeting held on 18 October 2022 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.	Governors Skills Audit Governors were requested to complete the skills audit template and return to the Clerk by 23 December 2022. This is a simple tool to identify the strengths and potential gaps in collective knowledge and experience across the Board to inform future governor recruitment and development plans.
THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES (INTENT / IMPLEMENTATION / IMPACT)	
6.	Principal's Report The Board noted the following pertinent points: <ul style="list-style-type: none"> ▪ Office for Students (OfS): In January 2023 the Quality Assurance Agency for Higher Education (QAA) to undertake a Quality Standards Review (QSR) of the College. The HE Oversight Board will be an important and visible sign of governance involvement. Governors will be kept abreast of the outcome.

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	<ul style="list-style-type: none"> ▪ Leadership Restructuring: Having consulted the Remuneration Committee, a restructuring of the Executive Team took place this term, bringing all curriculum responsibilities under single leadership of a Deputy Principal/Deputy CEO. With the aim to generate in-year savings; allow greater efficiency in resource allocation, and support greater consistency in quality approaches. This first step is now complete. There will be some further structural changes in the new year. ▪ ONS classification review: At the end of November, FE Colleges reverted to a public sector classification. The headlines are that colleges can no longer take out commercial loans, but will still be unable to recover input VAT. There will be some acceleration of existing grants to smooth the working capital cycle, and there will be some very limited additional support to mitigate the new constraints on borrowing. Governors will be appraised of developments and include ONS on the risk register to track impacts and mitigations as these become clearer. <p>It was pleasing for the Board to note the College closes 2022 in strong a position with:</p> <ul style="list-style-type: none"> ▪ outstanding financial health ▪ a funded programme of investments in the estate ▪ a new Institute of Technology ▪ a very strong Ofsted report ▪
7.	<p>College Key Performance Indicators (KPIs) The Board noted the College has made reasonable progress in term 1 on both its year 2 strategic KPIs and operational KPIs this academic year. The key curriculum challenge will be to absorb the activities of Business Skills Solutions (BSS) into the mainstream College, with a view to achieving rapid improvement in activity levels.</p> <p>Ongoing caution is needed, as the effect of capital and revenue inflation will put pressure on costs and erode budget contingencies; and some key revenue programmes require a steep increase in income generation to meet budget targets.</p>
8.	<p>CURRICULUM & QUALITY COMMITTEE (C&Q) BUSINESS The board noted the following items were reviewed and scrutinised by the Curriculum & Quality Committee at its meeting of 07 December 2022.</p> <p>a. Self-Assessment Report Judgements 2021-2022 <i>The Board RESOLVED to unanimously approve the validated grades 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) <p>b. QDP Learner Voice Term 1 Results The Deputy Principal presented an overview of the QDP Learner Voice feedback:</p> <ul style="list-style-type: none"> ▪ The student feedback at overall level and compares responses and approval rates to questions against national data from FE providers. ▪ 6334 learners were surveyed, with 5439 replied. Representing a return rate of 86% which QDP considers to be very good for this type of survey and this is +4% on the similar survey in autumn 2021 of 82% response rate. ▪ Overall satisfaction rate is 92% which is equal to the sector average but -2% on the equivalent autumn survey response in 2021 of 94% overall approval.
<p>THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION & SAFEGUARDING THEIR ASSETS</p>	
9.	<p>a. Newham College Final Audit Findings for year ended 31 July 2022 b. Accounts For The Year Ended 31 July 2022 The board noted the following items were reviewed and scrutinised by Audit & Risk Committee at its meeting of 30 November 2022.</p>

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	<i>The Board RESOLVED to unanimously approve the final audit findings / Accounts for the year ended 31 July 2022 as recommended by the Audit & Risk Committee.</i>
10.	<p>Annual Report of the Audit Committee 2021-2022 Governors reviewed and noted the pertinent points of the work undertaken by the Audit Committee during the last academic year.</p> <p><i>The Board RESOLVED to unanimously approve the Annual Report of the Audit Committee 2021-2022 as recommended by the Audit & Risk Committee.</i></p>
11.	<p>Risk Management Register The Board discussed and noted the significant amendments:</p> <ul style="list-style-type: none"> ▪ There are two new risks this year – failure to comply with all aspects of GDPR; and failure to replace systems that are approaching end of life, specifically website and HR/payroll system. ▪ Overall, there are two fewer risks than last year, with removal of four of last year’s risks. Covid is no longer considered to be a major threat and stand-alone risk, and as a result, failure to deliver the main AEB contract is also not a major risk (as that was negatively impacted by Covid-related closure of community centres’ last year). ▪ It is also judged that sufficient progress has been made on mitigating the risks of failure to adhere to college processes and procedures, and failure to comply with changing funding rules, for these to no longer be significant college-wide risks and these have been removed.
12.	<p>Health & Safety Annual Report The Board received a summary of the key health and safety issues in the College during 2021/22, and progress made on various aspects of compliance, management, and communication.</p> <ul style="list-style-type: none"> ▪ Last year also saw good progress in embedding a stronger H&S culture within the College, with an improved level of incident and near-miss reporting. ▪ The College’s role in the London Borough of Newham vaccination programme has received recognition and it is to receive a civic award for its contribution.
13.	<p>Safeguarding & Prevent Update The Board were presented with an update of the safeguarding activities and compliance measures that the College is currently undertaking to keep its learners and staff safe. The report covered analyses of safeguarding cases for the current and previous year, LADO referrals and changes to Government policy, cloud based safeguarding platforms, and compliance matters. The report also highlighted Ofsted feedback and recommendations of campus-based risk assessments.</p>
THE EFFECTIVE AND EFFICIENT USE OF RESOURCES, THE SOLVENCY OF THE INSTITUTION & SAFEGUARDING THEIR ASSETS	
14.	<p>FINANCE & RESOURCES COMMITTEE BUSINESS The board noted the following items were reviewed and scrutinised by Finance & Resources Committee at its meeting of 23 November 2022.</p> <p>a. Management Accounts October 2022</p> <ul style="list-style-type: none"> ▪ The Board noted income YTD is £6.1m which is £0.1m worse than budget though £0.4m better than prior year. This is primarily due to under-delivery YTD of Apprenticeships (£237k), GLA Procured AEB (£199k) and Loans/loan bursaries (£186k), mostly offset by better than budget AEB delivery (£526k) ▪ The year-to-date utilities costs have been accrued at budget level, since the College has not yet received a bill at its new (onerous) contract rates and with the tariff discounted to the government limit, which come into effect from October ▪ The College has concluded that it needs to replace both its website and HR/payroll system as soon as possible. <p>b. Estates Strategy Update The Board noted the overarching position on the estates capital improvements projects. The College is awaiting the outcome of two grants under the Public Sector Decarbonisation Scheme Phase 3, progress its sustainability objectives and replace obsolete infrastructure.</p> <p>c. Institute of Technology (IoT) Progress Update The Board were pleased the December Corporation meeting took place at the London City Institute of Technology (LCIoT), which is now open to students. Student engagement is high, and the facility projects a high quality, professional environment.</p>

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15.	<p>Governing Body Financial Dashboard</p> <p>The Board received the annual ESFA Governing Body Financial Dashboard, following receipt of the Colleges' financial records for the prior year. This comprises historical data showing financial performance against sector benchmarks over a number of years, together with budget data for the current year and following year as submitted last July.</p> <p>The dashboard confirmed that for last year the College:</p> <ul style="list-style-type: none"> • Had Outstanding financial health with a score of 260 points • Cash flow actuals and forecast show cash days considerably in excess of FE Commissioner benchmark • Adjusted current ratio was Outstanding • EBITDA was Outstanding • Borrowing as % of income was Outstanding • Staff costs as a % of income were considerably below sector benchmark
GOVERNORS TO NOTE	
16.	<p>Meeting Schedule for 2022-2023 @ 6:00pm, East Ham Campus</p> <p>The Board noted the schedule of forthcoming meeting dates</p> <ul style="list-style-type: none"> • 28 March 2023 • 25 May 2023 (Annual Board Conference – offsite) • 11 July 2023
17.	<p>Any Other Business</p> <p>The Principal gave a vote of thanks to Martin Cumella for his dedicated long association with the College. Starting as a consultant, then governor and the last 3 years as Chair of the College Corporation Board. Martin will be stepping down from his role as Chair and governor at the end of January 2023.</p>