

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

Item No	Item of business
1.	<p>Chair's Welcome & Opening Remarks The Chair welcomed everyone to the first Corporation Board meeting which he was chairing,</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> ▪ All to note the Corporation Strategic Away Day had been confirmed to take place on Wednesday 24 May 2023 at DLA Piper LLP, 160 Aldersgate St, Barbican, London EC1A 4HT. ▪ Clerk to include Chair's Action as a standing agenda item to all future board meetings. This will include items which have been received for Chair's approval outside of Board meetings. ▪ Clerk to set up Corporation Board pre-meetings with the Chair and Committee Chairs.
2.	<p>Apologies For Absence</p> <ul style="list-style-type: none"> ▪ Femi Olatidoye – due to hospital admission. <p>ACTION: The Clerk to write on behalf of the Board to extend their good wishes to Femi for a speedy and healthy recovery.</p>
3.	<p>Declaration of Interests The Chair disclosed that Lalage Clay (new governor appointment) is a personal acquaintance. This matter was disclosed to the governor interview panel prior to Lalage's interview.</p>
4.	<p>a. Minutes of the Last Meeting held on 13 December 2022 ACTION: Point of correction. Clerk to amend agenda item 17 – Any Other Business: amend the date from February 2023 to January 2023 in the final sentence.</p> <p>b. Matters Arising and Action Points from the Meeting All matters were covered during the meeting</p>
5.	<p>Governance Membership</p> <p>a. Report the resignation of Trina Sarkar The Clerk reported the resignation of the Trina Sarkar, this was due to a change in personal circumstances. Governors extended their appreciation for Trina's contribution and tenure.</p> <p>b. Independent Governors Appointment Recommendation The Board confirmed email receipt of the new governor CVs. Governors unanimously approved that:</p> <ul style="list-style-type: none"> ▪ Thomas Flynn ▪ Michael Magbagbeola ▪ John McMahon ▪ Lalage Clay ▪ Derwent Jaconelli <p>be appointed independent governors of the Corporation Board with effect from 28 March 2023, for a three-year term.</p>

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	<p>ACTION: The Clerk to write to the candidates to confirm the appointments as follows:</p> <ol style="list-style-type: none"> i. Independent Governors of Newham College Corporation Board with effect from 28 March 2023 ii. Brian Kenny, external co-opted member of the Audit & Risk Committee with effect from 28 March 2023.
6.	<p>Learner Voice Update</p> <p>The Student Governors engaged the board in a lengthy discussion and updated governors on the following themes:</p> <ul style="list-style-type: none"> ▪ Teaching and Learning ▪ Communication of events and building on improving student awareness ▪ Student access to Online resources ▪ An update of upcoming events <p>ACTIONS:</p> <ul style="list-style-type: none"> ▪ Student communication platforms requires a refresh. ▪ Community and enrichment activities requires a refresh i.e. students need to be involved / collaborating rather than be recipients. ▪ Exec to review safety of the alley way adjacent to the Stratford Campus.
7.	<p>Governors Skills Audit Outcome</p> <p>Governors requested that they be sign posted to training materials to upskill their FE literacy / knowledge. Governors were content to be included on the AoC briefings.</p> <p>ACTION:</p> <ul style="list-style-type: none"> ▪ The Clerk to set up a Search Committee to review the current board and committee structure. A review of the value of Vice Chairs for sub-committees will also be undertaken. ▪ The Clerk to subscribe / disseminate the AoC CEO briefings to the board. Governors who do not wish to be included to advise the Clerk and they will be removed from the distribution.
8.	<p>Link Governor Role Feedback</p> <p>Governors present at the meeting confirmed discussions were underway with College management:</p> <ol style="list-style-type: none"> a. Organisational Culture: Femi Olatidoye – Melissa Gomez, HR Director (confirmed by the Clerk) b. Behaviours & Attitudes: Danny Ridgeway - Pele c. Apprenticeships & Industry Alignment: Danny Ridgeway – Steve Lee, Director of Apprenticeships & Business Development d. Careers Advice & Guidance: Sarah Thomas – Sharon Cousins, Vice Principal, Adult Programme <p>ACTION: Feedback carried forward to the next meeting as follows:</p> <ol style="list-style-type: none"> e. Linkage from LSIP to Learning (Geoffrey Makstutis) f. Mentoring from Teaching to outside Classroom (Joanne Roxburgh) g. Finance & Estates (Irfan Umarji)
9.	<p>Strategic Topic</p> <p>Governors and the Executive had a very engaging discussion on the current themes, which included:</p> <ul style="list-style-type: none"> ▪ Defunding of BTECs which is having a profound impact on the FE Sector ▪ College relationship with the London Borough of Newham ▪ Data campus – Newham Sparks ▪ Reclassification ▪ Recruiting teachers with industry expertise, in particular digital, where the College is currently experiencing recruitment and retention concerns in this area. <p>ACTION: Topic for consideration – review the hard-to-reach teaching provisions i.e. digital skills.</p>
10.	<p>Principal's Report</p> <p>Governors received a comprehensive update of the College's organisational developments, noting the following pertinent points:</p> <ol style="list-style-type: none"> a. Strategic Developments In February, the Chair and College Executive team held an annual strategic conversation with the DfE account manager and the Deputy FE Commissioner, both of whom were complimentary about the ongoing evolution of the College. b. Organisational restructuring The College is currently embarking on the third of three restructuring exercises this year. These initial processes generated a net £341k full year saving, creating the capacity to undertake a wider organisational restructuring exercise that will run from March to May.

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	<p>c. Curriculum & Quality Enrolment and retention have improved this year, and the number and quality of applications for 2023/4 are higher than last year. Curriculum planning for next year is at an advanced stage.</p> <p>d. Finance DfE has increased our 16-18 contract by £287k in year, reflecting the recruitment of 130 students beyond our contractual allocation. Government support, and an extension of our electricity contract on more favourable terms, has softened the spike in energy costs from 600% higher than last year's outturn to "only" 400%. Inflation is impacting all aspects of our work, most notably in capital projects.</p> <p>e. DfE – post ONS classification review In May every College Corporation will need to submit an Accountability Agreement, showing how we will meet the requirements of industry, as set out in the Local Skills Improvement Plan. This will be discussed in detail at the May Corporation Strategic event.</p> <p>f. Office for Students (OfS) The College awaits a decision from OfS, following a successful QAA Quality Assurance Review in March. Registration by OfS will enable Newham College students to access loans for L4+ courses, an essential element of our HTQ and IoT funding.</p>
11.	<p>a. College Management Accounts – February 2023 The Board noted the following pertinent points:</p> <ul style="list-style-type: none"> ▪ College has recorded a YTD EBITDA deficit of £(551)k which is -3.8% of income; £774k worse than YTD budget and £1,374k worse than prior year. ▪ Income year to date is £14.7m which is £1.2m worse than budget and £0.4m worse than prior year. This is primarily due to under-delivery YTD of GLA Procured AEB (£722k), European/eBusiness grants (305k) and Apprenticeships (£232k). ▪ Cash balance at end-January is £12.9m and 138 cash days. ▪ Newtec: there are strong indications that it will take longer than previously anticipated to receive any terminal endowment. The College is currently awaiting advice from the liquidators. ▪ Under-delivery YTD of GLA Procured AEB (£722k), European/eBusiness grants (305k) and Apprenticeships (£232k), bringing the income YTD to £14.7m which is £1.2m worse than budget and £0.4m worse than prior year. <p>b. Draft Budget 2024 Governors reviewed the draft 2024 budget noting:</p> <ul style="list-style-type: none"> ▪ The draft budget meets most of the benchmark targets. ▪ The majority Most of the College's capital expenditure for the next two years will be as match funding for approved FEETF and TLCF grant-funded projects. <p>The College is also committed to funding a summer works project, which comprises:</p> <ul style="list-style-type: none"> ○ Re-modelling of Stratford YPA block (associated with new Y Block project) ○ Re-modelling of East Ham entrance (to be done in parallel with East Ham FEETF project) ○ Refurbishment of third and final lift at East Ham ○ Creation of a café open to the public, to give SEND learners work experience (part funded by £100k grant from LBN) <ul style="list-style-type: none"> ▪ Pay costs include anticipated high-level savings from right-sizing staffing to reflect loss of income streams (Procured AEB, European projects, commercial income). <p>Governors also noted the final draft budget will be presented to the July Finance & Resources committee meeting for recommendation to Corporation Board.</p> <p>c. Estates Position Update Governors received a comprehensive position update on the developments relating to delivery of the Estates Strategy.</p>

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12.	<p>College Key Performance Indicators</p> <p>Governors received an update on the College KPIs noting the following pertinent points:</p> <ul style="list-style-type: none"> ▪ The issues flagged as high risk L4/5 delivery; staff utilisation and commercial income, will be addressed through the OfS process which is drawing to a conclusion; and an ongoing restructuring consultation which will address income shortfalls and curriculum efficiency. ▪ Ongoing caution is needed, as the effect of capital and revenue inflation will put pressure on costs and erode budget contingencies; the building works will create operational disruptions to staff and students from Term 3 and for the next 18 months; and some key revenue programmes are unlikely to improve steeply enough to meet budget targets. <p>ACTION: Executive to revisit the strategic KPIs with a view to ascertain if they remain current i.e. unmarked registers.</p>
13.	<p>Learner Progress Report - Term 2</p> <p>Governors received an update on the measures and interventions the College has in place to predict learner attainment accurately. The report highlighted the different systems and interventions that the College uses to support learners to achieve. The report also highlighted the current KPIs relating to retention, attendance and achievement in main vocational curriculum, functional skills, and Apprenticeships.</p>
14.	<p>a. Risk Management Update</p> <p>Governors reviewed the risk register update at great length, noting the following:</p> <ul style="list-style-type: none"> ▪ No new risks have been added since the start of the year. Of the 17 risks identified, 4 are judged to have reduced in severity at this point in the year while one has increased. ▪ The risk that has increased in severity is 'Failure fully to deliver (or to mitigate the net impact on shortfall in delivery) on ESF projects, Procured AEB, e-business and Multiply'. While delivery of Multiply is now on track, the College is currently forecasting to miss its budget on Procured AEB and eBusiness by £1.2 million. ▪ Compared with this time last year, fewer risks have reduced in severity reflecting the increasingly challenging financial environment. <p>ACTION: The Chair felt the risks were particularly inward looking and perhaps needed an external review. The Clerk to set up a meeting with Chair, Chair of Audit and Risk Committee and Executive to review the current risk management register.</p> <p>b. Safeguarding & Prevent Update</p> <p>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"> ▪ policy updates ▪ an analysis of safeguarding cases ▪ staff and student training ▪ safeguarding software update ▪ student feedback ▪ partnership relations and activities <p>ACTION: Deputy CEO to RAG rate the safeguarding cases</p>
15.	<p>Meeting Schedule for 2022-2023 @ 6:00pm</p> <p>All to make a diary note of future planned meeting dates as follows:</p> <ul style="list-style-type: none"> • 24 May 2023 Annual Board Conference – DLA Piper) • 11 July 2023
16.	<p>Any Other Business</p> <p>The governors asked for glossary of acronyms to assist with educational abbreviations.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> ▪ The Clerk to disseminate a glossary of acronyms to the board. See GLOSSARY OF ACRONYMS.docx ▪ The Clerk will be setting up College email address for all independent governors and communicate the information to the Board. ▪ The Clerk will be setting up a Governors College Sharepoint