

**MINUTES
CORPORATION BOARD**

Date: Wednesday 11 December 2024

Time: 6:00pm

Venue: Stratford Campus

Chair	Paul Jackson
Corporation Members	Danny Ridgeway, Derwent Jaconelli, Femi Olatidoye, Geoffrey Makstutis, Irfan Umarji, Jane Lofthouse, John McMahon, Lalage Clay, Michael Magbagbeola, Mubin Ahmed, Pam Rowe, Paul Stephen (Principal), Sarah Thomas, Tom Flynn
In Attendance	Deputy CEO: Jamie Purser Chief Finance & Operating Officer (CFOO): Judith Abbott
Director of Governance	Judith Nelson

Item No	Item of Business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The Chair welcomed all in attendance and in particular, Jane Lofthouse who was attending her first meeting as a Newham College Governor.
2.	Chair & Sub-committee actions since the October Corporation Board <ul style="list-style-type: none"> The Chair visited Newham and NewVlc campus to mark the merger on 1 November 2024 Search Committee have had a meeting to discuss the updates to the constitutional documents Members of the Search Committee have exchanged email correspondence regarding increasing the Board's independent membership and also to invite governors to express an interest in becoming a Committee Vice Chair The Chair attended the UEL Board of Governors' Dinner on 22 October 2024
3.	Apologies For Absence <ul style="list-style-type: none"> Pam Rowe John McMahon
4.	Declaration of Interests None received.
5.	<p>a. Minutes of the Last Meeting held on 16 October 2024 <i>RESOLVED: The minutes were Approved as a true and accurate record.</i></p> <p>b. Matters Arising and Action Points from the Meeting</p> <p>a. All matters were covered during the meeting</p>
CORPORATION BUSINESS	
6.	Principal's Report The Principal's report focussed on navigating the smooth running of the board meeting and provided an aide memoire of the substantive items requiring approval. The Board also received an update on the Newham Community Learning (NCL) Trust. NCL Trust is a multi-academy trust based in Newham. In a response to falling student rolls, it is undertaking formal consultation with DfE to open a 400 place sixth form centre in September 2026, with a curriculum offer nearly identical to that at NewVlc.
7.	To Report the Resignation of Pam Rowe with effect from 31/12/2024 The Board were made aware of Pam Rowe's resignation with effect from 31 December 2024. The Chair extended his thanks and appreciation on behalf of the Corporation Board, for Pam's contribution during her tenure as a governor, the safeguarding link governor and as a member of the pre-merger shadow board.

Item No	Item of Business
8.	<p>Refresh of the Constitutional Documents & Review Membership Composition Governors reviewed the documents and RESOLVED to Approve the Corporation Board composition as follows:</p> <ul style="list-style-type: none"> a. Up to 20 members on the Corporation Board b. The composition will comprise of 2 student members, 1 staff member, the Principal and up to 16 independent members. c. There are currently 2 vacancies (under the previous composition of 18 members) on the board. A recruitment campaign will commence in the new year to appoint up to 4 independent members, which will bring the membership to a maximum of 20. d. Appointment of Sub-Committee Members, Chair & Vice Chairs: <ul style="list-style-type: none"> i. Tom Flynn appointed Chair, Audit & Risk Committee. ii. Sarah Thomas appointed Vice Chair, Audit & Risk Committee (Sarah to step down from Finance & Resources Committee membership). iii. Jane Lofthouse appointed a member of Audit & Risk Committee and link Safeguarding Governor. iv. Geoffrey Makstutis appointed Vice Chair, Curriculum & Quality & HE Oversight Board. v. Michael Magbagbeola appointed a member of Curriculum & Quality Committee (this was agreed outside of the Board meeting). vi. There is currently no Vice Chair, Finance & Resources and this will be undertaken as part of the governor recruitment process.
THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES (INTENT / IMPLEMENTATION / IMPACT)	
9.	<p>College Strategic Targets 2024-25 The Board reviewed strategic targets noting that at this early stage in the year, most indicators are rated as amber. Particular areas for ongoing attention were - student attendance; work experience / industrial placements; recruitment to T Levels and HE programmes; developing plans for a permanent solution to the temporary structures at the sixth form centre and bringing the two organisations together.</p>
10.	<p>CURRICULUM & QUALITY COMMITTEE (C&Q) BUSINESS: Self-Assessment Report Judgements 2023-2024 There Board was informed the Chair of Curriculum & Quality formed part of the SAR review panel, alongside an external reviewer with Ofsted background, which took place prior to the December Corporation Board.</p> <p>The Board RESOLVED to Approve the proposed SAR grades: Overall effectiveness - Good Quality of Education - Good Attitudes and Behaviours of Learners - Good Personal Development and Welfare of Learners - Good Leadership & Management - Good Quality of Education for Young People - Good Quality of Education for Adults - Good Quality of Education for High Needs Learners - Good Apprenticeships – Requires Improvement</p>
THE EFFECTIVE AND EFFICIENT USE OF RESOURCES THE SOLVENCY OF THE INSTITUTION & SAFEGUARDING THEIR ASSETS	
11.	<ul style="list-style-type: none"> a. Newham College Audit Findings & Letter of Representation for year ended 31 July 2024 b. Accounts For The Year Ended 31 July 2024 <p>The board noted the following items were reviewed and scrutinised by Audit & Risk Committee at its meeting of 04 December 2024. The Board were pleased to note there were no substantive points raised, and the financial statements reflect another strong year's performance.</p> <p>The Corporation RESOLVED to Approve the Annual Report / Financial Statements for the year ended 31 July 2024 as recommended by Audit & Risk Committee.</p>
12.	<p>Annual Report of the Audit Committee 2023-2024 The board reviewed and noted the pertinent points of the work undertaken by the Audit Committee during the last academic year.</p>

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	The Corporation RESOLVED to approve the Annual Report of the Audit Committee 2023-2024 as recommended by the Audit & Risk Committee.
13.	<p>a. Annual Risk Management Report The Board reviewed the risk management report and concluded overall, risk mitigation activities in 2023/24 were very effective particularly given that activity relating to merger with NewVIc and deployment of the deputy CEO as Acting Principal of NewVIc could have had serious distractions from the day-to-day operational activities. This builds on the direction of travel in reducing risk consistently over several consecutive years, against a backdrop of challenging external circumstances.</p> <p>b. Risk Management Policy The Corporation RESOLVED to approve Risk Management. Noting the policy now aligns practices across the enlarged College and the next iteration will be presented for Board review in late 2027.</p> <p>c. Risk Management Position Update The Board reviewed the risk register and were pleased to note this now reflects the post-merger position.</p>
14.	<p>Financial Regulations The Board were informed that ahead of the merger with NewVIc, an interim revised set of Financial Regulations was approved in October by the Chair subject to a full scrutinisation by the Audit & Risk Committee as its December meeting.</p> <p>The Board RESOLVED to Approve the Financial Regulations as recommended by the Audit & Risk Committee.</p>
15.	<p>Safeguarding Update The Board reviewed and noted the Safeguarding update.</p>
16.	<p>Management Accounts October 2024 Governors noted, Cash balance at end October is £10.1m and 100 cash days.</p> <ul style="list-style-type: none"> ▪ The year-on-year increase is due to higher 16-19 funding allocation, and the budget performance is primarily timing differences on delivery of Adult Education Budget/Free Courses For Jobs, together with exceptional ticket receipts from the Fashion and Textile Museum BIBA exhibition. ▪ As at R03, 16-19 enrolled learner number was 2,312 (2,079 this time last year) compared with a funding allocation of 2,050. ▪ The revised CFFR prepared as part of the merger due diligence assumed the College would retain 2,200 learners (and NewVIc 2,050), so the current learner number reflects an improvement on forward projections. ▪ Staff costs to date do not include any cost-of-living increase – the AoC recommendation for the sector is 2.5% and the London Living Wage rate (to be implemented by April 2025) has increased by 5.3% to £13.85/hour. ▪ The new A Block has been subject to numerous delays, which has adversely impacted on cost, but the main contractors are finally due to start on site on 18 November. The cash flow implications are under review. ▪ Following the successful merger, future reporting will be for the merged College. YTD EBITDA surplus of £879k which is 9.6% of income; £768k better than YTD budget and £354k better than prior year.
17.	<p>Meeting Schedule for 2024-2025 @ 6:00pm 26 March 2025 - NewVIc 15 May 2025 - IoT 09 July 2025 – East Ham 29 October 2025 - Stratford 10 December 2025 - IoT 25 March 2026 - NewVIc 14 May 2026 – TBC (Board Strategy Day) 08 July 2026 – East Ham</p>
18.	<p>Any Other Business The Chair extended his thanks and appreciation to Paul Stephen for his 7 years of unwavering contribution and dedication and the CEO of Newham College.</p>