

**MINUTES
CORPORATION BOARD**

Date: Tuesday 27 March 2024

Time: 6:00pm

Venue: Boardroom, 1st Floor, East Ham Campus

Chair	Paul Jackson
Corporation Members	Danny Ridgeway, Derwent Jaconelli, Femi Olatidoye, Geoffrey Makstutis, Grant Wilson, Joanne Roxburgh, John McMahon, Lloyd Johnson, Michael Magbagbeola, Mubin Ahmed, Pam Rowe, Paul Stephen (Principal), Sarah Thomas, Suhud Yekini, Tom Flynn
In Attendance	Deputy CEO: Jamie Purser Chief Operating Officer (COO): Judith Abbott
Clerk to the Corporation	Judith Nelson
External Governance Review Observation	Ian Ashman

Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
1.	Chair's Welcome & Opening Remarks The chair welcomed Ian Ashman, in his capacity as an observer, undertaking the external governance review.
2.	Chair's action & Sub-committee actions since the December Corporation Board Governors were made aware of the following: <ul style="list-style-type: none"> The College has been approached by the FE Commissioner on the potential merger with NewVIc. Confirmation awaited from the FE Commissioner on this matter. Approval of FE Associated, leading on the search and recruitment campaign for the Principal and CEO post. FRC out of committee resolution approving approval to a £457k modernisation of the non-salon areas of the 4th floor at East Ham Campus.
3.	Apologies for Absence <ul style="list-style-type: none"> Irfan Umarji Lalage Clay
4.	Declaration of Interests None received.
5.	a. Minutes of the Last Meeting held on 13 December 2023 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
GOVERNANCE BUSINESS	
6.	a. Review of Instrument & Articles & Standing Orders for the Conduct of Meetings of the Corporation A lengthy debate, discussion and review of the proposed amendments of the I&As and standing orders took place. Clerk to lead on bringing a final draft to the Search Committee in September prior to final Board endorsement. b. Draft Agenda Corporation Away Day 23 May 2024 Governors reviewed and noted the proposed running order in readiness for the May Board conference. c. College Events Governors were asked to review and diarise College events (diary permitting).

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	<p>d. Corporation & Sub-Committee Meetings Calendar 2024-25 Governors reviewed and noted the meetings calendar.</p> <p>e. Corporation & Sub-Committee Cycle of Business Governors reviewed the Board and sub-committee cycle of business.</p>
7.	<p>Principal's Report The Board were provided with a summary of themes emerging at the midpoint of the 2023/24 as follows:</p> <ul style="list-style-type: none"> Staffing levels increased, contributing to fewer student incidents. Promotions to incentivise better attendance are working. Secured additional in-year funding from GLA and a large increase in our 16-18 grant for next year. Scheduled building works are fast-tracking the creation of additional capacity at East Ham to anticipate a further rise in student numbers. Predicted achievements are set to rise. Continue to make great strides with SEND officers at LBN The key operational risks relate to the Y Block rebuild project at Stratford; the implementation of the iTrent HR system; and further clarification in the College Group structure.
THE DETERMINATION AND PERIODIC REVIEW OF THE EDUCATIONAL CHARACTER AND MISSION OF THE INSTITUTION AND THE OVERSIGHT OF ITS ACTIVITIES	
8.	<p>Learner Voice Update Student governors have had the opportunity to collaborate with the Newham Collective, in particular gathering student feedback regarding student College experience.</p>
9.	<p>College Key Performance Indicators Noteworthy points: Two KPIs will not be met:</p> <ul style="list-style-type: none"> Deprioritised the creation of an alumni programme for this year. decided against seeking a January 2024 L4 intake due to the calibre and volume of potential students mid-year. Targets for health enrolments were too bullish, we underestimated the impact of the cessation of the Procured AEB Get Into Healthcare project. Overachieved on engineering enrolments. Management focus is now to meet apprenticeship and attendance targets, predicted achievements are showing an uptick on 2022/23 rates. The main area of uncertainty on the capital projects relate to delays in discharging planning conditions for the Y Block replacement project. After some months of delay, working through details of an in-principle agreement with LBN and have agreed a payment profile with DfE which provides assurance around our eligibility to draw down grant.
CURRICULUM & QUALITY COMMITTEE	
10.	<p>a. HE Update The board received an update on progress towards the commencement of HTQ delivery from September 2024 and the possible delivery of L4 qualifications that are GLA funded, as a complementary but an alternative option for learners to consider.</p> <p>b. Towards an Evolution of the Adult Curriculum Strategy Governors noted the College was planning for the future with a higher aspiration than the basic skill level. This proposal is in the interest of the community. Next steps and implementation plan:</p> <ul style="list-style-type: none"> Work up a business plan over 1/3 years and see how we can implement that and bring back to governors. Set the roadmap for 1/3 years. The business plan will have fixed costs i.e. security. Also have a full cost and funded fees. Modelling around who will staff this provision, HPL or fractional staff or a combination of both. Modelling on how much we could contribute to centre. How to market to the community. Start a dialogue with LBN so they are working in lockstep. <p>Governors RESOLVED to endorse the direction of travel.</p> <p>c. Student Progress / Predicted Achievements Governors were presented with the first iterative predicted achievements, which is trending in the right direction. Attendance is very stable, progress of students is encouraging and moving in the right direction.</p>

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	<p>Attendance remains an area of focus for the college:</p> <ul style="list-style-type: none"> 16-18 attendance- 79.1% 19+ attendance- 85.5% Overall 81.57% Overall English and maths attendance 79.93% <p>Achievement Predictions The first predictions for student achievement are as follows:</p> <ul style="list-style-type: none"> 16-18 83.7% 19+ 92.8% Overall 90.8% Apprenticeships 62%
AUDIT AND RISK COMMITTEE	
11.	<p>a. Risk Management Update Governors reviewed the risk management position update and were informed as part of the merger process and risk register will be drawn up for the NewVlc venture.</p> <p>b. Safeguarding & Prevent Update The Board reviewed and noted the Safeguarding and Prevent policy updates</p>
FINANCE & RESOURCES COMMITTEE	
12.	<p>a. College Management Accounts Noteworthy points:</p> <ul style="list-style-type: none"> College has recorded a YTD EBITDA surplus of £1,453k which is 7% of income; £1.6mk better than both YTD budget and prior year. Operating Income year to date is £20.3m which is £1.4m better than budget and £2.2m better than prior year. As at R07, 16-19 enrolled learner number was 2,013 (1,881 this time last year) compared with a funding allocation of 1,934. Cash balance at end-January is £11.1m and 118 cash days. Staff costs YTD are £12m which is £0.1m higher than budget. The new HR and Payroll system iTrent is now scheduled to go live in April 2024 for the start of a new financial year. The College is forecasting an improved EBITDA of £2.5m, £300k better than budget and 6.8% of income. <p>b. 2025 Budget Setting and Direction of Travel Noteworthy points:</p> <ul style="list-style-type: none"> The draft 'bottom up' budget will be tested against these benchmarks prior to finalisation and submission for Board approval in July. A potential new calculation method is being considered, which excludes the borrowing metric. This would reduce the College's financial health score since it has very low borrowings and scores highly on that measure. The College has received its ESFA 16-19 allocation for 2024/25, which is for 2,050 learners generating £16.2m of core funding (£1m higher than draft 2025 budget and £3m higher than current year). Currently awaiting the final GLA AEB allocation. The College received an indicative allocation in December of £13,331k main AEB and £772k Free Courses For Jobs. <p>c. Estates Position Update Noteworthy points:</p> <ul style="list-style-type: none"> Developments relating to delivery of Phase 1, and the first project Phase 2 of the Estates Strategy, that have taken place since last reported are summarised in the attached document. Overall status of East Ham FE Capital Transformation Fund project is green, while Stratford FECTF project (Y Block replacement) is yellow due to ongoing delays on discharging pre-commencement planning conditions. Work is under way on modifications to East Ham 4th floor, which is the first official project of Phase 2 of the Estates Strategy.
13.	<p>Meeting Schedule for 2023-2024 @ 6:00pm, East Ham Campus</p> <ul style="list-style-type: none"> 23 May 2024 Board Conference @ DLA 10 July 2024 <p>Governors noted the forthcoming meeting schedule.</p>