**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 12 October 2022**

**Members**

|  |  |  |
| --- | --- | --- |
| Martin Rosner(Chair) | Independent Member | Present |
| Jadyn Benneh | Student Member | Present |
| Fiona Clarke | Staff Member – Teaching | Apologies – unwell |
| Joanne Dean | Independent Member | Present |
| Karen Flanagan | Staff Member – Support | Present |
| Mandeep Gill | Principal & Chief Executive | Present |
| Hannah Hajwane | Student Member | Absent |
| Muriel Hayman | Independent Member | Present |
| Kofo Ladele | Independent Member | Present |
| Jane Lofthouse | Independent Member | Present |
| Ebby Maps | Parent Member | Present |
| Julianne Marriott | Independent Member | Apologies – business commitments |
| Simon Mayfield | Independent Member | Apologies – business commitments |
| Mandeep Sahotay | Independent Member | Apologies – health |
| Elizabeth Scott | Independent Member | Present |
| Miklos Sarosi | Independent Member | Present |
| Julia Shelton | Independent Member | Present |
| Graham Willson | Independent Member | Present |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Susanne Datta | Executive Director Human Resources & Organisational Development | Present |
| David Francis | Executive Director Student Services | Present |
| Michael Gainlall  Magdalena Johnson | Vice Principal Finance & Operations  Vice Principal Student Achievement & Progress | Present  Present |
| Robin Jones | Clerk to the Corporation | Present |
|  |  |  |

**1** **MEMBERSHIP OF THE CORPORATION – STUDENT MEMBERS**

The Corporation NOTED that Jadyn Benneh and Hannah Hajwane would serve as the Student Members in 2022/23.

The Chair, on behalf of the Corporation, welcomed Jadyn to his first meeting.

**2 MEMBERSHIP OF THE CORPORATION – INDEPENDENT MEMBERS**

The Corporation NOTED the following with regard to existing Independent Members on the Corporation:

* That Paddy Salter had resigned from membership of the Corporation as from 16 September 2022
* That, as reported to the Corporation on 13 July 2022, Simon Mayfield had resigned from membership of the Corporation as from 31 October 2022 (date now confirmed) due to moving to a role with a new employer which would reduce his availability considerably
* That Julianne Marriott would complete her term of membership of the Corporation on 2 December 2022 – see item 3 below with regard to a possible extension.

**3 MEMBERSHIP OF THE CORPORATION – APPOINTMENT OF INDEPENDENT MEMBERS**

The Chair updated the Corporation on the recent interviews of potential new Members with a finance background which had been supported by a recruitment campaign by the AoC.

The Corporation APPROVED the appointment of the following new Independent Members:

1. Muriel Hayman for a period of 4 years as from 12 October 2022
2. Kate Towner for a period of 4 years as from 17 October 2022

The Chair, on behalf of the Corporation, welcomed Muriel to her first meeting.

Unfortunately Kate was unable to attend on this occasion due to an existing commitment.

The Corporation also noted that further interviews of potential new Members were scheduled for 21 October 2022 when it was hoped that it would be possible to recommend for appointment at least 2 and possibly more Members with a technology / IT background. The outcome of the interviews and recommendations would be made known to Members via a Written Resolution so that, hopefully, the new Members could join Planning & Development Session on 19 November 2022 and appropriate Committee meetings prior to the next meeting of the Corporation scheduled for 14 December 2022.

Finally it was noted that Julianne Marriott had offered to remain a member of the Corporation for a little while longer if this helped with meeting the quoracy requirements whilst the Corporation was in the process of appointing new Independent Members.

In the circumstances the Corporation APPROVED the re-appointment of Julianne Marriott for the period up to and including 31 December 2022 if it would be helpful to the governance arrangements whilst new Independent Members were appointed.

**4 APOLOGIES FOR ABSENCE**

The Corporation NOTED that the majority of Members were present on this occasion from the beginning and the meeting was quorate.

Four Members had advised the Clerk that they were unable to attend and the apologies for absence were accepted from the following:

* Julianne Marriott and Simon Mayfield given work related commitments
* Fiona Clarke who was unwell
* Mandeep Sohotay given current health condition

The Corporation also NOTED that one of the new Student Members – Hannah Hajwane - was absent on this occasion and that apologies for absence had not been submitted.

**5 DECLARATION OF INTERESTS**

The Members confirmed that there were no declarations of interest to be recorded on this occasion at this stage of the meeting based on the published Agenda.

**6**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 13 JULY 2022**

The Minutes of the meeting of the Corporation held on 13 July 2022 were agreed to be a correct record.

**7 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 13 JULY 2022**

The Corporation agreed that, on this occasion, there were no matters arising from the Minutes of the last meeting which were not covered by the Agenda for this meeting or those planned for forthcoming meetings.

**8 CORPORATION DECISION TRACKER**

The Corporation received the updated Decision Tracker and AGREED that the following items could be removed:

* Corporation Membership – Update – 2 Independent Members appointed with further interviews scheduled for 21 October 2021
* Appointment of a Link Member for Diversity – addressed as part of the review of the Link Member arrangements
* College Strategic Plan – specific actions relating to diversity – new three year Strategic Plan approved by the Corporation
* College Strategic Plan – KPIs
* Independent Review of Financial Oversight of Colleges – covered by the Government and ESFA when progressing the Skills White Paper and the subsequent Act and regulatory framework
* Student Destinations – CQ&E Committee will continue to address as and when appropriate and at least annually

The Decision Tracker would continue to be updated in the light of developments and presented to future meetings of the Corporation.

**9 APPOINTMENT OF VICE CHAIR OF THE CORPORATION**

The Corporation agreed to APPOINT Joanne Dean as the Vice Chair of the Corporation for the period to 8 February 2024 which was when she would complete her second term of office as an Independent Member.

It was appreciated that, under normal circumstances, the appointment of the Vice Chair would be for a period of 2 years.

**10 REPORT OF THE PRINCIPAL & CHIEF EXECUTIVE**

The Corporation received and discussed the comprehensive report of the Principal & Chief Executive which covered a wide rage of issues including:

* The appointments to the office of the Secretary of State for Education and also the Ministers within the Department over the past few months
* The publication by Ofsted of updates to the Education Inspection Framework (EIF)
* The report by Ofsted on post pandemic recovery in the FE and skills sector
* The report “On The Breadline: The cost of living crisis for England’s college workers” published by UCU
* The SFCA discussions with the teacher unions on the pay claim for 2022/23
* Updated DfE guidance on academy conversion
* The courses no longer eligible for funding as from 1 August 2024
* The publication by the DfE of a consultation on proposals for a new FE Funding and Accountability System
* The fall for the first time in a decade in the proportion of and school and college leavers from England, Wales and Northern Ireland progressing to university
* On 1 September 2022 the Government announced the designation of Employer Representative Bodies (ERBs) to lead the development of Local Skills Improvement Plans (LSIPs)
* The Ofsted inspection outcome for the London Borough of Newham of the review of Children’s Services – was “inadequate” in 2019 and is now regarded as “good” with “outstanding” for the impact of leaders.

The report of the Principal & Chief Executive concluded with some good news stories for NewVIc.

Members took the opportunity to seek clarification on issues arising from the report of the Principal & Chief Executive including on the national discussions on the pay awards for staff. The Finance & Resources Committee would consider the impact of a higher than originally anticipated pay award on the College budget in terms of the projected surplus of income over expenditure and the end of year out-turn.

The Corporation also noted that Ofsted inspections had recently been completed of Newham College of FE and Barking & Dagenham College; it was reasonable to anticipate that the review of NewVIc would take place in the not too distant future.

The Corporation agreed following discussion:

1. to NOTE the report of the Principal & Chief Executive which covered a wide range of national and local issues impacting on the College
2. to welcome the various good news items relating to the College and, where appropriate, to pass on the congratulations of Members of the Corporation to all those involved
3. to look forward to receiving further updates in the light of national and local developments

**11 PRESENTATION – THE OFSTED INSPECTION FRAMEWORK**

The Principal & Chief Executive and Vice Principal Student Achievement & Progress provided a presentation on the Ofsted Inspection Framework with a particular focus on the implications for Corporation Members.

A change from the earlier inspection frameworks was noted to be the introduction of a judgment on the extent that a College contributes to meeting the skills needs. This was not a limiting grade but a judgment. The implications for a sixth form college where large numbers of students progress to higher education would become clearer once there was an opportunity to read the reports of the colleges already inspected under the revised inspection framework.

The presentation included a focus on value added scores over a period to 2021/22 and the extent that the College improved success based on their starting point relative to other students.

The opportunity was taken to outline the approach to the preparation and validation of the Self-Assessment Reports for 2021/22 for the Curriculum and Support Areas as well as the College-wide SAR. This had involved a number of Members of the Corporation.

The College SAR would be reviewed by the Curriculum, Quality & Engagement Committee on 17 November 2022 with the recommended final document supported by the Quality Improvement Plan (QIP) then being presented to the Corporation on 14 December 2022 for final approval. The QIP would set out in, as in past years, what was to be done to bring about stated improvements. This would be used in College to hold individuals and teams to account and, in turn, this would be closely tracked by the Curriculum, Quality & Engagement Committee and, as appropriate, the Finance & Resources Committee.

The Members took the opportunity to seek clarification of issues arising from the presentation including the significance of the value added out-turn position in 2021/22. It was explained that there was not one sole reason for the drop in value added. To help bring about improvements the data had been shared with staff and in turn they had been involved in drawing up the SARs.

It was appreciated that Safeguarding would be given a particular focus during an inspection. The Corporation Members were well briefed and understood their responsibilities. Following the resignation of Paddy Salter from membership of the Corporation a new Link Member for Safeguarding had been identified.

The Corporation agreed, following discussion:

1. to note the presentation on the Ofsted Inspection Framework which had a particular focus on the implications for Corporation Members
2. to note, in particular, the approach to the preparation and validation of the College Self-Assessment Report and the Quality Improvement Plan which would be items for consideration and approval at the meeting of the Corporation on 14 December 2022 following review by the Curriculum, Quality & Engagement Committee on 17 November 2022
3. to acknowledge the importance that the main focus was on what was being done to bring about improvements in the teaching and support provided by the College on the basis that students deserved the best possible opportunities whilst at NewVIc to prepare them for employment and their lives ahead.

**12 ESTATES**

The Corporation received a briefing on the recent and planned improvements to the College estate which have been funded mainly but not completely from the allocation from the Capacity Fund of £2.4m of which 15% had to be met from the College’s own resources. .

Prior to the meeting a number of Members had toured the College with the Principal & Chief Executive to see the improvements to teaching and other areas such as the washing facilities for students prior to taking prayers.

The impact of the introduction of T Levels had accommodation implications and the changes needed had been funded from the College’s own budget.

A major consideration for the College was the significant increase in student numbers over the last 4 years of approximately 400 which coincided with changes in the course offer and the accommodation needs of the College.

The Student Member asked, if as part of the improvements to the College estate, the room numbering system could be made easier to follow. It was acknowledged that the current arrangements were somewhat ad hoc which many found confusing when looking for a particular room.

The Corporation agreed following discussion:

1. to note with interest the update on the various improvements to the College estate
2. to note that the Corporation Planning & Development Session on 19 November 2022 included an opportunity to hear more about and discuss the new Estates Strategy and the suggested approach to achieving further improvements to the College environment
3. to welcome the agreement of the Principal & Chief Executive to take away the point made by the Student Member with regard to the numbering of rooms and if there was a means of improving on the current arrangements.

**13 CORPORATION PLANNING & DEVELOPMENT SESSION – 19 NOVEMBER 2022**

The Corporation received and discussed the working draft of the programme for the Corporation Planning & Development Session scheduled for Saturday 19 November 2022.

The intention of the programme was to provide Members with the opportunity to be briefed on a range of key issues and to discuss the following:

* national update with a presentation by the Deputy Chief Executive of the SFCA
* Estates developments and the approach to planning the new build project prior to any decisions being made at a future meeting of the Corporation
* Governance self-assessment and the actions to be taken to seek further improvements

The Corporation agreed after discussion:

1. To APPROVE the programme for the Planning & Development Session on 19 November 2022 subject to specific time being allocated for Members to ask questions and the SFCA being asked if the Chief Executive would be available on this occasion as the Deputy Chief Executive had participated in a number of NewVIc events in the past
2. To note that, whilst the Planning & Development Session would take place in College thus enabling Members to network with each other over lunch and other breaks, there would be an online option for any who were unable to attend in person on this occasion.

**14 COMMITTEE MEMBERSHIP – 2022/23**

The Corporation APPROVED the proposed Committee Membership for 2022/23 as set out in Appendix 1 to these Minutes.

The new Independent Members of the Corporation to be appointed following the interviews on 21 October 2022 would be allocated to the Committees having regard to their respective skills and knowledge as well as the need to seek to ensure that all Committees have sufficient numbers to conduct business.

**15 LINK MEMBERS**

The Corporation recalled that Link Member arrangements had been in place for many years with the aim of enabling Members to gain a greater knowledge of the College and in doing so to have contact with staff and students over and above that takes place via formal Corporation and Committee meetings.

The Corporation agreed, following discussion:

1. to APPROVE the updated Link Member Protocol setting out the arrangements for such enagment including a feedback form to be completed by Members following a Link Member visit or other related form of enagment with College
2. to APPROVE the allocation of Link Members to the Curriculum Areas and other stated functions as set out in Appendix 2 to these Minutes whilst noting that the Foundation Curriculum Area still need a Member
3. to note that, at this time, there is a vacancy for a Link Member for Foundation Learning Curriculum Area and this would need to be addressed
4. to welcome the offer of the Vice Principal Student Achievement & Progress to identify possible dates for the first visit to the Curriculum Areas in 2022/23.

**16 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – 6 OCTOBER 2022**

The Corporation received the notes of the meeting of the Curriculum, Quality & Engagement Committee held as recently as 6 October 2022.

The Chair of the Committee advised that on this occasion the Committee had focussed on the following issues:

* Examinations outcomes 2022
* Safeguarding Annual Report – 2021/22
* Complaints Annual Report – 2021/22

The full Minutes of the meeting of the Curriculum, Quality & Engagement Committee would be presented to the Corporation on 14 December 2022.

**17 PRESENTATIONS FOR FUTURE MEETINGS OF THE CORPORATION**

The Chair of the Corporation invited Members to make known on an ongoing any suggested topics for presentations for future meetings.

The following items had previously been proposed and it was agreed that these would be considered to be addressed at future meetings:

* Risk (as discussed at a previous meeting of the Audit & Risk Committee)
* T Levels.

**18 CALENDAR OF MEETINGS – 2022/23**

The Corporation NOTED the dates of the planned meetings to take place in the remainder of 2022/23:

* Wednesday 14 December 2022
* Wednesday 22 March 2023
* Wednesday 12 July 2023

At this time it is planned to start meetings at 5.45pm.

It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues.

The intention was for the meetings to be held in College but with an opportunity for Members to join online if they wished.

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1**

**The Corporation of Newham Sixth Form College**

**12 October 2022**

**Committee Membership – 2022/23**

**Audit & Risk Committee**

* Kofo Ladele (Chair)
* Muriel Hayman
* Julianne Marriott (to 2 December 2022 or TBD)
* Simon Mayfield – Co-opted Member (as from 1 November 2022)
* Miklos Sarosi
* Plus at least one Member when new appointments are made to the Corporation

**Curriculum, Quality & Engagement**

* Julia Shelton (Chair)
* Jadyn Benneh
* Fiona Clake
* Mandeep Gill
* Hannah Hajwane
* Jane Lofthouse
* Ebby Maps
* Martin Rosner
* Mandeep Sahotay
* Elizabeth Scott
* Plus at least one Member when new appointments are made to the Corporation

**Finance & Resources Committee**

* Simon Mayfield (Chair) (until 31 October 2022)
* Karen Flanagan
* Mandeep Gill
* Martin Rosner
* Kate Towner (Chair as from 1 November 2022)
* Graham Willson
* Plus at least one Member when new appointments are made to the Corporation

**Governance & Search Committee**

* Martin Rosner (Chair)
* Joanne Dean
* Mandeep Gill
* Julia Shelton

**Remuneration Committee**

* Miklos Sarosi (Chair)
* Kofo Ladele
* Jane Lofthouse
* Julia Shelton

**New Build Task & Finish Group**

* Mandeep Gill
* Kieran Healy (Co-opted Member)
* Simon Mayfield (until 31 October 2022 or TBD)
* Martin Rosner
* Kate Towner
* Graham Willson (Chair)
* Plus possibly at least one Member when new appointments are made to the Corporation

Appendix 2

**The Corporation of Newham Sixth Form College**

**Link Members – 2022/23**

**Approved by Corporation on 12 October 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Link Role** | **Status** | **Link Member** | **Link Manager** |
| Safeguarding | Requirement | Jane Lofthouse | David Francis  david.francis@newvic.ac.uk |
| Careers | Requirement | Muriel Hayman | Mahmoud Warsame  Mahmoud.warsame@newvic.ac.uk |
| Equality & Diversity | Corporation decision | Jane Lofthouse | David Francis  david.francis@newvic.ac.uk |
| Health & Safety | Recommended | Martin Rosner | Michael Gainlall  michael.gainlall@newvic.ac.uk |
| Foundation Learning | College Curriculum Area (includes SEN which is a  recommended link area) | To be agreed | Annabelle Herring  annabelle.herring@newvic.ac.uk |
| Arts, Media & ICT | College Curriculum Area | Joanne Dean | Marc Dodi  marc.dodi@newvic.ac.uk |
| Science, Health & Child Studies  and Sport | College Curriculum Area | Julia Shelton | Reza Gholanali  reza.gholanali@newvic.ac.uk |
| Business and Travel | College Curriculum Area | Elizabeth Scott | Laura Kavanagh  laura.kavanagh@newvic.ac.uk |
| Maths and Engineering &  Construction | College Curriculum Area | Graham Willson | Nicole Schnappauf  nschnappauf@newvic.ac.uk |
| English, Social Sciences and  Humanities | College Curriculum Area | Mandeep Sahotay | Simon Birchall  sbirchall@newvic.ac.uk |