**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 14 July 2021**

**Members**

|  |  |  |
| --- | --- | --- |
| Martin Rosner(Chair) | Independent Member  | Present  |
| Laura De Vos | Staff Member – Support  | Present  |
| Joanne Dean  | Independent Member  | Present  |
| Mandeep Gill  | Principal & Chief Executive  | Present  |
| Kieran Healy | Independent Member | Present |
| Sohidul Hoque | Independent Member  | Apologies - family |
| Kofo Ladele | Independent Member  | Present  |
| Julianne Marriott  | Independent Member | Present  |
| Simon Mayfield  | Independent Member  | Present  |
| Habib Said Midh-Hir | Student Member  | Absent  |
| Jay Nair  | Independent Member  | Present  |
| Yvonne Odai | Student Member | Present  |
| Edet Okon | Staff Member – Teaching  | Absent |
| Mandeep Sahotay | Independent Member  | Present  |
| Paddy Salter  | Independent Member  | Present  |
| Elizabeth Scott | Independent Member  | Present  |
| Miklos Sarosi | Parent Member  | Apologies – business  |
| Julia Shelton | Independent Member  | Present  |
| Graham Willson | Independent Member  | Apologies - family  |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Michael Gainlall Magdalena Johnson  | Vice Principal Finance & Operations Vice Principal Student Achievement & Progress  | PresentPresent  |
| Robin Jones | Clerk to the Corporation  | Present  |
| Jane Lofthouse  | Future Independent Member | Present  |
| Martin Reed  | Assistant Principal Student Services & Human Resources  | Present  |
|  |  |  |

**1 MEMBERSHIP OF THE CORPORATION – APPOINTMENT OF MIKLOS SAROSI**

The Corporation agreed to APPROVE the recommendation of the Governance & Search Committee that Miklos Sarosi be appointed as an Independent Member as from 1 August 2021 for a period of 4 years.

It was appreciated that Mr Sarosi had served as the Parent Member on the Corporation since 2017 and his current term of office would end on 31 July 2021.

**2 MEMBERSHIP OF THE CORPORATION – APPOINTMENT OF JANE LOFTHOUSE**

The Corporation agreed to APPROVE the recommendation of the Governance & Search Committee that Jane Lofthouse be appointed as an Independent Member as from 1 August 2021 for a period of 4 years.

It was noted that Ms Lofthouse served as a London Borough of Newham Councillor for the local ward in which the College was sited and her nomination had been put forward by the Local Authority. However, her appointment to the Corporation was personal and was not directly linked to her nomination by Newham Council.

The Corporation Standing Orders were in the process of being updated and it was AGREED that the section on membership be reviewed to make it clear that Independent Members served as individuals regardless of any nomination arrangements which may be in place from time to time.

**3 WELCOME AND INTRODUCTIONS**

Jane Lofthouse was welcomed to the meeting and told that the appointment to serve on the Corporation had been approved as from 1 August 2021.

All present introduced themselves.

**4 APOLOGIES FOR ABSENCE**

The Corporation received the apologies for absence submitted by the following Members

* Sohidul Hoque because of family commitments (wife unwell)
* Miklos Sarosi given his work commitments
* Graham Willson because of family commitments.

The meeting was quorate throughout.

**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 31 MARCH 2021**

The Minutes of the meeting of the Corporation held on 31 March 2021 were agreed to be a correct record.

**7 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 31 MARCH 2021**

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.

At this time the following items could be removed from the Decision Tracker:

* Black Further Education Leadership Group – report on actions taken by the Executive to support equality and diversity including the implementation of the 10 Point Plan – covered at this meeting of the Corporation
* Black Further Education Leadership Group – what form and content should diversity related data be published in the Annual Report accompanying the Financial Statements and possibly elsewhere – covered at this meeting of the Corporation
* E governance – covered at this meeting of the Corporation

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

**9**  **MINUTES OF THE SPECIAL MEETING OF THE CORPORATION HELD ON 28 APRIL 2021**

The Minutes of the special meeting of the Corporation held on 28 April 2021 were agreed to be a correct record.

**10 MATTERS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF THE CORPORATION HELD ON 28 APRIL 2021**

The Corporation noted that the matters arising from the Minutes of the last meeting were addressed by the report published with the Agenda for this meeting – see item 15 below.

**11 PRESENTATION – LINKS WITH EMPLOYERS**

The Corporation received a presentation by the Assistant Principal Student Services & Human Resources on the College’s employer engagement.

A number of points were highlighted including the following:

* The College has well established links with hundreds of employers
* Many of the employers had a presence within the London Borough of Newham whilst a number were national and international organisations
* Historically the majority of work experience type placements had been from 1 to 2 weeks although childcare was an exception given the requirements of the course
* The College has put significant work into building capacity with employers
* A major challenge for the College was to meet the requirements for placements for the new T Levels
* Covid had an ongoing impact on placements given changes in the work place and the need for even more comprehensive risk assessments

Members were invited to raise issues associated with the presentation.

One Member asked about the placements particularly for T Levels where the College would be on “uncharted territory” given a new qualification and longer placements for the areas that had been available previously. It was apparent that the College and employers would need to be creative including, at least in the short term, considering virtual placements. A priority for the College was to continue to look at the opportunities to establish new partnerships and in doing so increase the range of placements that could be available.

The Corporation agreed following discussion:

1. To thank the Assistant Principal Student Services & Human Resources for the presentation on links with employers
2. To look forward to receiving updates as and when there were any related developments.

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

The Corporation received and discussed the comprehensive report of the Principal & Chief Executive which drew on briefings provided by the ESFA, AoC, SFCA, Click and ASCL.

The update and the associated discussion included the following:

* The issue of sexual harassment and online sexual abuse and the changes to the national arrangements – the document Keeping Children Safe in Education (KCSIE) had just been updated and published by the Government
* The changes to level 3 provision meaning that the Government intends that in future students will have 2 routes – academic or T Levels – this was not thought to be in the best interests of students
* It was understood that a Level 2 consultation would be launched in September 2021

Members asked about the arrangements for the forthcoming announcement of 2020/21 results which were so important for students in progressing their next steps. It was explained that A Level results day was scheduled for 10 August 2021 and GCSE results day would be on 12 August 2021. For this year all staff were due to return to College by 11 August 2021.

The issue of sexual harassment and online sexual abuse was discussed and the importance of keeping the issues on the Corporation’s own work agenda to track developments and to seek to ensure that robust arrangements were in place in the College.

As the KCSIE had only just been published it was necessary to update the College’s Policy on Safeguarding & Prevent for 2021/22 and this would be presented to the next meeting of the Corporation for consideration and approval. Until that meeting the existing Safeguarding & Prevent policy would continue to be used by the College.

The Corporation AGREED following discussion:

1. To NOTE the report presented and to thank the Principal & Chief Executive for the information provided which covered such a wide range of pertinent issues
2. To welcome the proposed use of the meeting of the Corporation on 6 October 2021 to receive a presentation and training update on the College’s approach to Safeguarding & Prevent when the related 2021/22 would also be addressed

**13 APPLICATIONS FOR GRANT FUNDING**

The Corporation APPROVED the actions of the Principal & Chief Executive in progressing a number of applications for grant funding:

* College Collaboration Fund with New City College (lead partner) and BSix College – focus is on mental health and wellbeing – total bid is for £500k and NewVIc’s match funding will be approximately £30k
* Enhancing the teaching of green technology – NewVic is one of 8 partner colleges – total bid is £1.8m
* Post-16 Growth Fund – bid is for £2.4m
* FE Professional Development Grant Pilot – NewVIc lead partner working with BSix College – bid being prepared for submission

**14 BLACK FURTHER EDUCATION LEADERSHIP GROUP**

The Corporation received an update from the Assistant Principal Student Services & Human Resources on the actions taken by the College to progress the implementation of the 10 Point Plan as presented to and adopted by the Corporation on 16 December 2020.

The particular attention of the Corporation was drawn to the following:

* A meeting had taken place with Amarjit Basi of the Black FE Leadership Group to discuss the College approach (it was recalled Mr Basi that had attended the meeting of the Corporation on 16 December 2020)
* BFELG Champions were being identified and a timeline for an action plan was being progressed
* The College’s Equality & Diversity Policy had been updated and this had been approved by the Finance & Resources Committee on behalf of the Corporation – this addressed the 10 Point Plan as overarching principles
* The newly launched E&D Group would have a key role in progressing the 10 Point Plan
* A priority for 2021/22 was to engage the Student Voice in the approach to addressing the 10 Point Plan
* The Heads of HR across the FE sector were discussing related issues and sharing experience and good practice.

In response to a question from a Member it was confirmed that new staff would be briefed on the College’s commitment to progressing the 10 Point Plan and, indeed, Equality & Diversity as an integral part of the induction programme.

The Corporation agreed to NOTE the update provided by the Assistant Principal Student Services & Human Resources on the College’s response to the 10 Point Plan.

**15 ACADEMISATION – THE FUTURE OF NEWVIC**

The Corporation received and discussed a comprehensive report and presentation from the Principal & Chief Executive prepared following the meeting on 28 April 2021 on the future opportunities for NewVIc if it was agreed to become an Academy.

A range of points were highlighted including:

* The financial benefits including the ability to reclaim VAT which would save approximately £500k a year, eligibility for the Teachers’ Pay Grant bringing at least £136k, a saving on Business Rates as these are covered in full by the DfE and other factors
* The reduced number of Sixth Form Colleges within the FE sector – this number is likely to reduce to around 30 in the near future – with a Government pronouncement suggesting that all such colleges should look at Academisation – a recent speech by Baroness Berridge, Under Secretary of State at the DfE, at the Sixth Form Colleges Summer Conference included the statement that standalone sixth form colleges “consider the benefits of joining a multi-academy trust”
* The recent Government White Paper (Skills for Jobs: Lifelong learning for opportunity and growth) makes no provision for sixth form colleges – the focus is very much on General Further Education Colleges (GFEs)
* The nature of federations and the view of the Principal & Chief Executive that it would not have significant benefits for NewVIc if the College was to join one or establish one
* The preference to establish a Multi-Academy Trust (MAT) rather than joining one which was already in place – this was to ensure that the best interests of NewVIc were protected and maximised
* The nature of the potential non-financial benefits such as the opportunities to work with the Local Authority on unmet need such as SEND provision

It was also explained that becoming an Academy would return NewVIc to the public sector but it was stressed that such a decision was one way. There was no means of an Academy returning to be a Sixth Form College with the same arrangements as at present.

Members took the opportunity to question the Principal & Chief Executive and to comment on the approach he was recommending. A wide range of views were expressed. Most but not all were in support of the recommendation. For example, it was noted that a number of schools in the Borough of Newham had already become Academies and so the scope for others to join with NewVIc was limited. There was also a view that the priority for the College was to focus on education and the community rather than making such fundamental structural changes.

The Corporation AGREED following a lengthy discussion to ADOPT the recommendation of the Principal & Chief Executive that:

NewVIc openly and actively engages in pursuing the option of setting up a Multi Academy Trust (MAT)

For the completeness of the record, of the 14 Members present, 10 voted in favour of the recommendation, 2 voted against and 2 abstained.

A Task & Finish Group consisting of a small number of Corporation Members would be established to receive and consider progress reports from the Principal & Chief Executive and others as appropriate on the discissions with third parties prior to any further recommendations being presented to the Corporation.

*Note: Mandeep Sahotay and Julia Shelton left the meeting at this point given other commitments – the meeting remained quorate*

**16 NEW BUILD TASK & FINISH GROUP – MINUTES OF THE MEETING HELD ON 29 JUNE 2021**

The Corporation received and noted the Minutes of the meeting of the New Build Task & Finish Group held on 29 June 2021.

**17 NEW BUILD TASK & FINISH GROUP – TERMS OF REFERENCE**

The Corporation APPROVED the Terms of Reference for the New Build Task & Finish Group as recommended by the Group and the Finance & Resources Committee.

It was recognised that, as progress was made with the planned new build, it would be appropriate to review the content of the Terms of Reference in the light of experience to ensure that the key issues were addressed and approval arrangements provided for recommendations to be presented to the Corporation as and when appropriate.

**18 FINANCE & RESOURCES COMMITTEE – 30 JUNE 2021**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 30 June 2021.

On this occasion the Committee had focussed on the following issues:

* Key Performance Indicators appropriate to the Finance & Resources Committee
* Financial Health of NewVIc – confirmation from ESFA of the “outstanding” financial health status
* Financial aspects of Academisation
* Management Accounts for April 2021
* Annual Budget 2021/22 and Financial Plan 2022/23
* Financial Regulations
* Fees Policy – 2021/22
* Health & Safety – Update
* New Build Task & Finish Group
* Estates – Update
* Equality & Diversity Policy
* Staffing Annual Report – Update
* Finance & Resources Committee – Review of 2020/21

The Chair of the Finance & Resources Committee referred to the discussion on the Annual Budget for 2021/22 and the Financial Plan for 2022/23 – see item 19 below.

**19 ANNUAL BUDGET 2021/22 AND FINANCIAL PLAN 2022/23**

The Corporation APPROVED the Annual Budget for 2021/22 and the Financial Plan for 2022/23 as recommended by the Finance & Resources Committee on 30 June 2021.

The Chair of the Finance & Resources Committee explained that, having regard to the discussion at the meeting of the Committee, the allocation for Student Bursaries was increased by reducing the contingency budget line. This was thought to be important to do to support those students who could be regarded as coming from a relatively poor or disadvantaged background. Without the funding there was a danger that the College would see a large number of students withdraw mid-year because they could not afford to continue at College.

To put the Student Bursary allocation in context and why it was appropriate to make additional provision for 2021/22, the Finance & Resources Committee had noted that the recent national review of disadvantaged factors had impacted adversely on the funding allocation received by the College to support students in need. The methodology looked at the London Borough of Newham as a whole and, therefore, housing developments in such places as Stratford and Canning Town where it was thought that better off people were moving into disguised the reality that there were still large numbers of disadvantaged families in Newham and this included students who would be attending NewVIc but only if they had financial support.

**20 FINANCIAL REGULATIONS**

The Corporation NOTED the Financial Regulations as updated by the Finance & Resources Committee which, it was explained, would continue to be reviewed in the light of experience and changed circumstances.

**21 AUDIT & RISK COMMITTEE – 23 JUNE 2021**

The Corporation received and noted the Minutes of the meeting of the Audit & Risk Committee held on 23 June 2021.

On this occasion the Committee had focussed on the following issues:

* Post 16 Audit Code of Practice
* Risk Register
* Financial Statements Auditors Strategy
* Internal Audit – Review of Safeguarding
* Internal Audit – Follow Up Review
* Internal Audit Annual Plan – see item 24 below
* Financial Crime Policy – see item 22 below
* Whistleblowing Policy – see item 23 below
* Audit & Risk Committee – Review of 2020/21

The Chair of the Audit & Risk Committee drew to the Corporation the approach to producing the Risk Register including the mitigating actions to reduce the level of risks that the College has to face and address.

**22 FINANCIAL CRIME POLICY**

The Corporation APPROVED the Financial Crime Policy as recommended by the Audit & Risk Committee on 23 June 2021.

**23 WHISTLEBLOWING POLICY**

The Corporation APPROVED the Whistleblowing Policy as recommended by the Audit & Risk Committee on 23 June 2021.

**24 INTERNAL AUDIT PLAN 2021/22**

The Corporation AGREED following discussion:

1. To receive and note the report prepared by Scrutton Bland, the recently appointed Internal Auditors, which set out the possible areas to be reviewed
2. To approve the recommendation of the Audit & Risk Committee that the following reviews be carried out in 2021/22:
* High Needs Learners
* Learner Recruitment
* Governance
* Human Resources – Performance Management
* Mental Health and Wellbeing

**25 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – 17 JUNE 2021**

The Corporation received and noted the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 17 June 2021.

On this occasion the Committee had focussed on the following issues:

* Safeguarding – update
* Student Report
* Key Performance Indicators appropriate to the Curriculum, Quality & Engagement Committee
* Quality Improvement Plan
* Courses of concern
* Course offer – proposed changes for 2021/22 and 2022/23
* Learner Surveys
* Curriculum, Quality & Engagement Committee – review of 2020/21

As indicated earlier in the meeting, the Safeguarding & Prevent Policy would be the subject of a presentation and training session on 6 October 2021.

*Note: Yvonne Odai left the meeting at this point – the meeting remained quorate*

**26 GOVERNANCE & SEARCH COMMITTEE – MINUTES OF THE MEETING HELD ON 14 JUNE 2021**

The Corporation received and noted the Minutes of the meeting of the Governance & Search Committee held on 14 June 2021.

**27 EQUALITY & DIVERSITY COMPOSITION OF THE CORPORATION**

The Corporation APPROVED the recommendation of the Governance & Search Committee that summary data covering all of the protected characteristics relating to the Members of the NewVIc Corporation be published in an anonymous format in the Annual Financial Statements and on the governance section of the College website.

The intention was to update the summary data on an annual basis although it was reasonable to anticipate that for most Members they would simply report “no change” other than the age range at some points and, possibly, disability considerations.

It was recognised that the equality and diversity considerations would be taken into account when considering making any new appointments for people to join the Corporation given the wish to be “an inclusive College”.

**28 E GOVERNANCE**

The Corporation noted that at the meeting on 14 June 2021 the Governance & Search Committee had approved the recommendation that Google Docs be used in 2021/22 to support the business of the Corporation subject to ongoing review and a formal assessment of the arrangements in May 2022 in preparation for 2022/23.

Members were assured that support would be available so that the most can be made of the Google Docs facilities. One aspect would be to allocate all Members a College email address and provide a briefing note before the first meeting scheduled for 6 October 2021.

Corporation Member Paddy Salter offered his experience of using Goggle Docs to support the implementation of the e governance arrangements and this was gratefully accepted.

**29 CALENDAR OF MEETINGS – 2021/21**

The Corporation APPROVED the proposed Calendar of Meetings for the Corporation and Committees for 2021/22 as recommended by the Governance & Search Committee.

It was noted that the intention was for meetings of the Corporation to take place in person with the opportunity for Members to join online if they wished. Individual Committees would decide if meetings would be in person or online. The arrangements would be kept under review in the light of developments relating to the Covid pandemic with the health and safety of all concerned being of paramount importance.

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

The Chair invited Members of the Corporation to consider and make known any suggested themes for presentations to future meetings when it would be helpful to look at issues in depth.

As indicated earlier in the meeting a presentation and training session on Safeguarding and Prevent would be provided at the meeting of the Corporation on 6 October 2021.

The implications for Corporation Members of the updated Ofsted inspection framework would also be addressed at a meeting in 2021/22.

**31 CALENDAR OF CORPORATION MEETINGS – 2021/22**

The Corporation NOTED the dates of the planned meetings to take place in 2021/22:

* Wednesday 6 October 2021
* Wednesday 15 December 2021
* Wednesday 30 March 2022
* Wednesday 13 July 2022

It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues which may arise from time to time.

The start times would be confirmed nearer the time in the light of the preferences of individual Members which would be collated by the Clerk.

As indicated above in the item on the Calendar of Corporation and Committee meetings, it was planned to hold meetings of the Corporation in person in College with Members having the opportunity to attend remotely if they so wished.

**32 CORPORATION MEMBERSHIP - STUDENT MEMBER - HABIB SAID MUDH-HIR**

The Corporation NOTED that Student Member Habib Said Mudh-Hir had completed his course and his term of office as a member of the Corporation.

The Members of the Corporation placed on record their thanks to Habib for his contributions as one of the two Student Members and wished him well for the future.

**33 CORPORATION MEMBERSHIP – PARENT MEMBER - MIKLOS SAROSI**

The Corporation NOTED that Parent Member Miklos Sarosi would complete his period of office on 31 July 2021 although, as indicated in item 2 above, he had now been appointed as an Independent Member as from 1 August 2021.

Arrangements would be made in September 2021 to invite nominations from the parents and carers of students for a new Parent Member to join the Corporation and it was hoped that this process would be completed so that, if at all possible, they could attend the meeting scheduled for 6 October 2021.

**34 CORPORATION MEMBERSHIP – INDEPENDENT MEMBER - JAY NAIR**

The Corporation NOTED that Jay Nair was stepping down after nearly 8 years service as an Independent Member on the Corporation.

For much of the 8 years Jay had acted as the Chair of what was now the Audit & Risk Committee bringing with it expertise and enabling others to engage in the business to be addressed.

A number of Members took the opportunity to thank Jay for his contributions to the governance of the College which were very much appreciated and would be missed.

Jay Nair thanked Members for their good wishes and, in doing so, he expressed the hope that NewVIc would continue to go from strength to strength.

**35 THE GOVERNANCE OF NEWVIC - REFLECTIONS ON 2020/21**

The Chair of the Corporation thanked Members of the Corporation and the Executive for their contributions in 2020/21, a year which had been challenging because of the pandemic but one where the governance of the College had grown and developed with the benefit of the addition of a number of new Members. The Chair was most appreciative of the support he had received from all concerned since taking up the role at the beginning of the year.

Finally, the Chair acknowledged the enormous pressures on the Executive during the past 16 months but, nevertheless, they had continued to lead the College and progress a number of initiatives.

*Note: Jane Lofthouse withdrew from the meeting*

**36 CONFIDENTIAL ITEMS OF BUSINESS**

The Minutes covering the items will be regarded as being confidential until agreed otherwise by the Corporation and will only be available to Independent Members, the Parent Member and the Principal & Chief Executive.

At this point members of staff (including the Corporation Staff Member but not the Principal & Chief Executive) withdrew from the meeting.

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

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