**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 19 January 2022**

**Members**

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| Martin Rosner(Chair) | Independent Member  | Present  |
| Fiona Clarke | Staff Member – Teaching  | Present  |
| Laura De Vos | Staff Member – Support  | Present  |
| Joanne Dean  | Independent Member  | Present  |
| Mandeep Gill  | Principal & Chief Executive  | Present  |
| Sohidul Hoque | Independent Member  | Apologies – other commitments  |
| Kofo Ladele | Independent Member  | Apologies – other commitments  |
| Jane Lofthouse | Independent Member | Present  |
| Ebby Maps | Parent Member  | Present  |
| Julianne Marriott  | Independent Member | Present  |
| Simon Mayfield  | Independent Member  | Present  |
| Hafsa Naeem  | Student Member  | Absent  |
| Yvonne Odai | Student Member | Present |
| Mandeep Sahotay | Independent Member  | Present  |
| Paddy Salter  | Independent Member  | Present  |
| Elizabeth Scott | Independent Member  | Present  |
| Miklos Sarosi | Independent Member  | Present  |
| Julia Shelton | Independent Member  | Present  |
| Graham Willson | Independent Member  | Present  |

**Non-Members in attendance**

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| --- | --- | --- |
| Karen Flanaghan  | Head of Quality & Curriculum Development (Designate) | Present  |
| Michael Gainlall Magdalena Johnson  | Vice Principal Finance & Operations Vice Principal Student Achievement & Progress  | PresentPresent  |
| Robin Jones | Clerk to the Corporation  | Present  |
| Martin Reed  | Assistant Principal Student Services  | Present  |
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**1 PURPOSE OF THE SPECIAL MEETING OF THE CORPORATION**

The Chair of the Corporation reminded Members that the Special Meeting had been called to provide the opportunity to discuss matters related to the proposed new Strategic Plan for the 3 year period starting on 1 August 2022 as agreed at the Planning & Development Session on 27 November 2021.

Other items would be covered as set out in the Agenda.

**2 APOLOGIES FOR ABSENCE**

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

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

* Sohidul Hoque – other family commitments
* Kofo Ladele – attending fathers funeral

The Clerk was asked to send to Kofo Ladele the condolences of the Members on the recent death of her father.

**3 HEAD OF QUALITY & CURRICULUM DEVELOPMENT**

The Chair of the Corporation welcomed Karen Flanaghan to the meeting following her appointment to the post of Head of Quality & Curriculum Development.

Members noted that Karen was currently the Head of Science, Health & Sport at the College and would take up her new role shortly.

Members congratulated Karen on her appointment.

**4 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.

**5 EXAMINATIONS**

The Vice Principal Student Achievement & Progress gave a presentation covering (1) Examinations and Assessments in 2021 and plans for 2022 and (2) the arrangements for supporting students to make up for “lost learning” opportunities as a result of the pandemic.

The recently appointed Head of Quality & Curriculum Development contributed to the presentation from the perspective of the experience in and the plans for the Science, Health & Sport area of the College.

The particular attention of the Corporation was drawn to the current intention of the Government that GCSE, AS and A level examinations would go ahead in England in 2022. Several adaptions to what was normal practice had been announced by Ofqual in September 2021 such as practical work in A level Sciences to be done by demonstration. By 7 February 2022 it was understood that information would be announced on the content of AS, A level and most GCSE examinations for the coming summer.

Students and parents had been informed of the contingency planning arrangements put in place by the College and further updates would be provided as and when it was thought to be helpful and appropriate.

It was unfortunate that some students had missed the round of examinations for vocational courses currently taking place for a range of reasons including a positive COVID test meaning that they were isolating. Another opportunity would be available for students in May 2022.

The Members of the Corporation were invited to ask questions and seek clarification on the issues covered in the presentation. The themes covered included:

* The starting points for many students were different to those attending the College in the past due to the grade inflation seen in summer 2021 meaning that many students had gained admission to courses that previously would not have been possible
* The College was allocating funds to support students including where there were safeguarding, well being and mental health considerations
* Discussions continued with Newham schools so that there was awareness of the challenges being experienced by many students
* The College continued to support students to try to achieve their target qualifications

The Corporation AGREED:

1. To note the presentation relating to examinations and assessment including the actions being taken by the College to support students to achieve
2. To thank the Vice Principal Student Achievement & Progress and the Head of Quality & Curriculum Development (Designate) for preparing and making the presentation
3. To note that the presentation would be added to the Google Docs so that it was available for future reference by Members

*Note: Karen Flanaghan left the meeting*

**6 STRATEGIC PLAN**

The paper prepared by the Principal & Chief Executive and published with the Agenda was received by the Corporation as the basis of the consideration for the basis of the new College Strategic Plan for the 3 year period starting on 1 August 2022.

It was explained that the particular focus for this meeting were the following three themes:

* College Mission Statement
* College Vision Statement
* Strategic Objectives

Prior to the meeting Members had been asked to draft a Mission Statement and Vision Statement and also to consider the Strategic Objectives in the light of the discussion at the Planning & Development Session on 27 November 2021. The individual contributions from this preparatory drafting were used and taken into account during the meeting.

The Members of the Corporation supported by the Executive broke into three groups for detailed discussion and the key points and suggestions were then fed back to the whole meeting. The collective contributions were noted and would be used during the next steps which included:

* The SLT would go through the various suggestions and comments prior to discussion with staff and students on the content of the new College Strategic Plan
* The associated KPIs would be addressed initially by the Standing Committees in March 2022
* An update would be presented to the Corporation on the emerging Strategic Plan at the meeting on 30 March 2022
* There would be an opportunity for stakeholders to comment on the various elements of the Strategic Plan during the Summer Term 2022
* The Executive would prepare for consideration by the Corporation the associated Implementation Plan for the three year period including appropriate targets and actions
* The intention was for the Corporation to consider and approve the new Strategic Plan for 2022 to 2025 at the meeting on 13 July 2022.

It was recognised that there was limited time available at this meeting to address all aspects of the Strategic Objectives and, therefore, Members were invited to make known to the Principal & Chief Executive any thoughts that they would like to be considered when the draft Strategic Plan was drafted by the Executive.

The Corporation AGREED:

1. To welcome the opportunity to contribute to the development of the new College Strategic Plan
2. To note and support the next stages in the preparation of the Strategic Plan including engagement with staff and students
3. To look forward to receiving an update on the drafting of the Strategic Plan at the meeting on 30 March 2022 and the final version on 13 July 2022 when it was anticipated that it would be approved for publication.

*Note: Julia Shelton left the meeting towards the end of the item on the Strategic Plan given another commitment which had been made known in advance and Yvonne Odai left at the end of the item. The meeting remained quorate.*

**7 CONFIDENTIAL ITEMS AND THE WITHDRAWAL OF MEMBERS FROM MEETINGS OF THE CORPORATION**

A Member asked for clarification of the approach to the conduct of confidential business.

The Chair and the Clerk explained that the majority of business was conducted in open session with all Members being eligible to be present and participate in discussions and decision making.

There were a small number of issues when for commercial or sensitive reasons Corporation business needed to be conducted on a confidential basis. By way of illustration the following examples were given:

* Consideration of a contract where it would not be appropriate to put all or some of the details in the public domain the discussion would be regarded as confidential but all Members would remain (including Staff and Student Members) unless a Member had a personal interest to declare
* Consideration of a matter relating to an individual person such as a Senior Post Holder would be regarded as confidential as were items concerning industrial relations at the College and, therefore, only the Independent and Parent Members would remain and, possibly, the Principal & Chief Executive depending on the specific subject matter

The designation of confidential Minutes was reviewed from time to time by the Governance & Search Committee.

The Clerk was available to advise if a Member wished to discuss related matters at any time.

**8 CALENDAR OF MEETINGS – 2021/22**

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

* Wednesday 30 March 2022
* Wednesday 13 July 2022

The start time for meetings would be confirmed but Members should assume 6pm at this point given the availability of individuals as determined at the beginning of the year.

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

**9 CONFIDENTIAL ITEM OF BUSINESS**

The Minute covering the item will be regarded as being confidential until agreed otherwise by the Corporation and will only be available to Independent Members and the Parent Member.

It was thought appropriate that, on this occasion, the Members of the Executive should remain for the discussion.

At this point the Staff Members withdrew from the meeting before consideration of the item.

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