**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 6 October 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 |
| Sohidul Hoque | Independent Member | Apologies - family |
| Kofo Ladele | Independent Member | Present |
| Jane Lofthouse | Independent Member | Present |
| Ebby Maps | Independent Member | Apologies |
| Julianne Marriott | Independent Member | Present |
| Simon Mayfield | Independent Member | Present |
| Hafsa Naeem | Student Member | Present |
| Yvonne Odai | Student Member | Present |
| Mandeep Sahotay | Independent Member | Apologies |
| Paddy Salter | Independent Member | Present |
| Elizabeth Scott | Independent Member | Present |
| Miklos Sarosi | Parent Member | Present |
| Julia Shelton | Independent Member | Present |
| Graham Willson | Independent Member | Present |

**Non-Members in attendance**

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

**1 MEMBERSHIP OF THE CORPORATION**

The Corporation NOTED the following with regard to the membership of the Corporation:

1. The Student Members for 2021/22 were Hafsa Naeem and Yvonne Odai
2. Edet Okon had resigned from membership of the Corporation as from 27 August 2021 and arrangements were being progressed to appoint a new Teaching Staff Member
3. Kieran Healy had resigned from membership of the Corporation given the increased demands on his time as a result of being appointed as the Chair of an Academy Governing Body
4. Ebenezer Maps (known as Ebby) had been appointed to serve on the Corporation as the Parent Member as from 6 October 2021

**2 WELCOME AND INTRODUCTIONS**

The newly appointed Student Members were welcomed to the meeting although it was appreciated that Yvonne Odai had served on the Corporation in 2020/21.

All present introduced themselves.

The meeting was taking place on a hybrid basis with some Members in College and some online. All confirmed that they could see and hear proceedings.

**3 APOLOGIES FOR ABSENCE**

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

* Sohidul Hoque because of family commitments
* Ebby Maps given other commitments which could not be rearranged bearing in mind that his appointment to serve on the Corporation had only been confirmed earlier in the day
* Mandeep Sahotay whose apologies arrived during the meeting and who had witnessed an incident on the way to College and stayed with the person whilst the emergency serves were called.

The meeting was quorate throughout.

**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**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 14 JULY 2021**

The Minutes of the meeting of the Corporation held on 14 July 2021 were agreed to be a correct record.

**6 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 14 JULY 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.

**7 CORPORATION DECISION TRACKER**

The Corporation received the updated Decision Tracker.

At this time the item relating to Safeguarding & Prevent could be removed from the Decision Tracker as it would 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.

**8 PRESENTATION – SAFEGUARDING**

The Corporation received a presentation by the Assistant Principal Student Services & Human Resources on the College’s approach to Safeguarding and related matters which was intended to be a training session so that Members had an up-to-date understanding of the related statutory and regulatory framework.

At the outset Members were asked to complete a brief questionnaire on their confidence level relating to the knowledge of Safeguarding. This was then repeated at the end to check that awareness had increased as a result of the session.

A number of points were highlighted including the following:

* The background to the latest update of the Government’s statutory safeguarding document – Keeping Children Safe in Education (KCSIE)
* Reporting abuse, sexual violence and sexual harassment were now a significant focus of the KCSIE – with peer on peer abuse being a major consideration
* References in the KCSIE are also made to (1) sexting and upskirting, (2) the guidance available from the UK Council for Internet Safety (UKCIS), (3) Child Criminal Exploitation (CCE) and (4) Child Sexual Exploitation (CSE)
* The background to the Section 11 Audit which was prepared by the College for forwarding to the Local Authority
* The NewVIc arrangements for safeguarding including the holders of the key roles of Designated Safeguarding Lead, the Deputy Designated Safeguarding and the Corporation Link Member for Safeguarding
* The links in place between the College and other bodies in Newham which have seen real improvements in terms of information sharing and support over the last year or so and this includes the Police which now have an increased presence on site which is welcomed by the College
* The College’s approach to Prevent

The presentation concluded with a focus on the role of Corporation Members in terms of Safeguarding and Prevent and this included the expectation that Members would read the entire Keeping Children Safe in Education document – to be provided.

Members were invited to raise issues associated with the presentation.

One Member asked about the arrangements for the training College staff and it was confirmed that Safeguarding and Prevent are covered as an integral part of the induction of new staff and as part of ongoing professional development for all staff.

Another Member asked if students were able to tell the College in any way if they feel safe. It was explained that it was important to put this in a context and this was achieved by the College through the various student surveys as well as individual contact.

A challenge for the College was to encourage students who experience, for example, sexual harassment to make this known so it can be addressed. Unfortunately, by the time young people arrive at NewVIc it had been found from their experience at school that there was little if any point in making such reports so now they did not bother. Given this learned behaviour the College was taking every opportunity to make it known to students that reports would be dealt with seriously and sensitively including supporting students to go to other agencies such as the police as and when appropriate.

A related matter – and one growing in terms of numbers coming forward – concerned mental health and wellbeing. It was apparent from the referrals that students did feel safe in making known to the College their personal challenges and, in doing so, to seek support.

Members were as one on the importance of Safeguarding and Prevent and their individual and collective roles and welcomed the regular updates presented to the Curriculum, Quality & Engagement Committee. It was thought that the opportunities to introduce KPIs as part of the ongoing monitoring of impact should be explored although it was acknowledged that it was important to avoid any form of tick box approach which would have little if any benefit.

The Corporation AGREED following discussion:

1. To thank the Assistant Principal Student Services & Human Resources for such an informative presentation and training session on Safeguarding & Prevent
2. To note the Section 11 Questionnaire which would now be uploaded to the London Borough of Newham
3. To invite Members to make known to the Assistant Principal and the Clerk any comments and or questions on the proposed updated College Safeguarding Policy
4. To consider the approval of the Safeguarding Policy for 2021/22 via Written Resolution once the document was updated to reflect feedback from Members

**8 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 future funding of qualifications that overlap T Levels
* Consultation on awarding A Levels, GCSEs and vocational qualifications in 2022 – in general the proposals indicate that the authorities are keen to keep exams in place
* The publication of the draft Statutory Guidance for Further Education Colleges, Sixth Form Colleges and designated institutions which sets out how college governors will be expected to comply with a new statutory duty set out in the Skills and Post-16 Education Bill to regularly review how well the education and training their college provides meets the local skills and employment needs identified in the Local Skills Improvement Plans (LSIPs)
* The consultation on proposals to simplify FE funding and accountability
* The increase in employee and employer national insurance as from April 2022 – schools and academies will have the increase covered whilst colleges will have to fund from existing budget provision
* The appointment of a new Education Secretary and Ministerial Team following the Cabinet reshuffle
* The College continued to update the Covid related practices, guidance, information and risk assessments taking into consideration the latest Government announcements
* The current student achievement rate for 2020/21 for all qualifications was 89.4% with retention at 93.6% and pass rate at 95.5%.

The report also covered a number of NewVIc specific good news stories.

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 NOTE that the student achievement position and related matters would be covered in detail at the meeting of the Corporation on 15 December 2021
3. To NOTE in particular the uncertainties relating to the future funding of a number of courses given the priority focus on T Levels and the challenge for the College of finding sufficient work experience placements for students attending T Levels
4. To NOTE that the College maintained close contact with the Local Public Health Officer on the arrangements for vaccinations and other Covid matters.

*Note: Julia Shelton left the meeting during the previous item*

**9 CORPORATION PLANNING & DEVELOPMENT SESSION – 27 NOVEMBER 2021**

The Corporation APPROVED the outline of the programme for the Corporation Planning & Development Session on 27 November 2021.

It was confirmed that time would be allocated in the programme for Members to have the opportunity to ask questions arising from the themes to be covered and there would be an open session at the end for Members only without the Executive or Clerk present.

**10 COMMITTEE MEMBERSHIP – 2021/22**

The Corporation APPROVED:

1. the Committee membership and Chairs for 2021/22 as set out in the Appendix to these Minutes
2. the appointment of Kieran Healy as a co-opted Member on the New Build Task & Finish Group given his interests and experience

**11 ACADEMISATION TASK & FINISH GROUP – TERMS OF REFERENCE**

The Corporation received the draft Terms of Reference of the Academisation Task & Finish Group.

Two Members questioned if the draft document reflected sufficiently the discussion at the meeting of the Corporation on 14 July 2021 when it had been agreed to establish a Task & Finish Group having regard to the adoption of 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)

The Clerk was asked to review the wording of the Terms of Reference and circulate to Members with a view to gaining approval via Written Resolution.

**12 GOVERNANCE SELF-ASSESSMENT**

The Corporation received and considered the report of the Clerk with regard to the approach to conducting the Governance Self-Assessment for 2020/21 and the Action Plan for 2021/22.

The Corporation APPROVED the following:

1. the format of the Governance Self-Assessment questionnaires for 2020/21 to be completed anonymously online by individual Members with a suggested target submission date of 29 October 2021
2. that a summary of the issues from the questionnaires be presented to the Corporation Planning & Development Session on 27 November 2021 so that an Action Plan may be prepared for the meeting of the Corporation on 15 December 2021
3. that a detailed review of the process be carried out to determine the approach before preparing the Governance Self-Assessment for 2021/22 when account would also be taken of the anticipated introduction of external reviews of governance

**13 CORPORATION MEMBERSHIP – PARENT MEMBER – TERM OF OFFICE**

The Corporation NOTED that, with the written approval of Members, the term of office of the Parent Member had been amended to be as follows:

*Parent Members will be appointed for a term of office of 2 years in accordance with the Corporation’s Standing Orders, or up until the term following which their child leaves the College, whichever is the sooner.*

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

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

The theme for the meeting of the Corporation on 15 December 2021 would cover examination outcomes in 2020/21 and the prospects for students in the summer 2022.

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

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

* 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.

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. This, however, would be kept under review in the light of developments associated with Covid.

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

**Appendix**

**The Corporation of Newham Sixth Form College**

**6 October 2021**

**Committee Membership – 2021/22**

**Audit & Risk Committee**

* Kofo Ladele (Chair)
* Sohidul Hoque
* Julianne Marriott
* Miklos Sarosi

**Curriculum, Quality & Engagement**

* Julia Shelton (Chair)
* Mandeep Gill
* Jane Lofthouse
* Ebby Maps
* Hafsa Naeem
* Yvonne Odai
* Martin Rosner
* Mandeep Sahotay
* Paddy Salter
* Elizabeth Scott
* Teaching Staff Member

**Finance & Resources Committee**

* Simon Mayfield (Chair)
* Laura De Vos
* Mandeep Gill
* Martin Rosner
* Graham Willson

**Governance & Search Committee**

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

**Remuneration Committee**

* Miklos Sarosi (Chair)
* Sohidul Hoque
* Kofo Ladele
* Julia Shelton

**New Build Task & Finish Group**

* Mandeep Gill
* Kieran Healy (Co-opted Member)
* Simon Mayfield
* Martin Rosner
* Graham Willson

Note: The Chair of the Group is to be appointed by the Group

**Academisation Task & Finish Group**

* Mandeep Gill
* Kofo Ladele
* Julianne Marriott
* Martin Rosner
* Paddy Salter

Note: The Chair of the Group is to be appointed by the Group