**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 12 July 2023**

**Members**

|  |  |  |
| --- | --- | --- |
| Martin Rosner(Chair) | Independent Member  | Present  |
| Jadyn Benneh | Student Member | Present  |
| Emma Bibi | Student Member | Apologies – other commitments  |
| Chris Foloruso | Independent Member  | Present  |
| Mandeep Gill  | Principal & Chief Executive  | Present  |
| Kofo Ladele | Independent Member  | Apologies – IT problems  |
| Jane Lofthouse | Independent Member | Present  |
| Ebby Maps | Parent Member  | Apologies – access problems  |
| Avnesh Pandya | Independent Member  | Present  |
| Mandeep Sahotay | Independent Member  | Present  |
| Elizabeth Scott | Independent Member  | Present  |
| Julia Shelton | Independent Member  | Present  |
| Kate Towner | Independent Member | Present  |
| Federico Valori | Independent Member  | Present  |
| Yolanda Valery | Independent Member  | Present  |
| Graham Willson | Independent Member  | Present  |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Shadavia Bucknor | Student  | Present  |
| Susanne Datta  | Executive Director Human Resources & Organisational Development  | Present |
| David Francis  | Executive Director Student Services  | Present  |
| Michael Gainlall  | Vice Principal Finance & Operations  | Present  |
| Robin Jones | Clerk to the Corporation  | Present  |
| Rena Rani | Interim Vice Principal Curriculum  | Present  |
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**1** **MEMBERSHIP OF THE CORPORATION – STUDENT MEMBERS**

The Corporation NOTED that Jadyn Benneh and Emma Bibi would complete their terms of office as the Student Members on the Corporation on 31 July 2023.

The 2023/24 Student Members were noted to be Aleeza Hasaan and Matthew Odeymi.

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

The Corporation NOTED that Fiona Clarke had resigned as the Teaching Staff Member.

The Clerk reported that, after the summer break, all members of the established staff would be invited to nominate colleagues to serve on the Corporation as the Teaching Staff Member or the Support Staff Member as appropriate.

It was hoped that the new Staff Members would be to able to attend the next scheduled meeting of the Corporation on 11 October 2023.

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

The Corporation NOTED that consideration to the possible filling of the vacancies for Independent Members would be deferred until the outcome of the Structure and Prospects Review was known.

**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.

Emma Bibi had submitted her apologies for absence due to other commitments. To provide an additional student voice Shadavia Bucknor had been invited to attend the meeting.

Two Members were not able to join the meeting and advised the Clerk accordingly during the meeting:

* Kofo Ladele – IT difficulties meaning that she was not able to access the online platform
* Ebby Maps – train delays meaning that by the time he arrived at the College there was no one available in reception to enable admission

**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 CONFIDENTIAL DISCUSSION – STRUCTURE AND PROSPECTS REVIEW**

The Minute covering this item is classified as being confidential and is only available to Members of the Corporation and the others present on this occasion.

**7**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 14 DECEMBER 2022**

The Minutes of the meeting of the Corporation held on 14 December 2022 were agreed to be a correct record subject to making it clear in item 1 that Joanne Dean was at the time the Vice Chair of the Corporation.

It was recalled that, due to the long-term ill-health absence of the Clerk, there was a delay in preparing the Minutes of the meeting. In the circumstances a summary of the actions and decisions taken was received by the Corporation at the meeting on 22 March 2023.

**8**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 22 MARCH 2023**

The Minutes of the meeting of the Corporation held on 22 March 2023 were agreed to be a correct record.

**9 MATTERS ARISING FROM THE MINUTES OF THE MEETINGS OF THE CORPORATION HELD ON 14 DECEMBER 2022 AND 22 MARCH 2023**

The Corporation agreed that, on this occasion, there were no matters arising from the Minutes of the meetings held on 14 December 2022 and 22 March 2023 which were not covered by the Agenda for this meeting or those planned for forthcoming meetings.

**10 CORPORATION DECISION TRACKER**

The Clerk presented to the Corporation the updated Decision Tracker and it was AGREED that the following two items could be deleted as having been addressed:

* Pay award for 2022 having regard to the outcome of the discussions between the SFCA and the unions
* Scope to amend the Instrument & Articles of Government – addressed by the Governance & Search Committee on 26 June 2023 and a recommendation presented to the Corporation.

*Note: Federico Valori left the meeting at this point given another commitment. The meeting remained quorate.*

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

The Corporation received and discussed the comprehensive report of the Principal & Chief Executive.

A number of the issues addressed in the report were specifically highlighted including:

* The major impact on the College and, therefore, staff and students of two years of industrial action by members of the NEU – in the current year this meant that students missed 37 days due to strike action which equates to approximately 22% of students’ entire learning time being lost
* The arrangements put in place to support students to catch up with lost teaching opportunities and, therefore, their gaps in their knowledge, although attendance at these sessions was less than would have been hoped
* The action plan that had been in place for 2023/24 so that the year could start as smoothly as possible for both new and continuing students – there were also new information systems to support staff with training arranged for August
* The expectation that the College would be subject to a full Ofsted inspection sooner rather than later in the new year – this would be conducted in accordance with the provisions of the updated Ofsted Inspection Handbook
* The ongoing national discussions on SEND and the priority for the College to develop the provision
* The various NewVIc related good news stories

The Corporation agreed following discussion:

1. To thank the Principal & Chief Executive for such an informative report
2. To welcome the various good news stories relating to NewVIc students with the support of staff and to ask the Principal & Chief Executive to pass on the thanks and appreciation of Members to all concerned.

**12**  **ACCOUNTABILITY STATEMENT**

The Corporation APPROVED the Accountability Statement as recommended by the Curriculum, Quality & Engagement Committee on 15 July 2023.

**13 FINANCE & RESOURCES COMMITTEE – MINUTES OF THE MEETING HELD ON 28 JUNE 2023**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 28 June 2023.

The Chair of the Committee highlighted the key issues from the meeting including:

* Estates – approval to the spend of £200,000 to enable the surveys and design of schemes to be progressed for BU and G Blocks replacement and improvements to A Block – the expenditure to be spent across the two financial years 2022/23 and 2023/24
* Management Accounts for April 2023 reviewed which showed a significantly improved financial position relative to the budget projections (surplus for the period of £2,792,893 compared to the profiled budget surplus of £1,265,311) although there would be further changes by the year end once the final pay settlement for teaching staff was progressed and the pension evaluation was completed
* Income and Expenditure Budget 2023/24 and Financial Plan 2024/05 – addressed in the following item of the Minutes

**14 ANNUAL INCOME & EXPENDITURE BUDGET 2023/24 AND FINANCIAL PLAN 2024/25**

The Corporation received the proposed Income & Expenditure Budget for 2023/24 and the Financial Plan for 2024/25 as presented to and discussed by the Finance & Resources Committee on 28 June 2023.

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

* The projected funding shortfall in 2023/24 previously reported to the Corporation had now been removed due to higher than expected T Level students being funded and a change in the mix of mainstream 16 – 18 year old students on bands with higher levels of funding
* Whilst 16 – 18 year old mainstream students were funded on a lagged basis with far more certainty on the generation of income in the coming year, T Level students were funded on an on programme basis with the prospect of in-year clawback if target numbers were not achieved
* Funding had increased for the majority of students by 2.2% in 2023/24 whereas the funding for T Level students by 10% - it was thought to be most unlikely that this level of increase would continue in 2024/25 and beyond
* Given the College’s own projections as to the enrolment of T Level students in 2023/24 a cautious approach had been taken when preparing the Annual Budget – the funding for 197 T Level students had not been incorporated in to the Budget at this stage but left on the Balance Sheet so that any clawback can be progressed without impacting on the proposed Annual Budget operating surplus position
* The number of 16 – 18 mainstream students to be funded in 2024/25 would not be known until the Spring 2024 when the Financial Plan could be reviewed with a degree more certainty

The Corporation agreed unanimously following discussion:

1. To APPROVE the Income & Expenditure Budget for 2023/24 and the Financial Plan for 2024/25 as presented having noted, in particular, the position with regard to the funding of T Level students
2. To welcome the commitment of the Executive to look for further ways to support students and staff given the level of surplus being projected whilst recognising the uncertainties particularly with regard to the income to be received for T Level students
3. To look forward to receiving an update at the next scheduled meeting of the Finance & Resources Committee and then ongoing on the emerging factors impacting on the Income & Expenditure Budget for 2023/24 and the Financial Plan for 2024/25.

**15 LGPS DISCRETIONARY POLICY**

The Corporation APPROVED the LGPS Discretionary Policy as recommended by the Finance & Resources Committee on 28 June 2023.

The Clerk was asked to consider if it was permissible for the Corporation to delegate the authority to approve future reviews and approvals of the LGPS Discretionary Policy to the Finance & Resources Committee.

**16 AUDIT & RISK COMMITTEE - MINUTES OF THE MEETING HELD ON 27 JUNE 2023**

The Corporation received and noted the unconfirmed Minutes of the meeting of the Audit & Risk Committee held on 27 June 2023.

In the absence of the Chair of the Committee the Clerk highlighted the key issues from the meeting including:

* Audit Code of Practice – Review
* Financial Statements Auditors – presentation prior to the review of the Financial Statements for 2022/23
* Internal Audit Assurance Strategy and Annual Plan – 2023/24

A number of other items were addressed at the recent meeting as set out in the Minutes including the following:

* Risk Register
* Internal Audit – Implementation of Issues
* Internal Audit Reports (Procurement, Business & Curriculum Planning, Follow-up and Risk & Assurance Progress Report)
* Development and Training of Members of the Audit & Risk Committee

**17 INTERNAL AUDIT ANNUAL PLAN – 2023/24**

The Corporation received the Internal Audit Annual Plan and APPROVED the recommendation of the Audit & Risk Committee that the following aspects of College activity be reviewed in 2023/24:

* Human Resources with a focus on performance management and sickness absence management
* Budgetary Control and Cashflow Forecasting
* Enrolment Processes
* Health & Safety

The reports prepared by the Internal Auditors following the reviews would, as always, be presented to and considered by the Audit & Risk Committee with any material issues being drawn to the attention of the Corporation via the Committee Minutes.

**18 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – MINUTES OF THE MEETING HELD ON 15 JUNE 2023**

The Corporation received and noted the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 15 June 2023.

The Chair of the Committee highlighted the main issues addressed at this meeting all of which were the subject of separate recommendations for consideration by the Corporation:

* Accountability Statement
* Safeguarding Policy – 2023/24
* Curriculum Strategy

The Corporation noted that a number of other items had been considered by the Committee as set out in the Minutes included with the Agenda:

* Safeguarding Update
* Student Report
* Destination Data
* Key Performance Indicators appropriate to the Curriculum, Quality & Engagement Committee
* Quality Improvement Plan – 2022/23
* Curriculum Plan
* Lesson Observations
* Impact of industrial action on the anticipated Ofsted inspection

**19 CURRICULUM STRATEGY**

The Corporation APPROVED the Curriculum Strategy as presented to and reviewed by the Curriculum, Quality & Engagement Committee on 15 June 2023.

**20 SAFEGUARDING POLICY – 2023/24**

The Corporation APPROVED the Safeguarding Policy for 2023/24 as recommended by the Curriculum, Quality & Engagement Committee on 15 June 2023.

The particular attention of Members was drawn to the publication by the Department for Education of the updated Keeping Children Safe in Education document – widely known as KCSiE. The provisions applied from 1 September 2023 and had been taken into account when preparing the College Safeguarding Policy for 2023/24.

It was explained that all members of the College staff were required to read Part 1 of the KCSiE document and the training programme for the year had regard to the College Safeguarding Policy and the national arrangements. Furthermore, the weekly Staff Bulletin included appropriate messages as did the College PCs when switched on.

The expectation on all Members of the Corporation was that they were familiar with both the College Safeguarding Policy and the KCSiE document so that they knew what to do if they were told of a safeguarding issue. Briefings would continue to be provided for Members – most recently on 16 January 2023 – and the online training module should be completed by Members annually.

Advice on the application of the College arrangements for safeguarding is available from the Executive Director – Student Services.

**21 GOVERNANCE & SEARCH COMMITTEE – MINUTES OF THE MEETING HELD ON 26 JUNE 2023**

The Corporation received and NOTED the Minutes of the meeting of the Governance & Search Committee held on 26 June 2023.

It was recognised that a number of issues addressed by the Governance & Search Committee on this occasion required the attention of the Corporation and these are covered in the following items.

**22 COMMITTEE TERMS OF REFERENCE – UPDATES FOR 2023/24**

The Corporation NOTED that, at the recent meetings of the Committees, Members had reviewed the Terms of Refernce in preparation for 2023/24.

The following Committees had agreed that it was not necessary to propose any changes to the documents previously approved by the Corporation:

* Audit & Risk Committee
* Curriculum, Quality & Engagement Committee
* Finance & Resources Committee

The Governance & Search Committee had reviewed the Terms of Reference at the meeting on 26 June 2023 having regard to recommendations made by the Internal Auditors and the national requirement to arrange an external review of governance.

The Corporation APPROVED the updated Terms of Reference of the Governance & Search Committee as from 1 August 2023.

**23**  **CODE OF GOOD GOVERNANCE**

The Chair of the Corporation reported that, although it was known that the AoC Code of Good Governance had been updated, the document had not yet been received from the AoC.

In the circumstances the Corporation agreed that the adoption of the updated Code would be considered by Members via Written Resolution unless it was thought appropriate, once the contents had been reviewed, to defer until the meeting of the Corporation scheduled for 11 October 2023 (assuming that the new document had been received by then and considered by the Governance & Search Committee).

**24 GOVERNANCE SELF-ASSESSMENT** **– 2022/23**

The Corporation APPROVED the recommendation of the Governance & Search Committee with regard to the conduct of the Governance Self-Assessment for 2022/23 and the preparation of the summary with commentary for consideration at the Corporation Planning & Development Session on 18 November 2023.

**25 EXTERNAL REVIEWS OF GOVERNANCE**

The Corporation received the recommendation of the Governance & Search Committee with regard to the external review of governance which, it was recognised, had largely been overtaken by the approval, earlier in the meeting, of the updated Terms of Reference of the Committee which addressed, inter alia, the arrangements for the engagement of an organisation to conduct the review of the governance of NewVIc.

The intention was to invite appropriate organisations to submit proposals for the NewVIc review to take place in March 2024 and these would be considered by the Governance & Search Committee on 12 September 2023.

The Corporation NOTED the planned approach for the enagment of an organisation for the conduct of the external review of governance and agreed to look forward to receiving an update at the meeting on 11 October 2023 via the Minutes of the planned meeting of the Governance & Search Committee.

**26 CORPORATION MEMBER TRAINING POLICY**

The Corporation APPROVED the updated Corporation Member Training Policy as recommended by the Governance & Search Committee on 26 June 2023.

**27 CORPORATION AND COMMITTEE CALENDAR OF MEETINGS – 2023/24**

The Corporation APPROVED the Calendar of Meetings for 2023/24 as recommended by the Governance & Search Committee.

**28 INSTRUMENT & ARTICLES OF GOVERNMENT – FINANCIAL AFFAIRS OF THE STUDENTS’ UNION**

The Corporation APPROVED the recommendation of the Governance & Search Committee on 26 June 2023 that the following clause (Article number 18 (2)) be deleted from the College Articles as from 1 August 2023:

 *The Students’ Union shall present audited accounts annually to the Corporation*

The reasoning for the removal of the clause was that, like a number of other sixth form colleges, the NewVIc Students’ Union did not have its own bank account. The funds allocated to the Students’ Union by the College were part of the Student Support Budget and, therefore, covered by the end of year audit leading to the publication of the College Financial Statements.

**29 HEAD OF GOVERNANCE**

The Corporation APPROVED the updated Job Description for the post of Head of Governance (currently Clerk to the Corporation) as recommended by the Governance & Search Committee on 26 June 2023.

It was recalled that the revised designation of Head of Governance had been approved by the Corporation at the meeting on 13 July 2022 when it was envisaged that it would be used when seeking to appoint a new Clerk on the retirement of the current post holder. As the leaving date has not yet been confirmed it was AGREED that the designation of Head of Governance would be used as from 1 August 2023.

**30 LINK MEMBERS OF THE CORPORATION**

In response to a question arising from the consideration of a number of governance related matters, it was confirmed that the allocation of Link Members would be an item on the Agenda for the meeting of the Corporation on 11 October 2023.

**31 WRITTEN RESOLUTION**

The Corporation NOTED the Written Resolution addressed since the meeting on 22 March 2023 as set out in the Agenda:

* Voluntary Redundancy Scheme approval - Independent and Parent Members only

**32 COLLEGE SEAL**

The Corporation NOTED that, as approved at the meeting of the Corporation on 22 March 2023, the Corporation Seal was used for a JCT contract with the build contractor for the works now completed for the funded Post 16 Project.

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

The Chair of the Corporation invited Members to make known on an ongoing basis 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 on 11 October 2023 (as discussed at a previous meeting of the Audit & Risk Committee)
* Health & Safety with a focus on the role and responsibilities of the Corporation

**34 STAFFING CRISIS IN COLLEGES**

The Principal & Chief Executive outlined for Members of the Corporation the staffing crisis faced by colleges across the country including NewVIc.

It was noted that a number of posts – teaching and support – were proving hard to fill. The College was organising open recruitment days to seek to attract suitably qualified people to apply for positions.

The Corporation agreed to NOTE the update provided by the Principal & Chief Executive on the staffing crisis and to look forward to receiving updates at future meetings.

**35 NEU’S MEDIA CAMPAIGN**

The Corporation received and NOTED a summary of the statements made in the media over the past few months by NEU and others which, in many instances, were misleading or, indeed, completely false. At a time that the College was experiencing difficulty in recruiting staff this was far from helpful. Furthermore, the damage to student enrolment was thought to be incalculable and could have long term consequences for the College including its financial health .

**36 CALENDAR OF MEETINGS – 2023/24**

The Corporation NOTED the dates of the planned meetings to take place in 2023/24:

* Wednesday 11 October 2023
* Wednesday 13 December 2023
* Wednesday 27 March 2024
* Wednesday 10 July 2024

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.

**37 STUDENT MEMBER - JADYN BENNAH**

The Chair of the Corporation acknowledged the contribution of Jadyn Bennah during the past year, which included acting as the Vice Chair of the Curriculum, Quality & Engagement Committee, and was greatly appreciated by all Members.

Members were unanimous in passing on their very best wishes to Jadyn for the future.

*Note: Jadyn Bennah and Shadavia Bucknor left the meeting which remained quorate.*

*The members of the SLT other than the Principal & Chief Executive also left at this point of the meeting.*

**38 CONFIDENTIAL ITEMS**

The Corporation considered certain confidential items as set out in the separate Minutes.

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